

TEXAS TASK FORCE ONE

STANDARD OPERATING GUIDELINES

PUBLIC RELATIONS AND TASK FORCE REPRESENTATION

VOLUME 1

REFERENCE NO. 1-08

1.00 PURPOSE

- 1.01 To provide guidelines for members representing Texas Task Force One (TX-TF1) during media interviews or correspondence.

2.00 OBJECTIVE

- 2.01 To provide guidance for the responsibilities and duties of Task Force personnel during media interviews and correspondence.

3.00 DEFINITIONS

- 3.01 **Media:** the means of communicating to the public through communications streams such as radio, television, newspapers, magazines, or news outlets.

4.00 GENERAL GUIDELINES

- 4.01 No member of the Task Force except the team Program Manager, Task Force Leader at a deployment, or the Public Information Officer shall release information or give an interview relating to the Task Force or a Task Force deployment without obtaining clearance from the Public Information Officer. In addition, no member shall express opinion on an official position of the Task Force except the Program Manager or Public Information Officer.
- 4.02 No member of the Task Force other than the Program Manager or Public Information Officer shall represent the Task Force in a correspondence or article without official clearance or approval. Members should not make statements or sign TX-TF1 and their team position on any correspondence without approval. Approval can be obtained through the Program Managers Office or through the Public Information Officer.

- 4.03 No member shall make a statement or write a correspondence concerning any political view or position concerning the Task Force. Members should refer inquiries up the chain of command to the Program Manager, Public Information Officer, or Task Force Leaders.
- 4.04 Members may release information concerning the date, time, and location of a Task Force event or deployment. They may release their name and team position. All other information requests must be forwarded up the chain of command.