

Penobscot County Media Policy – Quick Reference Guide

Primary Media Contact

Most media inquiries about County government operations should be directed to:

PIO: Toni Dyer

Email: media@penobscot-county.net

This centralized inbox allows the County to coordinate responses and ensure accurate information is provided to the public.

Submitting a Media Request

Media requests are encouraged to be submitted in writing and should include:

- Reporter name and media outlet
- Contact information
- Deadline (date and time)
- Topic or questions
- Interview request (if applicable)
- Preferred format (quote, interview, records)
- Background information or context

Written requests help staff provide accurate and coordinated responses.

Typical Response Time

Business Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Routine requests: Typically answered within 1 business day

Complex requests: May require 3–5 business days

Public safety issues: Information provided as soon as verified details are available

Response times may vary depending on complexity and staff availability.

Interviews

Interview requests should be scheduled in advance. The County may designate the most appropriate spokesperson depending on the subject matter.

Advance coordination helps staff prepare accurate and complete information.

No Ambush Interviews

Media representatives may not conduct surprise or unannounced interviews with County employees inside County facilities or while employees are performing official duties.

Interview requests must be coordinated through the appropriate County contact to ensure workplace operations are not disrupted.

Public Records Requests (FOAA)

Public records are governed by the Maine Freedom of Access Act (1 M.R.S. §§400–414).

Key requirements:

- Requests must be acknowledged within 5 working days
- Records must be provided within a reasonable timeframe
- Fees may apply for staff time, copying, or storage
- Some information may be redacted where exemptions apply

FOAA requests should clearly describe the records requested.

Photography and Filming

Photography or filming inside County buildings require permission. Certain areas of County facilities may be restricted for privacy, safety, or operational reasons. Recording of County personnel must have permission of the person(s) being recorded.

Commitment to Transparency

Penobscot County values open government and works to provide clear, accurate, and timely information to the public while protecting confidential information and maintaining operational integrity.