

Guidelines on the Provision of Information to the Public and Media

Updated: August 12, 2024

Background: The Yolo County Community Corrections Partnership (CCP) is the governing body responsible for developing and submitting public safety realignment implementation recommendations to the Board of Supervisors to support long-term systemic reform. The CCP is interested in sharing the good works of the CCP with the Yolo County community, is committed to a culture of transparency and openness with the public and media, and it values the responsible and timely exchange of information.

Purpose and Scope: This document provides guidance on the provision of information related to the business of the CCP to the public and media. These guidelines exist to assure information released by the CCP is timely, accurate, comprehensive, authoritative and relevant. These guidelines cover information in any form provided to the public and media on behalf of or in the name of the CCP, especially information that has the potential to generate media attention, public interest or inquiry. Examples include, but are not limited to interviews, news releases and information published on the CCP website or released via social media.

Guidelines: In many circumstances, the CCP will have information to share with the public. In other circumstances, a member of the public or media may seek information from the CCP about its programs, policies, activities or recommendations. The CCP seeks to provide the widest practical and appropriate dissemination of information as follows:

- A) **Approval of Information for Release:** Information released on behalf of or in the name of the CCP shall be about the business of the CCP. Information for release will be funneled through the CCP Analyst, who will, as needed, seek guidance from the CCP Chair, County Counsel and/or the County Public Information Officer (PIO)
- B) **Dissemination of Information:** As appropriate, the CCP will disseminate information directly to the media and public concerning CCP programs, activities, policies and recommendations. The primary method of dissemination will be through news releases and social media posts disseminated via the PIO.
- C) **Response Public or Media Inquiries:** The CCP Chair is the principal point of contact for public and media inquiries related to CCP business and activities. The Chair may elect to designate another member of the CCP to respond given their expertise or familiarity with a given CCP program.
- D) **Website:** The CCP Analyst will maintain up-to-date and relevant information on the CCP's website (www.YoloCounty.org/CCP). This will include the posting of CCP meeting agendas and minutes, links to CCP news releases and maintenance of CCP-funded program information and related performance measures.

Approval of Guidelines: The CCP approved the original policy on February 9, 2015. These guidelines may be modified or amended with the approval of a majority of the CCP.