

DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 110	PAGE NUMBER: 1 of 4
		SUBJECT: Media and Public Relations	Adopted: 12-01-93 Revised: 12-01-94 Reformatted: 01-2001

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department of Correction will maintain open and responsive communication with the public and the media. It is the intent of the board that the department keep the public well informed of its activities and maintain a consistently high community rapport through public presentations and special programs.

02.00.00. TABLE OF CONTENTS

01.00.00.	POLICY OF THE DEPARTMENT
02.00.00.	TABLE OF CONTENTS
03.00.00.	REFERENCES
04.00.00.	DEFINITIONS
05.00.00.	PROCEDURE
05.01.00.	Media
05.02.00.	Interviews
05.03.00.	Press Releases
05.04.00.	Public Speaking

03.00.00. REFERENCES

Idaho Code Section 19-2705

Standards for Adult Correctional Institutions, 3rd edition, standards 3-4021, 3-4022

04.00.00. DEFINITIONS

Field public information officer: Any employee designated by an administrator, facility head or work unit manager to deliver information to the public and to the media.

Public information officer: (PIO) Any employee, designated by the director, to deliver department information to the public and to the media.

POLICY NUMBER: 110	SUBJECT: Media and Public Relations	PAGE NUMBER: 2 of 4
---------------------------	--	-------------------------------

05.00.00. PROCEDURE

05.01.00. Media

The public information officer may respond to all media requests for information or interviews.

Media contacts with divisions of the department, institutions, district offices and community work centers may be referred to the public information officer.

Routine information may be provided by field PIOs or work unit managers.

Critical need information in an emergent situation may be provided by field PIOs or work unit managers.

Staff providing information in these circumstances will limit information to the subject at hand.

The public information officer will be informed of these media contacts after the information is provided.

The public information officer may refer media contacts to field PIOs.

The public information officer is responsible for informing the director and other appropriate staff of media contacts.

05.02.00. Interviews

Requests for inmate interviews will be referred to the public information officer.

Media representatives requesting inmate interviews will be informed of IDOC Policy 110 - Media & Public Relations.

Requests for inmate interviews will be accommodated by a collect telephone call from the inmate to the media representative.

No face-to-face or on-camera interviews will be permitted in IDOC facilities.

The Director may grant exceptions to the above rule on a case by case basis.

No exceptions to policy may be granted to inmates sentenced to death. Access to inmates under sentence of death is governed by Idaho Code Section 19-2705.

POLICY NUMBER: 110	SUBJECT: Media and Public Relations	PAGE NUMBER: 3 of 4
---------------------------	--	-------------------------------

The inmate will be informed of the request for interview and the nature of the interviewer's interest;

The inmate may accept, decline or modify the request for interview;

The head of the facility where the inmate is housed may deny the interview;

The administrator of the division of prisons or of field and community services may deny the interview;

The director will review the reason(s) for denial of an interview by a facility head or administrator;

The director may deny a request for an inmate interview.

Inmates accepting a request for interview will be provided with the interviewer's telephone number and any specific time frame requested for the interview.

Telephone interviews will normally be conducted from the institutional telephones provided for inmate use.

Requests for interviews with state sentenced inmates housed in non-IDOC facilities will be governed by the housing facility's media policy, procedure or current practice.

Media coverage of program activities may include brief comment by inmate participants, not to be considered inmate interviews subject to the provisions in 05.02.00. above.

Requests for staff interviews will be referred to the public information officer.

05.03.00. Press Releases

Department of Correction press releases will be issued through the public information officer.

Press releases composed by department staff will be reviewed by the PIO before release.

05.04.00. Public Speaking

Department employees are encouraged to accept public speaking engagements.

Prior approval of the engagement must be obtained from the employee's division administrator to ensure there is no conflict with official duties or responsibilities;

POLICY NUMBER: 110	SUBJECT: Media and Public Relations	PAGE NUMBER: 4 of 4
---------------------------	--	-------------------------------

Prior approval of a topic outline must be obtained from the employee's division administrator;

Remuneration for speaking engagements may not be accepted when the engagements take place during the employee's working hours, are under state travel orders, involve any state funds or involve the use of a state vehicle.

Director, Department of Correction

Date

O

P

Y