

**City Manager's Office**  
**Administrative Order No: 006**  
**Issued: 1991**  
**Revised: 08/03**

**Reference: Pittsburg Police**  
**General Order No. 5.4**

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**Approved by Willis A. Casey**  
**City Manager**

**Subject: City of Pittsburg Press Relations and Release Policy**

**Purpose:**

To expedite the efficient release of information regarding City of Pittsburg activities to news media through properly designated staff.

**Policy:**

The City of Pittsburg shall maintain a cooperative working relationship with the press so that the public may be informed of City activities.

**Procedure:**

Information regarding the City's day-to-day business, special events, disasters or other relevant information shall be released only by designated staff.

1. Reporting of information shall be made with sincerity, truthfulness, accuracy and impartiality.
2. All members of the press must establish their identification as a bonafide representative of a public news service.
3. Requests for access to City offices shall be made through the City Manager's Office.
4. Requests for documents shall be made in accordance with the Public Records Act.
5. Unless so designated, employees of the City of Pittsburg shall refrain from making official or unofficial statements to the press or other news media concerning City business, policy or activities.
6. The right of the press to respond to disasters or crime scenes is recognized, and their movements shall only be limited by the necessity to protect life and property and to preserve evidence.

Administrative Order 006  
Press Relations and Release Policy  
Revised 10/03

7. Special circumstances: In the event of civil disorder or disaster, the City Manager may designate a special press relations representative. He/she shall use news media facilities that will reach the greatest number of citizens.
  - A. The press release representative shall have the authority to issue temporary press passes and shall issue all press releases relative to unusual incidents.
  - B. When the City is involved with other agencies, Pittsburg staff will cooperate and coordinate fully with those agencies in releasing public information.