



**CITY OF PITTSFIELD
POLICE DEPARTMENT**

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OFFICE OF THE CHIEF OF POLICE

(413) 448-9717

PROFESSIONALISM • ETHICS • INTEGRITY • SENSITIVITY • ACCOUNTABILITY

December 12, 2018

PITTSFIELD POLICE DEPARTMENT

MEDIA RELATIONS PROCEDURES

The Pittsfield Police Department (PPD) remains committed to the maintenance of a positive relationship of mutual trust, cooperation, and respect with the news media and the community. To that end, within the limitations imposed by protecting the privacy rights of individuals and the integrity of ongoing investigations, PPD will, to the best of our abilities, release information with openness and candor. We will strive to provide accurate and timely information regarding events that affect the lives of residents in the community and on the Department's administration and operations. Department members will not interrupt their required duties to respond to a media inquiry. We will respond to all inquiries as quickly as our duties will allow.

Public Information

PPD's Public Information function is aligned within the Operational Support Division—Communications, Outreach and Professional Standards Bureau (OSD-COPS). **Lieutenant Gary Traversa (COPS Commander) serves as the Department's lead Public Information Officer (PIO).**

Lt. Traversa is assisted in his PIO duties by a team of command, supervisory and operational personnel, who are also assigned collateral PIO responsibilities.

Media Blotter/Press Log

PPD's primary method of providing information to the media is via our Daily Press Log. The Press Log is updated by the midnight shift, each day, prior to the conclusion of the shift and includes information for the prior 24 hours. The Press Log can be accessed via the Department's website at www.PittsfieldPD.org (<http://www.pittsfieldpd.org/presslog>).

If you are unable to access the Press Log, or the Log has not been updated, contact the Department's Public Information Team at PolicePIO@cityofpittsfield.org or the Desk Sergeant at 413-448-9723.

Media Inquiries

Requests for basic information may be directed to the Desk Sergeant or Desk Officer. Desk personnel may confirm such basic information as time, location, general nature of an event, road closures or restrictions, risk to the public, or requests we are making of the public. Desk personnel may decline to provide information in connection with operationally sensitive incidents.

Desk personnel may also confirm if any special units have been requested to assist with an incident and whether a written media release has been requested or is available.

On-scene Interviews

Supervisory personnel on the scene of an active incident or investigation may provide a brief, public safety statement via an on-scene interview. All on-scene interviews must be conducted by a supervisor, or a subject matter expert approved by the supervisor. Line level personnel will not grant an interview without supervisory approval.

Requested Interviews

All requests for interviews that are not conducted at the scene of an active incident must be coordinated through the Department's Public Information Team. E-mailed requests will receive the timeliest response, as many of our personnel normally work in the field. E-mail the Public Information Team at PolicePIO@cityofpittsfield.org. Include the subject or topic of the requested interview and your availability to schedule it.

Media representatives appearing at PPD headquarters, without a prior request or appointment, may be declined an interview based on the availability of an on-duty PIO.

Records Requests

PPD operational personnel are not authorized to release records that have not been properly vetted by the Department's Records Bureau.

Records Requests should be made of the Department's Records Clerk, or via e-mail to Records@cityofpittsfield.org.

More specific requests that may require detailed data analysis, creation of records, information not related to an existing record should be directed to the Public Information Team and **will** be forwarded to the appropriate Unit or Office for follow-up.

Ride-alongs

The Department encourages media representatives to participate in our Ride-along Program. Requests for ride-alongs should be directed to the Office of the Chief of Police, via the Public Information Team.

Public Information: PolicePIO@cityofpittsfield.org

Enclosures

Policy and Procedure 324: Media Relations

General Order: GO-2018-003: Media Relations and Public Information