



Richard S. Biehl

RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE

Rev. 6/15

POLICY STATEMENT

To operate effectively, the Dayton Police Department must nurture and maintain the support of the Dayton community. To a large degree, community support is engendered by informing the public and news media of events that affect the lives of citizens in the community. The Dayton Police Department is committed to informing the community and news media of events managed by or involving its members.

It is the policy of the Dayton Police Department to cooperate with the news media without partiality in providing information about crimes and police activities and at the same time to conform with the protection guaranteed to individuals in the First and Fourth Amendments to the Constitution of the United States. Thus, police personnel will cooperate with the news media to the degree permitted by each situation. The Dayton Police Department has a legal and professional responsibility to control the flow of information to the news media in order to properly serve the interests of the community, city government, and its employees.

I. PUBLIC INFORMATION SPECIALIST

- A. The Public Information Specialist is assigned to the office of the Chief of Police. The Public Information Specialist serves as a central source of information for release by the department, and responds to requests for information by the news media and the community. The Public Information Specialist is not the department spokesperson except when so designated by the Chief of Police.

All requests for police information requiring special or extensive research, or not obtainable in a timely fashion, will be submitted in writing to the Chief of Police for the attention of the Public Information Specialist. These requests are not to be confused with Public Records Requests which are handled by the Public Records Administrator. A reasonable effort will be made to assist the media with inquiries regardless of the subject. Each inquiry is subject to department analysis regarding time management.

- B. The Public Information Specialist is also responsible for:

1. Providing approved types of information to the news media.
2. Writing news releases for distribution by City of Dayton Public Affairs.
3. Serving as liaison between department personnel and news media.
4. Arranging and scheduling news conferences.
5. Developing community awareness programs regarding police activities for dissemination via public access television channels.
6. Maintaining Departmental Social Media presence under the direction of the City of Dayton.
7. Assisting departmental awards ceremonies.

II. RELEASE OF INFORMATION ON ONGOING INVESTIGATIONS

- A. On-scene supervisors, commanders or the Public Information Specialist are responsible for providing brief, factual statements to the media regarding the situation in which departmental personnel are involved and will also provide information pertaining to traffic accident investigations or safety issues of broad public interest.

- The on-scene supervisor or commander should provide the initial news media interview but in the interest of continuity, should then refer all other interviews to the Public Information Specialist.

B. RDC RESPONSIBILITIES

1. To facilitate the News Media's access to "Breaking Story" type incidents, media personnel may contact the RDC supervisor. The RDC Supervisor will only release the following information:



- a. The location of an incident.
 - b. Basic factual information on the incident (e.g. type of call, police response, call out info, etc.).
 - c. The name of the on-scene Commander.
2. If the media wants more information, the RDC Supervisor will take a phone number and forward it to the on-scene commander. The on-scene commander will return the call if, and when, time permits.

C. NIGHT WATCH COMMANDERS RESPONSIBILITIES

Night Watch Commanders, when on duty, will be the primary point of contact after business hours.

D. WEEKEND DETECTIVE SERGEANT'S RESPONSIBILITIES

1. The detective sergeant assigned to Sunday processing will be responsible for answering media questions pertaining to major incidents occurring on their tour of duty.
2. The media are to be provided with the names of the on-duty Sunday processing sergeants in the Friday Press Release from the Public Information Specialist.
3. If the media has any inquiries, they can call the Sunday processing sergeant's extension as listed in the Friday Press Release. Additionally, if the media agent contacts the RDC, they will be able to notify the on-duty processing sergeant as well.

E. Information that can be released will include:

1. A confirmation or denial that an offense allegedly occurred
2. Arrested and/or charged (adult) defendant's name and identifying background information. The only information regarding juveniles that may be provided is age and possibly gender (on a case by case basis). The exception would be an endangered missing or an at large violent offender, posing a threat to public safety.
3. Specific charges against the defendant
4. The location, date and time of the alleged incident
5. The name of the officer in charge of the investigation
6. A statement that the matter continues under investigation
7. Name of arresting officer and/or Department and a time statement in regard to the duration of the investigation
8. Safety and crime prevention information

F. Information that cannot be released will include:

1. Observations about the defendant's character
2. Statements, admissions, confessions, or alibis attributable to the defendant
3. References to investigative procedures, such as fingerprints, polygraph examinations, ballistic tests, or laboratory tests
4. Statements concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at trial
5. Identity, testimony, or credibility of any prospective witness only if confidentiality has been promised and disclosure would identify the witness



6. Information received from other law enforcement agencies without their concurrence

III. INFORMATION RELEASE

- A. The Chief of Police reserves the exclusive right to comment on any Department matter or may delegate that right to an authorized spokesperson.
- B. All media releases (with the exception of contemporaneous on scene interviews by police personnel and daily incident logs), flyers, brochures, purchased media (billboards, web ads, television and radio ads, etc.) and collateral materials whether they are developed internally or by an outside agency will be routed on a **Communication and Public Affairs Request Form** (See attachment) through the Office of Public Affairs for approval prior to release. All materials need to be sent to Public Affairs c/o Toni Bankston for review and approval prior to execution.
- C. Division Commanders, Watch Commanders or spokesperson(s), designated to make routine release of information pertaining to matters connected with their Division, Bureau or Unit duties, must adhere to the guidelines of this policy. Those issues that are of a sensitive nature, department-wide in scope or related to internal discipline will be commented on only after consulting with the Chief of Police or their designee, to ensure coordination of response.
- D. In the interest of accuracy and continuity, any request for a news interview, made to any member of the department below the rank of sergeant shall be directed to that employee's immediate supervisor, the on-scene commander or the Public Information Specialist.
- E. Before scheduling any non-contemporaneous interview with the media (e.g., TV appearance, radio, newspaper), employees will request authorization via a Special Report to the Chief of Police, at least 72 hours prior to the scheduled interview, indicating:
 - Date of interview
 - Name of media agency
 - Topic of discussion
 - Initiator of interview
 - Time/date subject matter will be aired or published
 - Any other details pertaining to the interview. This requirement concerns only interviews where the content will be published or aired at a later date and not contemporaneous interviews by the media concerning daily events/operations.

IV. RELEASE OF INFORMATION ON DEPARTMENTAL ISSUES

No employee (whether on-duty, off-duty, or suspended) will release information to the media concerning departmental policies, procedures or other related issues pertaining to the operations of the Department which may have a detrimental effect on the operation of the Department, cause disruption, and/or impair the efficiency of operations. Requests for this type of information will be submitted in the form of a Special Report directed to the Chief of Police for review.

V. MEDIA ACCESS TO AREA OF SERIOUS INCIDENT OR CRIME SCENE

- A. In the event of a major crisis (i.e., hostage situation, natural disaster, crime scene, civil disturbance, strike, traffic accident, etc.), police perimeters are established for crowd control and to preserve evidence. Members of the news media are not to be permitted to enter these areas.



- B. After a crime scene has been processed, only the owner, legal occupant, or their agency may grant permission to news media representatives to enter private dwellings or the surrounding property to gather news.

C. News Media Identification

To ensure the Dayton Police Department is able to effectively communicate with authorized news media representatives at the scene of any incident, officers may require News Media to verify their credentials. Proof of media affiliation with a major publication or network, may provide sufficient documentation that the holder is a legitimate news media representative.

VI. RELEASE OF INFORMATION ON INTERNAL INVESTIGATIONS OR INTERNAL MATTERS

- A. During the course of any internal investigation into an allegation of non-criminal conduct by a department employee, information will not be released which could identify the employee who is the subject of such investigation.
- B. When an internal investigation has been completed and a determination has been made by the Chief to order the employee suspended pending a departmental hearing, or suspended subsequent to a departmental hearing, the name and photograph of the employee will be released to the media ONLY when the Chief has approved such action in response to a request by the news media. This information will only be disseminated by the Chief, or their designee.
- C. No employee will send a report to, or discuss with the media, any internal investigation or internal matter without written permission from the Chief of Police. Issuing a verbal or written statement to a public official or community leader about internal investigations or internal matters is strictly prohibited. These statements become readily available to the media and the public once they leave the domain of the Police Department and for the purposes of this policy will be considered a public statement and a media release.

VII. NEWS CONFERENCES

The scheduling of news conferences or press releases to discuss departmental matters must be authorized by the Chief, or their designee.

VIII. PUBLIC APPEARANCE/SPECIAL EVENTS DOCUMENTATION

Occasionally officers are asked to attend local meetings within their enforcement areas (i.e. citizen group meetings, priority board meetings, etc.). Division Commanders may appoint a qualified officer of their command to speak at public or private gatherings. Speakers will address routine Division functions only.

Immediately upon completing the public appearance, the officer will complete two copies of Form RF-010 Special Public Appearance Report. They will forward the original Form RF-010 to the Public Information Specialist and retain a duplicate in the unit file.

Public appearances can be divided into three classes: community meetings, speaker requests, and special projects.

- A community meeting/event (block parties, etc.) is a group of public or private citizens living or working in a particular community. This group meets periodically with police officers, normally attended by the division or beat officers.
- A speaker request is any public or private group requesting an officer to speak on a specific police related subject. The request may be verbal or in writing. Speaker requests include media appearances.



Public Appearances do not include meetings with private or city officials to plan police details, attendance at regularly scheduled meetings of local and state associations, sound bites given to media, etc. When more than one officer attends a particular function, submit only one Form RF-010. Preparation is the responsibility of the officer assigned to the division where the appearance occurred.

The Public Information Specialist will provide the Police Chief with a monthly summary of all public appearances by Department personnel from the previous month.

IX. REQUESTS FOR PUBLIC INFORMATION (See General Order 1.10-8 PUBLIC RECORDS)



Communication & Public Affairs

Request Form

Please complete and save form. Email completed form to angela.freeman@daytonohio.gov.

Any request needed in less than 2 weeks will be considered a rush job.

*Rush jobs require a Directors Approval (submit signed form to Angie Freeman) * Denotes a required field
TO INCREASE EFFICIENCY, PUBLIC AFFAIRS WILL PROVIDE ONLY TWO PROOFS OF A PROJECT BEFORE A NEW MARKETING REQUEST WILL BE REQUIRED TO MAKE CHANGES TO A CURRENT PROJECT.

REQUESTING DEPARTMENT INFORMATION

Submitted by (Manager or Supervisor only)* _____

Department/Division* _____

Telephone.* _____ Email* _____

REQUEST INFORMATION

Project Title _____

Target Audience _____

What are your marketing goals and objectives?

What is your requested return date for the final product?* _____

Note: PA request will not be assigned until all copy/text, logos, photos, supporting documents and examples have been emailed to angela.freeman@daytonohio.gov

Any request needed in less than 2 weeks will be considered a rush job *Rush jobs require a Directors Approval (submit signed form to Angela Freeman)

Director's Signature _____ Requester Signature _____

Date _____

REQUESTED SERVICE

- | | | |
|---|--|--|
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Document Cover | <input type="checkbox"/> Videography/Photos for event |
| <input type="checkbox"/> Press Release | <input type="checkbox"/> Logo/Artwork | <input type="checkbox"/> Podium <input type="checkbox"/> sound system |
| <input type="checkbox"/> Ad Placement/Design | <input type="checkbox"/> Copywriting | Distribution:
<input type="checkbox"/> TV <input type="checkbox"/> YouTube <input type="checkbox"/> DVD |
| <input type="checkbox"/> E-Blast | <input type="checkbox"/> Postcard/Mailer | File format: _____ |
| <input type="checkbox"/> Dayton Extra Article | <input type="checkbox"/> Stickers | <input type="checkbox"/> Poster (Quantity: _____) |
| <input type="checkbox"/> CDTN Slide | <input type="checkbox"/> Website Support | <input type="checkbox"/> 22" x 28" <input type="checkbox"/> 11" x 17" |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> T-shirt Design | <input type="checkbox"/> Custom size: |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Banner | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Certificate | | |

PRINTING AND ADVERTISING BUDGETS

What is your printing budget for this project? _____

What is your advertising budget for this project? _____

Information to include in design: Phone, website, contact etc. _____

Do you have copy/text to supply?* Yes No

Do you have photos to supply?* Yes No

Do you have other supporting documents to supply* Yes No

Please list any sponsors

What logos need to be included?

(We accept eps, ai, jpg or pdf in 300dpi or higher).