


DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION Community Work Centers	DIRECTIVE NUMBER: 110.04.03.001 SUBJECT: Media And Public Information	PAGE NUMBER: 1 of 3 Reviewed: 06-2002 Revised: 10-08-02
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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.

01.01.00. Purpose

The deputy administrator of Community Corrections Division directs work center managers to maintain a public information policy that encourages interaction with the public and the news media and that is consistent with Policy 110, Media and Public Relations. The deputy administrator also requires managers to only allow access that is consistent with offenders' rights to confidentiality and privacy, and that provides for the maintenance of order and security of the facility. The deputy administrator further directs work center managers to coordinate their non-routine public information activities with the Department's public information officer prior to approving media access.

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03.00.00. REFERENCES

American Correctional Association (ACA) Performance-Based Standards 4-ACRS-7F-01 and 4-ACRS-7F-02.

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Department Policy 110, Media and Public Relations.

IDAPA 06.01.01, Rules Of The Board Of Correction, Section 110, Media And Public Relations.

04.00.00. DEFINITIONS

Offender. A person under the legal care, custody, supervision or authority of the Board including a person within or without the state pursuant to agreement with another state or a contractor.

Public Information Officer. Commonly referred to as the PIO.

05.00.00. PROCEDURE

Media and public relations shall be handled in accordance with Department Policy 110, Media and Public Relations.

05.01.00. Oversight

Visits from the media shall be handled with direct oversight by one of the following:

The deputy administrator of Community Corrections Division;

The Department's public information officer;

The work center's designated PIO; or,

The work center manager or designee.

05.02.00. Program Areas And Offenders' Rights

The media, if approval allows access to the work center's program areas, shall be required to follow these practices:

Any photographs of offenders that identify the offenders require the offender's written release; and,

Members of the media must be aware of the security issues of the center and function within the defined parameters as set forth by the oversight authority.

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05.03.00. Emergency And Non-Emergency Response To The Media

The release of information by an Idaho State government agency is regulated by the Idaho Public Records Manual (Idaho Code 9-337 through 9-350). If an employee is uncertain about whether information can be released, he shall contact the Department's Public Information Officer for clarification and direction. Any matter denied, for some or all information, shall include the specific state statutes and the steps for appealing the denial.

Work center tours shall normally be scheduled by the work center manager. Special tours, such as large associations and state legislative groups, shall be scheduled through the Department's Public Information Officer (PIO). Work center managers shall work with the Department's PIO if literature (brochures, statistics, etc.) is requested for the tour.

Special events shall be coordinated through the office of the Department's Public Information Officer (PIO). News releases announcing special events shall be released by the PIO office. The manager shall coordinate activities with the PIO office.

News concerning the Department or one of its divisions shall be released through the office of the Department's Public Information Officer (PIO). Routine release of information may be provided by field PIO's or work center managers. Press releases composed by Department staff shall be reviewed by the Department's Public Information Officer before release.

The work center shall have a field Public Information Officer (PIO) who shall work closely with the Department's PIO office. If there is a crisis situation or a situation of special concern, the Department's PIO will determine if his presence is required on site. The Department's PIO has a designated backup who may be utilized as needed.

05.04.00. Media Contact Reporting

All media contacts must be reported to the Community Corrections Division deputy administrator.

Administrator, Operations Division

Date