

PRESS RELEASE POLICY

LANCASTER COUNTY BOARD OF COMMISSIONERS


When there is a need to issue a press release regarding any administrative issue, most generally when offices are closed for a holiday or for a change in any meeting date and/or time, the Deputy Chief Administrative Officer or Chief Administrative Officer may issue such release without prior approval of the Board.

If possible, all other press releases should have approval of all five Board members. Board members will be provided a draft of the press release and attempts will be made to contact all Board members. Press releases must have the approval of at least three Board members.

Individual Board members may issue press releases and use letterhead if the subject of the release relates to the duties of the commissioner or a matter concerning the County. If the subject of the press release relates to a private matter or a matter not involving the County, letterhead and other County resources may not be used.

Approved by Lancaster County Board of Commissioners:

Date: 7/21/15

  
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Roma Amundson, Chair