


Idaho Department of Correction  	<b>Policy</b>	Title: <b>Media and Public Relations</b>		Page: 1 of 4
		Control Number: <b>110</b>	Version: <b>2.0</b>	Adopted: 12/01/1993

**Christine Starr, Deputy Director, approved this document on 01/31/2024.**

Open to the public: ☒ Yes ☐ No

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## A. STATUTORY AUTHORITY

1. Idaho Code § 19-2705, *Death Sentence or Death Warrant and Confinement Thereunder – Access to Condemned Person*

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2. Idaho Code Title 74, Chapter 1, Public Records Act

**B. BOARD OF CORRECTION IDAPA RULE**

IDAPA 06.01.01.110, *Media and Public Relations*

**C. POLICY STATEMENT**

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

**D. SCOPE**

This policy applies to all procedures created under the authority of this policy and to all IDOC correctional facilities (to include community reentry centers (CRCs) and privately managed facilities) and probation and parole districts.

**E. RESPONSIBILITY**

1. Public information officer (PIO)

- a. A PIO is designated by the director or deputy director.
- b. A PIO has the responsibility to deliver department information to the public .

**F. POLICY**

1. **Media Requests for Information**

- a. All media inquiries must be directed to a PIO.
- b. Upon receipt of an inquiry, a PIO will draft a response and send it to the director, deputy director, or their designee for approval.
- c. If other media pose the same question or pose a commonly asked question, a PIO may respond without seeking approval.
- d. Media requests for department records shall be made via IDOC's public records request portal, located on the department's Information Center website. Requests may also be submitted in writing via U.S. Postal Service mail, as allowed for by Idaho Code § 74-102(4) of the Idaho Public Records Act.
- e. Critical need information in an emergent situation may be provided by work unit managers.

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- f. Managers providing information in an emergent situation will limit their communication to the subject at hand and promptly report the interaction to the PIO. In turn, the PIO will promptly inform the director and other appropriate IDOC administrators.

## **2. Requests for Interviews with Residents**

- a. Requests by media representatives for interviews with residents will be referred to a PIO.
- b. The PIO will inform the media representative that they can contact the resident by sending them a letter via the U.S. Postal Service. The letter should include the media representative's contact information and the best time for the resident to reach them via a collect phone call.
- c. Alternatively, the PIO may offer to expedite the media representative's request by having them send it to the PIO via email. The media representative should include their email address, phone number, and the best time for the resident to reach them via a collect call. The PIO will forward the email to the warden of the facility where the resident is incarcerated. The warden will print the media representative's email and have it delivered it to the resident.
- d. No face-to-face interviews will be permitted with individuals under IDOC jurisdiction.
- e. The director or deputy director may grant an exception to the prohibition on face-to-face interviews on a case-by-case basis.
- f. If the director or deputy director is asked to make an exception to the prohibition on face-to-face interviews, a PIO will determine if the resident has a registered victim identified in the offender management system and inform the director or deputy director.
- g. If the director or deputy director waives the rule prohibiting face-to-face interviews, and if the resident has a registered victim, IDOC's victim-services coordinator will contact the victim and inform them of the upcoming interview.
- h. No exceptions to policy may be granted to residents sentenced to death. Access to residents under sentence of death is governed by Idaho Code § 19-2705, *Death Sentence or Death Warrant and Confinement Thereunder – Access to Condemned Person*.
- i. Face-to-face interviews with residents conducted by media representatives who are producing content facilitated by the department are not subject to the provisions in this policy, except for residents who have registered victim in the offender management system.

## **3. Requests for Interviews with Staff**

Requests for interviews with staff will be referred to a PIO.

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#### **4. News Releases**

News releases issued on behalf of IDOC must be sent by a PIO.

#### **5. Public Speaking**

- a. Department employees are encouraged to accept public speaking engagements.
- b. Prior approval of the engagement must be obtained from the employee's division chief to ensure there is no conflict with official duties or responsibilities.
- c. Prior approval of a topic outline must be obtained from the employee's division chief.
- d. 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.

#### **G. REFERENCES**

None

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