

Charleston/Dorchester Community Mental Health Center


PUBLIC INFORMATION/MEDIA/CENTER ENDORSEMENTS
POLICY

The dissemination of information to residents of the community is one of the important functions of the Mental Health Center. The Charleston/Dorchester Community Mental Health Center affirms the right of the public to be informed of the activities of the Center and to have access to the public records maintained by it. In order to afford appropriate safeguards to consumers and staff, and to provide accurate information relative to Center goals, objectives and programs, the following policy is established.

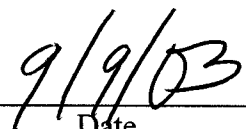
1. All requests to examine and/or copy public information shall be forwarded to the Executive Director or his designee to be processed according to the provisions of the Freedom of Information Act.
2. News releases or other related services such as contacts about news reports, TV crews, ect., shall be approved by the Executive Director or his designee prior to release.
3. The Executive Director or his designee shall be promptly informed of all inquiries, requests or proposed interviews from representatives of the media.
4. The Executive Director or his designee shall handle any release of information relating to crisis or controversial situations.
5. Any and all requests for letters of endorsement or support from other agencies or organizations regarding projects and/or grant submissions should be sent by the Charleston/Dorchester Community Mental Health Center Executive Director.
6. Any and all written or verbal Center endorsements of community programs, activities, policies, or initiatives shall be made by the Center Director or his designee.

All Supervisors shall review this policy statement and SCDMH Directive No. 799-96 "Public Information Procedure" with all employees.

This policy statement rescinds and supersedes all earlier Charleston/Dorchester Community Mental Health Center policies regarding Information and Media Center Endorsements policies



Thomas G. Hiers, Ph.D.
Executive Director



Date
(Revision of Policy dated 3/17/97)