

POLICY: MEDIA PUBLIC INFORMATION AND PUBLIC RECORDS REQUESTS

Purpose: The below policy outlines the notification process regarding critical incidences and media relations at the City of Miami Gardens.

Background: In a continued effort to streamline the City's communications and deliver consistent messages representing the City of Miami Gardens and Miami Gardens Police Department (MGPD), the below policy refers to the handling of responses and communications between City Administration and the media as it relates to Public Information and Public Records Requests.

Public Information Request

Any public information request, inquiry or response requested on any City-related issue or MGPD matter received by any City personnel in writing and/or by telephone from a media entity shall be forwarded to the Public Affairs Department. Upon receipt, the Public Affairs team will work on obtaining the necessary factual information from the impacted City Department and is responsible for submitting the official City response to the media. When media inquiries are made on-scene regarding a police incident, MGPD Public Information Officers shall provide reasonable factual information related to the incident but shall direct all further inquiries to the Public Affairs Department for follow-up.

Public Records Request

Per Florida Statutes Chapter 119 "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. **All Public Records Request shall be handled by the City Clerk's Office and MGPD Records Office, where the matter is police related.** All media public records request and response providing the record must be shared with the Public Affairs Department.

I. POLICY: NOTIFICATION OF CRITICAL INCIDENTS TO ELECTED OFFICIALS

The Miami Gardens Police Chief, Police Major and/or his designee shall advise the Mayor, City Manager and Public Affairs Director of all critical incidences on a 24/7 basis. Upon receipt of notification the Public Affairs Department shall notify the remaining six (6) Councilmembers of Critical Incidences and be prepared to respond to media

inquiries. Critical incidences include, but are not limited to:

- Homicide
- Any death investigations (including natural, accidental and adult suicide) involving questionable circumstances
- Any death or life threatening felony assault resulting from domestic violence
- Kidnapping, other than custodial
- Death of any MGPD personnel
- Any MGPD Officer involved shooting or accidents involving injury
- Other personal injury incidents that because of their nature (victim status, unique crime, etc.) will likely generate media attention
- Any found bones that are likely human, such as a skull or a partial skeleton
- Arrest of any City employee

The Public Affairs Department shall make reasonable attempts to notify all Councilmembers in a timely manner. Public Affairs staff shall only disclose facts of the incidences as received from MGPD personnel. Outside of notifying the Elected Officials and responding to media inquiries, all facts and progress of the investigation shall be maintained by MGPD to preserve the integrity of the cases.

End of policy.