DocuSign Envelope ID: 9EA1CCD2-C2D0-460D-911B-6CC5ED189C4F

Department of Administration

Communications Policy

The Kansas Department of Administration endorses the following policy:

Public Affairs
Any communication with a legislator dealing with official agency business should be shared with the Director of Public Affairs. Your personal opinions expressed to a legislator about other issues are between you and the legislator.

External Communication
Any communication released outside the agency that reflects a policy or position of the Department of Administration should be reviewed by the Director of Public Affairs. This includes website content other than standard forms and procedures.

Media Relations
All media inquiries, including Kansas Open Records Act (KORA) requests, should go to the Director of Public Affairs. The agency will speak with one voice and have a consistent message.

Even if you know the media inquiry will ultimately be forwarded to you for an answer, never respond to the media directly other than to explain someone will respond to them shortly. Most members of the media understand they will be forwarded to an agency public information officer or media relations representative.

In the event you are asked by the Director of Public Affairs to respond to a media inquiry, you are to provide only factual information and not offer your personal opinion or other comments on the matter. Outside the office, you enjoy your right to a personal opinion. Inside the office, the Secretary and Director of Public Affairs are the only officials allowed to offer an official agency opinion to the media unless otherwise stipulated by the Secretary.

Whenever there is an incident or request that, in your judgment, may generate media interest, please report it to the Director of Public Affairs. If the Director is unavailable or does not respond, please contact the Chief Counsel.

Example 1:
A newspaper reporter calls your office and says, "I heard there are several employees who may be hoping for a new round of early retirement opportunities. Why do you think that's what they're saying?"

Your response:
"If you will let me know how he can reach you, I would be glad to get a message to Samir Arif, Director of Public Affairs, to assist you with that inquiry. Are you on a deadline?" (If the reporter is on a deadline, make sure to get those details.)

Example 2:
A State employee falls off the loading dock at a State office building and is injured. Emergency vehicles arrive at the scene.

Your response:
Contact the Office of the Secretary at (785) 296-3011 and let them know about the incident. If unavailable, an alternate contact is Samir Arif, Director of Public Affairs at (785) 813-1726.

If ever in doubt about whether or not to report something that may be of interest to the media, report it.

Adam C. Proffitt
Adam C. Proffitt, Secretary
Department of Administration

03-27-2023
Date

Effective 11/12/2013