



Director Approval - Original Approval Date: 12/31/2019
 Update Approval Date: 12/31/2022
 Signature: *[Handwritten Signature]*

PARKS & RECREATION

Date: 12/31/2019 Updated: 12/31/2022 Date To Be Reviewed: Three Years – 12/31/2025

Title of Document: 3.4.A LOPR_Public Information Policy Designee List

Please refer to 3.4 LOPR Public Information Policy for details

The following list assigns authority from the LOPR Director (*who is the primary point of control for information dissemination to the community and the media and coordinating LOPR's community relations function*) to communicate and work with the media.

Topic	Designee(s)
Overall External Communication	Director, Communication and Sponsorship Coordinator
Recreation Division Programs	Deputy Director, Recreation, Division Supervisors/Coordinators
Recreation Activities	Deputy Director, Recreation, Recreation Supervisors/Coordinators
Adult Community Center (ACC)	Deputy Director, Recreation, ACC Manager
Specific Parks Projects	Director, Parks Project Manager
Parks Facilities & Properties	Deputy Director, Parks, Parks Manager
Specific Task Forces	Case-by-Case Designee (usually the project leader)
Public Outreaches	Communication and Sponsorship Coordinator, Case-by-Case Designee (usually the project leader)
Any on behalf of the Director (if Director is out)	Designated In-Charge Deputy Director, Manager, or Supervisor (if Director is out)

Responsibility/Contacts: Director, Designees