


TOWN OF WOODFIN - POLICY STATEMENT		Policy #:	
Department: Administration / Finance		Issuing Date:	08/11/2021
	Policy Title:	Effective Date:	08/11/2021
	Internal Communications Policy	Revised Date:	N/A
		Prepared By:	Eric Hardy, Town Administrator 08/11/2021
		Approved By & Date:	Eric Hardy, Town Administrator 08/11/2021

PURPOSE: The purpose of this internal policy is to provide guidance to the Town's management team, department heads and key staff regarding significant issues and/or incidences. The Town Administrator recognizes that certain issues and/or incidences of significance must be brought to the attention of the Mayor and Town Board prior to public notification, including the media. Upon notification, the Town Administrator will make the determination as to what information is then conveyed to the Mayor and Town Board.

POLICY: **Criteria Requiring Notification to the Town Manager**
The Town Administrator expects notification/communication regarding any known or suspected incident or activity that could be perceived as a significant issue or incident by a reasonable person. These issues include, but are not limited to the following:

GENERAL

- Accidents, injuries, deaths, or other significant incidences involving Town employees or other officials
- Any legal claims or potential claims against the Town
- Public records requests, media requests or any other requests for information that may be sensitive in nature or significant in scope
- Arrests, criminal or civil incidences involving Town employees or other officials
- Any reports of illegal or unethical behavior involving a Town employee or elected official
- Any acts of discrimination, fraud, dishonest acts or known violations of activities in accordance with the Town's Personnel Policy
- Any incident or issue that is likely to attract media attention or that has the potential to erode public trust
- Major infrastructure, utility or equipment failures or issues that may impact Town operations or the public
- Inclement weather requiring the Town Administrator to make decisions regarding road closures, office closings, etc.

FINANCIAL and ADMINISTRATIVE

- Any communication between external auditors and town staff that may lead to an audit finding, material weakness in internal controls, prior period adjustments, etc.
- Any communication between an elected official and town staff that might affect other elected officials or town staff
- Any contact with the Town's attorney (Ferikes)
- Any complaints received regarding town staff behavior or damage to town property

LAW ENFORCEMENT

- Crimes or unusual circumstances that may include, but are not limited to the following: illegal drug operations involving large quantities and/or significant danger, significant

threats to the public, armed robberies, arrest related to sexual assaults, hostages, home invasions, bomb threats, critical incidents are education facilities requiring WPD response, public health issues, rescue operations, mutual aid rendered for critical incidents outside of the Town's corporate limits

- Missing children or adults
- Ongoing death investigations in the Town's jurisdiction
- In-custody deaths or significant injury, excluding minor injuries not created or involving actions taken by Town employees
- Major traffic accidents involving significant injuries or fatalities
- Fires causing significant damage or loss to businesses or homes

REPORTING PROCEDURES: Each department head or key staff person as designated by the Town Administrator is responsible for making reasonable attempts in gathering pertinent information and communicating that information to the Town Administrator as soon as practical, but no later than one hour from the incident or knowledge of issue. Acceptable communication includes phone calls and/or text messages (after business hours) to the Town Administrator as soon as possible for significant and time-sensitive incidents. The Town Administrator shall notify the Mayor and Town Board of any significant incidents, activities, or issues as appropriate.

SCOPE: This policy applies to all employees of the Town of Woodfin.

COMMENTS: Policy should be reviewed annually and updated, as necessary.

POLICY AUTHORITY: Please contact the Town Manager at 828-253-4887 with any questions pertaining to this policy.