

 <div> PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i> </div>		NUMBER: 3.02 APPROVAL DATE: 00-00-0000 EFFECTIVE DATE: 12-02-1975 REVISED DATE: 00-00-0000
POLICY SUBJECT: External Employee Communications	RESPONSIBLE DEPARTMENT: Legal	

A. PURPOSE:

Sometime ago, the employees of the Pennsylvania Turnpike Commission were advised to immediately contact the Chief Counsel and notify him when any person presented himself or herself, at any Turnpike installation, and attempted to obtain information concerning any incident, especially accidents, that occurred on the Pennsylvania Turnpike. This is also true, when any Turnpike employee is approached and requested to make a statement or is served with a subpoena to appear and testify concerning any Turnpike matter or is served with a complaint.

It has been brought to my attention that in some cases, the above instructions have been ignored.

B. SCOPE:

C. GENERAL POLICY:

D. DEFINITIONS:

E. PROCEDURES:

Reiterating our former instructions, henceforth, any employee who becomes aware of an investigation being conducted on the Turnpike, other than one by the Pennsylvania State Police, or is approached by an investigator or is served with a subpoena or complaint, will immediately, before offering any information, contact the office of Chief Counsel of the Turnpike, and notify him of the presence of the individual, and seek his advice as to the method and manner of handling the situation. It is imperative that this procedure be followed in all cases. Failure to do so can result in substantial financial loss to the Commission. Failure to heed this notice may result in suspension or dismissal.

This Policy Letter supersedes all previous Policy Letters on this subject.