

JACKSONVILLE POLICE DEPARTMENT
PUBLIC INFORMATION: NEWS MEDIA RELATIONS

Policy: 3-2
Effective: 01-01-09
Revised: 04-19-19

PURPOSE: To establish procedures for cooperation with the news media.

POLICY: The Jacksonville Police Department will cooperate with the news media in releasing newsworthy items. The Department must, however, preserve the rights of individuals and evidence that might later be used in a court trial as well as protect informants and withhold certain information that could endanger an investigation by premature release.

PROCEDURES:

I. NOTIFICATION

- A. The PIO (Public Information Officer), when properly informed, can be of great assistance to Field Supervisors and the Department as a whole. In order to ensure the PIO is properly kept aware of newsworthy events, the PIO, or the Chief's designee in the absence of the PIO, will be notified of the following:
1. All homicides;
 2. Armed robberies;
 3. Batteries with serious injuries;
 4. All incidents where Jacksonville officers are shot or killed whether on or off-duty;
 5. All incidents where Jacksonville officers are seriously injured on duty;
 6. Major burglaries where large sums of money or jewels are taken;
 7. Major fires (business, apartment complexes, etc.);
 8. All traffic fatalities occurring within the city limits of Jacksonville;
 9. Natural disasters or explosions;
 10. Hostage situations, barricaded suspects, or sniper incidents;
 11. Riots or civil disturbances; or
 12. Any other incident that may be of interest to the press.
- B. The PIO may be contacted by radio, or telephone, during duty hours. After duty hours, notification may be made by the Communications Center or cell phone.
- C. Division and Shift Commanders shall notify the PIO of any newsworthy events which occur after the PIO's duty hours.
- D. Any employee learning of a newsworthy event will forward the information to his Supervisor as soon as possible. If a Supervisor is not readily available, a patrol Supervisor will be advised of the event.
- E. The supervisor notified will forward the information to the PIO.
- F. Shift Commanders will brief the oncoming Shift Commanders on any newsworthy events which have occurred during the last tour of duty.
- G. The Department will work with the media to ensure that information is provided on a timely and factual basis whenever possible by arranging for, and assisting at, news conferences.

II. RELEASE OF INFORMATION TO THE MEDIA

- A. Information about newsworthy occurrences may be released by the following personnel: