

Department of Natural Resources

Administrative Policy No: 7
Date: August 30, 1999
Subject: External Communication
Authorization: R. S. 36:353

I. Policy:

The Department of Natural Resources has established the Public Information and Communications Division to handle the internal and external facets of information exchange and news dissemination. Therefore, designated personnel of this office are given the authority and responsibility to act as spokespersons for the department.

II. Purpose:

This policy provides the guidelines for the coordination; dissemination and exchange of information and news.

III. Applicability:

This policy applies to all employees of the Department of Natural Resources.

IV. Procedures:

- A. The Public Information and Communications Division will handle all request for information from the public or any member of the news media (print, radio, television). Employees should respond to a request for information by directing the caller or inquiry to the Public Information and Communication Division at 225-342-0556 or 225-342-8955. The Public Information and Communication staff will assess the inquiry and take appropriate action including directing the caller or inquiry to the appropriate Office/Appointing Authority or agency expert.

- B. The Executive Counsel will notify all requests for information by members of the congressional delegation and the Legislature or their staff. All request from or inquiries to members of the congressional delegation and the Legislature and their staff; regarding Department policy issues should be directed to the Executive Counsel. When appropriate, the Executive Counsel will consult with the Secretary and determine the most appropriate response.

V. Responsibility:

It is the responsibility of each Assistant Secretary or his designee to assure compliance with this policy.

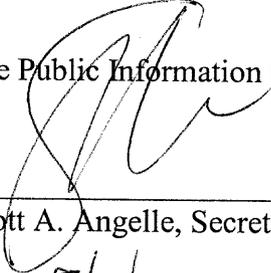
VI. Exclusions:

The Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Executive Counsel and General Counsel are considered spokespersons of the department when the staff of the Public Information Office are unavailable. These department spokespersons may respond to such calls but are asked to notify the Public Information and Communications Office promptly as to the date and time of the request and their respective responses to the requests.

Requests by the public for general programmatic information is excluded from this policy.

VII. Questions:

Questions regarding this policy should be directed to the Public Information Office.



Scott A. Angelle, Secretary

Date

5/2/05