

## 1.0 Individual College Responsibility

- 1.1 The individual Colleges of the Los Rios Community College District will release news of events, coming events, accomplishments of students and staff and other matters of interest on their respective campuses, sending copies of all releases to the Associate Vice Chancellor, Communications and Media Relations.

## 2.0 District Responsibility

- 2.1 The District Office will release information on District Policies, Board actions and other matters involving the District as a whole, sending copies of all releases to Communications and Public Information Officers on the individual campuses for their information.

## 3.0 District Procedures

- 3.1 Every effort shall be made to inform the news media of coming Board meetings and other District-wide events in advance. Such background information as may be available before the meeting shall be sent to news media requesting it, as soon as it becomes available.
- 3.2 Where mass media seek information relating to the position of the District on a given matter, such inquiries shall be referred to the Chancellor or to the Associate Vice Chancellor, Communications and Media Relations. This in no way curtails the right of District employees to speak as individuals on any matter.
- 3.3 The administration will cooperate with all media in the development and dissemination of factual information on the District and its Colleges.
- 3.4 Periodically, the District and its Colleges will issue general publications about the District and its Colleges for distribution to the news media and to the general public.
- 3.5 The District will encourage access to public information on all its activities. Specifically, District employees shall answer questions from the public concerning their areas knowledge and responsibility. Questions from the media shall be directed to the Associate Vice Chancellor, Communications and Media Relations or to the appropriate College Communications and Public Information Officer.

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LRCCD

Adm. Regulation Adopted: 6/2/65  
Adm. Regulation Revised: 11/5/80; 5/20/81; 1/16/90; 12/6/95; 4/13/16  
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