

Staff Information Concerning Litigation

Instructions for Staff:

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. The attached communications diagram will help you to determine the flow of information from you to the next level.
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.
4. If you have further comments or questions, refer them to your Supervisor.