

## MONTEREY COUNTY CHIEF LAW ENFORCEMENT OFFICER'S ASSOCIATION

### JOINT PRESS RELEASE/CONFERENCE GUIDELINES

1. **PURPOSE.** The purpose of these guidelines is to establish uniformity among all member agencies while responding to media inquiries or making prepared statements as a result of a multi jurisdictional event/investigation.
2. **GENERAL.** Each member agency recognizes the need to closely coordinate with other affected law enforcement agencies, any investigation or other newsworthy event which is multi jurisdictional in nature. Each member agency also recognizes the need for the proper and responsible release of information to the public when release of that information will or may have an impact on another law enforcement agency.

3. **GUIDELINES.**

- A. NEWS RELEASE

- The agency having investigative jurisdiction for a multi-jurisdictional event/investigation shall be responsible for preparing and written press release regarding the event/investigation.
- The Venue Agency and any outside assisting agency shall be given the opportunity to review any written press release and must approve its content prior to release to the media.
- The response to electronic media inquiries (other than a formal press conference), shall be coordinated between, and agreed upon by, all involved agencies. Normally, the spokesperson will be a representative of the investigating agency.

- B. RELEASE OF PRELIMINARY INVESTIGATIVE INFORMATION TO NEWS MEDIA

It is recognize that due to the high profile of certain events/investigations, there oftentimes will be a need to provide preliminary information to the media prior to the preparation of a formal press release.

- Any preliminary release of such information to the media shall be coordinated and agreed upon by al involved Agencies.
- Involved agencies shall agree, at the outset of any multi-jurisdictional investigation, as to which agency/person shall be designated to release preliminary information prior to any subsequent formula press release. The

time of release and point of release of this preliminary information shall also be made known to all involved Agencies.

**C. PRESS CONFERENCES**

- The need for a formalized press conference requiring separate spokespersons for multi-jurisdictional events/investigations, shall be agreed upon in advance by the respective Agencies.
- Normally, the spokespersons will be the Chief Law Enforcement officer of the involved Agency.
- Prior to the formal press conference, the respective spokespersons shall confer and agree on the parameters of the investigative information to be released. Individual roles and responsibilities shall also be agreed upon. Normally, the spokesperson from the investigating agency will assume a lead role in responding to factual inquiries concerning the investigation.
- Subsequent to the agreement on information release parameters and release by press conference, the involved Agencies are free to comment concerning the involvement of their respective Agencies. Comments should not normally extend beyond previously agreed upon parameters.