

**Borough of Hillsdale**

**Ordinance 11-9**

**(Adoption)**

**Title: An Ordinance Amending Chapter 51, Officers and Employees, to Discontinue the Position of Public Relations Director, and to Establish the Position of Public Information Officer in the Borough of Hillsdale.**

Whereas, to more effectively handle various incidents within the Borough, the Mayor and Council desire to adopt a more unified information policy; and

Whereas, the Incident Command System adopted by the New Jersey State Police and utilized by all municipalities within the State of New Jersey recommends designating the Mayor or his/her designee to be the Public Information Officer (PIO) during any kind of multi-agency incident; and

Whereas, designating a Public Information Officer would make certain there is only one authorized person to speak to the media and /or residents, thus assuring a coherent Borough timeline and history of the events in any multi-agency incident.

**NOW THEREFORE BE IT ORDAINED AS FOLLOWS:**

**SECTION 1:** That Article 1 of Chapter 51 of the Borough Code shall be renamed "Public Information Officer". And that Article 1 of Chapter 51, sections 1 through 3 of the Borough Code (51-1; 51-2 and 51-3) are hereby repealed and replaced with the following new provisions, set forth in section 2 of this ordinance.

**SECTION 2:** That the following shall be inserted as the new Chapter 51, Article 1, sections 1 through 3:

51-1 Office Created. The Office of Public Information Officer is hereby created.

51-2 Designation. The Public Information Officer (PIO) shall be the Mayor or a designee so assigned by the Mayor. Should the Mayor be absent and unable to appoint a designee during any multi-agency incident, the Chief of Police shall be the designee until the Mayor is present, or assigns some other designee.

51-3 Duties. The PIO or designee shall be the exclusive individual in charge of disseminating information about any multi-agency event to the public, both resident and non-resident, after first conferring with the Incident Commander to obtain and coordinate all relevant and pertinent information. Since the PIO is the exclusive individual to disseminate incident information, this precludes dissemination by any other employee or department head to

residents or media without the permission of the PIO. The PIO shall also maintain communication with the Incident Commander (IC) throughout any such event. The duties of the Public Information Officer shall also include the performance of any additional information related tasks as the Mayor and Council may from time to time require and approve.

Council member	Motion	Second	Yes	No	Absent	Abstain
DeJoseph, Jonathan			x			
Frank, Douglas		x	x			
Giancarlo, Michael			x			
Hanlon, Marie	x		x			
Schiavone, Donna			x			
Weinstein, Andrew			x			

Adopted: May 3, 2011

Attest: \_\_\_\_\_  
 Robert P. Sandt, RMC  
 Municipal Clerk

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 Mayor Max Arnowitz