

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.01.04 RELEASE OF PUBLIC INFORMATION

A. Public Relations Information

1. Public information is important to the agency as it makes the public aware of various program activities and educates the community about the directions, goals, and future needs of the Scioto County Board of Developmental Disabilities programs.
2. Information shall be disseminated to the public, news media, local groups, or other media only with prior approval of the Superintendent or his/her designee.
3. The Superintendent or his/her designee will serve as the chief spokesperson. All inquiries should be directed to this office.

B. Public Personnel Information

1. Only the Superintendent or his/her designee may give information on a current or former employee. Other employees or supervisors are prohibited from discussing the employment record of a former employee with anyone. The Superintendent or his/her designee may verify the following information:
 - a. employment dates;
 - b. position held;
 - c. final salary;
 - d. official reason for leaving; and/or
 - e. objective, factual information on file.
2. As public employees much of the information in personnel files, such as the items listed in paragraph 1 above, is considered public information and can be accessed by those eligible to make a public information request. Specific information in personnel files is considered confidential and protected by a number of state and federal laws.