



**City of Sweet Home**  
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## **CITY MANAGER'S OFFICE MEMORANDUM**

**To:** City Boards, Committees & Commissions  
**From:** Cecily Hope Pretty, Deputy City Manager  
**CC:** Jason Ogden, City Manager / Chief of Police  
Board, Committee & Commission Staff Liaisons  
**Date:** June 27, 2025  
**Subject:** Board, Committee & Commission Media Communication Policy

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**Purpose:**

To ensure that all public communications reflect the City of Sweet Home's goals, policies, and official positions, this policy provides guidance for committee members and chairs regarding inquiries from the media.

**OFFICIAL POLICY:**

**1. Official Spokesperson**

The City Manager, Jason Ogden, is the designated spokesperson for the City of Sweet Home. All official inquiries from the press or media should be directed to:

Jason Ogden  
City Manager  
Phone: 541-367-8969  
Email: [jogden@sweethomeor.gov](mailto:jogden@sweethomeor.gov)

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**2. Committee Members and Chairs**

- Members and chairs of city boards and committees are not authorized to speak on behalf of the City to the media unless expressly designated to do so by the City Manager.
  - Committee members may speak to the media in a personal capacity but must clearly state they are not representing the City of Sweet Home or its official position.
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**3. Media Inquiries Procedure**

- If approached by a reporter, committee members should politely decline to comment and refer the journalist to the City Manager.
  - If the inquiry concerns an item recently discussed by the committee, do not attempt to summarize or interpret the discussion. Refer to official minutes or direct to the City Manager.
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#### **4. Open Records Laws and Social Media**

Be aware that social media posts and comments may be considered public records and subject to disclosure under Oregon's public records laws. Committee members and chairs should use caution when engaging on social media platforms regarding City-related matters.

When in doubt about whether a post or comment may be a public record, consult with the City Manager or City Attorney to ensure compliance with applicable laws and City policy.

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##### **Approved Verbiage for Committee Use:**

Here are approved scripts for responding to media inquiries:

##### **Standard Response (for Committee Members or Chairs):**

"Thanks for your interest, but I'm not the appropriate person to speak on behalf of the City. All press inquiries should be directed at the City Manager, Jason Ogden. You can reach him at 541-367-8969 or [jogden@sweethomeor.gov](mailto:jogden@sweethomeor.gov)."

##### **If Pressed for an Opinion or Statement:**

"I'm just serving as a committee member, and I'm not authorized to speak for the City or comment on behalf of the committee outside official meetings. Please contact the City Manager, Jason Ogden, for any statements or clarifications."

##### **If the Reporter Asks about a Committee Discussion or Vote:**

"Our discussions and votes are part of the public record, and official minutes are available. For further information or context, I'd encourage you to contact City Manager Jason Ogden at 541-367-8969 or [jogden@sweethomeor.gov](mailto:jogden@sweethomeor.gov)."