

**OFFICE OF POLICY AND MANAGEMENT
PROCEDURE TO RESPOND TO QUESTIONS FROM THE MEDIA**

Office of Policy and Management (OPM) staff members frequently receive questions from the media concerning issues facing Connecticut State government. Chris Collibee, (Public Information Program Manager) is OPM's media spokesperson; in his absence, the Deputy Secretary shall be the backup.

When questions are received from the media, the staff member shall tell the person making the request that OPM will respond shortly. Press inquiries shall be handled according to the following procedure.


Freedom of Information (FOI) Requests (Requests to inspect public records or for copies of public records.)

Immediately refer FOI requests to OPM's General Counsel, Gareth Bye, OPM's Freedom of Information Commission ("FOIC") liaison and Assistant FOI Liaison, Staff Attorney, Kara Murphy, and Melissa Scully, who will determine what needs to be done to comply. The FOI Liaison or Assistant FOI Liaison shall inform the OPM's media spokesperson of the way in which the request was handled.


Other Requests (Requests for information that do not include requests to inspect public records or for copies of public records.)

The staff member shall explain the request to the division head to whom s/he reports. The division head shall determine whether the request is routine or policy-related. If the division head is unsure, the request should be treated as policy-related.

- **Routine Requests**: The division head shall decide who and how to respond to the request. The division head shall inform OPM's media spokesperson of the way in which the request was handled.
- **Policy-related Requests**: The division head shall contact OPM's media spokesperson, or in his absence the Deputy Secretary, and tell him/her the name, organization and telephone number of the caller as well as the specific question(s). The OPM's media spokesperson or Deputy Secretary shall determine who and how to respond to the request.



Jeffrey R. Beckham Date
Secretary

 24 MAY 23

Paul Potamianos Date
Deputy Secretary