

ORC:
OAC:
CF SR:
Board:
Other: _____

Next Review Date: 10/22

Last Reviewed: 10/19

Review Responsibility: Director of Communications Division

FCCS PROCEDURE

NO.: 2A

**SUBJECT: COMMUNICATION ON MEDIA
CASES/CALLS**

Approved by: Executive Council

Effective Date: September 14, 2009

Date(s) of Revision: Dec 22, 2009; Jul 11, 2011; Sep 2, 2013; Sep 26, 2017; Oct 29, 2019

Responsible for Implementation: All Staff

Procedures:

Communication on Media Cases/Calls

Information on cases that could involve publicity/media should be sent to the Franklin County Children Services Communications Division Director, Alison Rodgers as soon as possible. E-mail alerts to alrodger@fccs.us are preferable. Phone information should minimally include, name(s) of child(ren), parents, address, SACWIS ID number, service team and a description of events that might cause media concern. E-mail messages should follow the responsible use of technology policy and refrain from using a client's full name.

If a staff person receives a media call, the following people should be alerted immediately regardless if it is an evening or weekend:

#1 person

Alison Rodgers

Work: 614-275-2521

Cell: 614-907-1526

Home: 614-214-1215

Please leave a message and if a phone call is not returned within an hour, please proceed to the next person. If immediate need, go directly to the next person if first person cannot be reached.

If not available:

#2 person

Bruce Cadwallader

Work: 614-341-6085

Cell: 614-372-3790

Agency iPhone: 614-809-5790

#3 person

Valancia Turner

Work: 614-275-2520

Cell: 614-357-8569

Home: 614-309-8337