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Administrative Policy 5057
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RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA

Purpose

The purpose of this policy is to implement Board Policy 4057 directing the Director to establish rules governing the release of information to the news media.

Legal Authority

- Idaho Code 40-314(1) - The Board shall establish the departmental internal structure deemed necessary for the full and efficient administration of Title 40.
- Idaho Code 40-314(3) - The Board shall exercise any power or duty deemed necessary to carry out the provisions of Title 40.

The Office of Communication (OOC) is responsible for disseminating information to the news media and building relationships within that community to inform the public. Informing the public builds trust. While the OOC maintains many channels to directly communicate with the public, news media remain a traditional source of information with quick and transparent access to a greater number of Idahoans. Inquiries from the news media shall be answered in a timely and cooperative manner. Release of information to the media shall follow these guidelines:

News Releases

News releases are the primary means of communicating with news media and shall be approved by the appropriate Operating Officer, Division Administrator, District Engineer, Section or Unit Supervisor, or higher authority. The OOC shall have responsibility for reviewing and publishing all Department news releases, including those written by consultants. Copies of published news releases shall be forwarded the day of the release to the subject matter expert, Executive Leadership Team, Idaho Transportation Board, Division Administrators or District Engineers, as appropriate.

Any news releases issued in the name of the Idaho Transportation Board or on their behalf shall be approved by the Board Chairman and Director prior to release.

Interacting with the Media


The OOC serves as the point of contact for all media inquiries. All requests for information or media interviews shall be answered promptly and objectively. Facts, not opinions or speculation, are the only acceptable response for department employees. Some requests may be directed through the public records process if appropriate.



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If employees outside of the OOC are contacted by news media or are asked to conduct an interview on behalf of the department in an official capacity, they should notify the division administrator or district engineer and the OOC and work with both parties to handle the request. If they can, they should provide the reporter's name, organization, contact information, requested information and deadline. Employees may interview or engage directly with the news media with support from the OOC. Media training is available upon request.



L. Scott Stokes
Director

Date: 3/24/25