

RESOLUTION NO. 278-23      6/27/23      COL LEG Amend PIO Policy

**AMENDING THE CAYUGA COUNTY PUBLIC INFORMATION OFFICER POLICY**

BY: Chris Petrus, Chair, Government Operations Committee

**WHEREAS**, Cayuga County Legislature adopted the **CAYUGA COUNTY POLICY FOR PUBLIC INFORMATION OFFICER**, by Resolution No. 234-23 on May 23, 2023; and,

**WHEREAS**, the Policy and the Resolution intended to permit County elected Officials, the Public Health Director, and Clerk of the Legislature to issue press and media releases when they determined same to be necessary; and,

**WHEREAS**, the during the editing process, the offices of, the *Public Health Director, and Clerk of the Legislature* were inadvertently excluded from the Policy, but were specifically mentioned in the Resolution No. 234-23; and,

**WHEREAS**, the Cayuga County Legislature wishes to clarify the matter, and to amend the Policy to be in compliance with the Legislative intent; now, therefore, be it

**RESOLVED**, that the Cayuga County Legislature does hereby amend the **CAYUGA COUNTY POLICY FOR PUBLIC INFORMATION OFFICER** as set forth in the attached Policy; and be it further

**RESOLVED**, that in support of the policy, the Cayuga County Legislature designates the Cayuga County Public Information Officer to be the Chairperson of the Legislature, or Designee; and be it further

**RESOLVED**, that this Resolution shall take effect immediately, and Resolution No 234-23 is hereby readopted as amended herein.



State of New York }  
County of Cayuga }

*I do hereby certify, that I have compared the forgoing copy of a Resolution duly passed and adopted by the Cayuga County Legislature at a meeting held on the 27th day of June 2023 with the original Resolution, and that the same is a true and correct copy and transcript thereof, and the whole thereof.*

Given under my hand and official seal June 28, 2023

*Sheila P. Smith*

Clerk, Cayuga County Legislature

**DEPARTMENT:** Legislature  
**POLICY TITLE:** Cayuga County Public Information Officer  
**EFFECTIVE DATE:** June 27, 2023  
**RESOLUTION NO:** 278 -23  
**SUPERSEDES POLICY OF:** May 23, 2023, Resolution 243-23

**Introduction:**

Cayuga County designates the Chairperson of the Legislature as Public Information Officer (also referred to as the “PIO”).

The Chairperson may designate, in writing, another employee of the County to serve as Public Information Officers (PIO's) in the Chairperson’s place.

The PIO promotes cooperation between the news media and the County of Cayuga to ensure the flow of accurate information to the news media in a timely fashion regarding specific County functions, and incidents that are of interest to the public. The PIO is also the liaison between the public and the County.

**Policy:**

The goal of the County is to ensure that relationships are maintained in the process of effectively disseminating information to the public relative to County business and situations. Therefore, the PIO shall handle the following responsibilities for the County (*excludes Elected Officials, Public Health Director, and Clerk of the Legislature*):

- The PIO will act as the main source for media contacts. The PIO shall be responsible for the dissemination of information to the community and news media in accordance with all applicable laws.
- Specific responsibilities of the PIO shall include, but not be limited to the following: (a) Preparing and distributing County news releases. (b) Responding to requests for information by the news media. (c) Arranging press conferences. (d) Consulting with and assisting other departments regarding media and public requests for information, reports and statistical data, etc.
- Collaboratively work with relevant staff and be the presence of the County to communicate critical information to the public (e.g. crisis management, emergency situations and/or general communications of County business)
- Adhere to the guidelines set forth in the Cayuga County Emergency Management Plan (CEMP), the Cayuga County Continuity of Operations Plan (COOP), the Cayuga County Pandemic Operations Plan, and the User Handbook for Security Information and the Cayuga County HIPAA Policy.