

Next Review Date: January 2022
Last Reviewed: January 2019
Review Responsibility: Director of Communications Division

FCCS PROCEDURE

NO.: 2D

**SUBJECT: SPECIAL CIRCUMSTANCES FOR
MEDIA CONTACT**

Approved by: Executive Council

Effective Date: 1991

Date(s) of Revision: 1991; 1998; 2003; 4/2004; 11/2008; Mar 12, 2013; Jan 15, 2019

Responsible for Implementation: All Staff and Communications Division

Procedures

Special Circumstances for Media Contact:

- 1) Wandering children brought in by police: If a child is brought to Franklin County Children Services because the child was alone, on the streets or otherwise out of the care of an adult, and cannot communicate with workers because of age or disability, Intake and Investigations staff contacts the Intake Director or Associate requesting media assistance. The request is made of the Communications Division Director or designee, who gets approval from the Executive Director or Deputy Director. Media is contacted, allowed to film or send a photograph of the child, and publish/air the Intake number for anyone who knows the whereabouts of the child's parent or guardian. Parental consent is not needed in this case, as the agency is using the child's image to locate the parent or guardian in order to protect the child.
- 2) Emergency information needed by staff and the public: In the case of an emergency at an office location (fire, explosion, other crisis), or in the case of weather-related closing of an office location (tornado, snow emergency), the Communications Division Director or designee contacts all media to have the appropriate message printed/broadcast or posted on the website for the benefit of staff, clients and the community at large. (See Emergency Notification/RAVE Alert Policies and Procedures section 4L.)

- 3) Staff who are asked to appear on radio or television or to be interviewed for a print story representing the agency: An employee who is asked to appear on radio or television or to be interviewed by a reporter for a print story should contact the Director of the Communications Division. A briefing on what to share with the media and tips for the successful interview will be given. When appropriate, Communications Division staff will accompany the employee for support.