

**EXECUTIVE ORDER**  
**09-06**  
**PUBLIC COMMUNICATIONS OF DEKALB COUNTY GOVERNMENT**

Before any DeKalb County employee under the administration of the Chief Executive Officer engages in communication with the news media regarding work-related County matters, the employee is expected to give notice of the planned communication to the Chief Communications Officer by describing the subject of the planned communication and providing a copy of any written materials that will be given to the news media. All official communications with the news media on behalf of DeKalb County Government must be coordinated through the Chief Communications Officer.

Written materials in the following categories must be submitted to DeKalb County Government's Chief Communications Officer for review and approval before they are posted, distributed, or released:

**DeKalb County Government website postings:** materials to be posted on DeKalb County Government's public website (www.co.dekalb.ga.us); DeKalb County's intranet site (indekalb); or any website of a County department or office under the Chief Executive Officer's supervision that is or appears to be an official website of DeKalb County.


**DeKalb County Government newsletters:** any newsletter to be issued by a DeKalb County department or office under the Chief Executive Officer's supervision that is or appears to be an official publication of that department or office.

**DeKalb County Government press releases:** any press release that is written on DeKalb County letterhead or that otherwise is or appears to be written on behalf of DeKalb County Government or a DeKalb County department or office under the Chief Executive Officer's supervision.

**EXCEPTION FOR PUBLIC SAFETY EMERGENCIES:** This Order does not require an employee of DeKalb County Government to obtain approval of DeKalb County Government's Chief Communications Officer before issuing communications to the news media or public when issuing such communications is immediately necessary to advance the interests of public safety in an emergency (though copies of such communications should be provided to the Chief Communications Officer as soon as possible). At the time of the emergency, communications to the public must be coordinated through the Public Safety Director.

**Limitations on scope of this Order:** This Order does not apply to DeKalb County officials and offices that are outside the Chief Executive Officer's supervisory authority. This Order, which applies only to certain communications issued on behalf of DeKalb County Government, does not require an employee to seek or obtain the Chief Communications Officer's approval before speaking or writing as a citizen on an issue of public concern. If you have questions about this policy, please contact the Chief Communications Officer.

So issued this 9 day of October, 2009.

  
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W. Burrell Ellis, Jr.  
Chief Executive Officer  
DeKalb County, Georgia