

GENERAL ORDER 617.00
April 8, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Public Information

Release of Information to the News Media

RELEASE OF INFORMATION

617.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the Communications Center

617.01 POLICY

The purpose of this policy is to ensure proper distribution of information to members of the Department, the general public and contract agencies regarding the activity and performance of the Dispatch center.

- A. It is the policy of the Ferguson Communications Center to refer callers and inquires directly to the specific agency or on duty supervisor involved in the call or incident. The Dispatch Center will not release information or act as the point of contact in these situations.
- B. Request for dispatch records of copies of computer based Calls for Service will be directed to the Communications Supervisor in writing.
- C. The dispatcher will refer information request from outside police agencies to the on-duty Watch Commander or Detective Bureau.
- D. When incidents involve several public safety agencies, all information requests will be directed to the lead or primary investigating agency.
- E. Release of information by the dispatcher during active events will be limited to department personnel or contract agencies actively involved in the incident and information necessary for officer safety broadcasts.

- F. Information or comments will never be given to the News media, except in the case of a SARAA or AMBER Alert. All media calls will be directed to the Watch Commander, or voice mail. For additional information see *G.O. 458.00 NEWS MEDIA/PRESS RELATIONS* and *G.O. 446.00 RUNAWAYS AND MISSING PERSONS REPORTS*.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned above the printed name and title.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel