


<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Statements to the Media
	Policy Reference No:	8-20
	Release Date:	16 January 2023
	Approved By:	Joseph D'Arco Township Manager
	Authority:	§ 79-1 (C)
	Revision History:	2
	No. of Pages:	1
	Applicability:	All Employees & Volunteers

No press release or statement to the media relating to any Township matters shall be issued by any employee or supervisor unless and until permission to issue such release has been obtained from the Township Manager. As appropriate, official response will be coordinated by the Township Manager. The Township Manager or authorized representative will be the spokesperson for the Township of Verona.

The foregoing policy shall not apply to the Chief of Police, the Fire Chief, the Chief of the Verona Rescue Squad, or the Coordinator of the Office of Emergency Management who are authorized to issue press releases concerning his/her departments or offices activities and events. Program advertisements are not included under this restriction.

When permission has been obtained from the Township Manager, the supervisor may issue the approved statement to the press or to a media representative. A copy of said statement shall be forwarded immediately to the Township Manager.

All inquiries from newspapers or television reporters should be referred to the Township Manager immediately, who will then refer the issue to the appropriate supervisor as he or she deems appropriate. As noted above, the sole exception is the Chief of Police, the Fire Chief, the Chief of the Verona Rescue Squad, or the Coordinator of the Office of Emergency Management who may answer questions at his or her discretion.

Any employee who disregards the restrictions imposed on statements to the media shall be subject to progressive disciplinary action, up to and including termination.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	25-March-2021	Modified Authority, Release Date, Revision History & Applicability in header	MAC
2	16 January 2023	Changed approver from Cavallo to D'Arco	JD