

## Nancy Bishop

---

**From:** Frank Riley </o=first organization/ou=first administrative group/cn=recipients/cn=friley>  
**Sent:** Wednesday, June 27, 2012 1:57 PM  
**To:** Alan F. Miller; Sharon Burke; Marcy Chadwell  
**Cc:** Monty Prow; Deborah Day; Sharon Harrigfeld  
**Subject:** Pending Litigation

You may be aware that news reports have indicated that a group of IDJC staff have filed or intend to file a complaint against the department. Please refer to the previous communication sent to all staff with instructions for dealing with questions about this matter. That communication indicated the following:

1. Please be mindful that any discussion (concerning the litigation) should occur at an appropriate time and place and never in the presence of juveniles.
2. Please remember, if you receive questions from the media or other members of the community, only the Director or her designees are authorized to speak on behalf of the Department. This is not meant to limit your freedom of speech but to maintain consistent messaging.
3. It is encouraged that you read policies #630 (Community Public Relations) & #366.30 (Respectful Workplace and Harassment). These policies may be helpful as we go through this process. Treating all employees with respect is important under any circumstances.
4. If you have further comments or questions, refer them to your Supervisor.

Additionally you should know and you should let your staff know that the Department believes strongly in what it is doing to protect the safety of juveniles, staff and the community and in what it is doing to accomplish its mission. We encourage the continued open and regular involvement of families and our professional partners in all that we do in working with juveniles in the justice system.

If you have any questions about this matter, please feel free to contact me, the Regional Superintendent, Public Information Officer or the Director.