

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 5, 2013	Page 1 of 28
	PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
			OPI:	Insert Program Area	
			REVIEW DATE:	June 5, 2014	
			Approving Authority	Thomas Faust Director	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS (NEW ISSUANCE)				
NUMBER:	1340.4				
Attachments:	Attachments A-D				

SUMMARY OF CHANGES:

Section	Change
Policies Cancelled	<i>PS 1310.1, "Guest Speakers", dated December 21, 2008 has been cancelled; information has been inserted into policy.</i>
	<i>PS 1340.2C, "Media/Public Relations", dated January 10, 2011 has been cancelled and replaced with the above-mentioned policy.</i>
	<i>PS 1310.2, "Speaking Engagements", has been cancelled and replaced with the above-mentioned policy.</i>
	<i>PS 1310.5C, "Facility Tours" has been cancelled and replaced with the above-mentioned policy.</i>
	<i>PS 1340.3 "News Releases", has been cancelled and replaced with the above-mentioned policy.</i>

APPROVED:

Signature on File



6/5/2013

Thomas Faust, Director

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 2 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

1. PURPOSE AND SCOPE

- a. To establish standard and emergency procedures governing responses of the DC Department of Corrections (DOC) to inquiries from the public, media requests, requests to participate in speaking engagements and requests for the scheduling of departmental events.
- b. To establish guidelines for scheduling the appearances of guest speakers and services rendered by outside agencies or non-government groups to the DOC.

2. POLICY

- a. It is DOC policy to provide the public and the media with general information about agency programs and activities, as well as information about newsworthy incidents. It is not the intent to provide publicity for an inmate or special privileges for the news media or other organizations, but rather to ensure a more informed public. Any dissemination of information shall be done in compliance with applicable federal and local laws and regulations to include those governing and protecting access to public information (such as FOIA), access to medical, mental health and other private information and information protected by privilege (hereinafter "protected information").
- b. The DOC shall foster community relations and keep the public informed regarding its mission, goals and programs. This shall be accomplished by making agency spokespersons available to the public upon request and through various other forms of public communication.
- c. Unless the Director specifically approves, DOC shall decline media requests for entertainment purposes (i.e., media requests unrelated to DOC issues, access to facility or permission to photograph or conduct interviews for amusement purposes only).
- d. This policy shall not restrict the union's role in representing bargaining unit employees in their day-to-day, labor-management relations as outlined by law, the Hatch Act, Federal Labor Relations Authority decisions and any Collective Bargaining Agreement in place. Union officials shall represent the Bargaining Unit in their official capacity (e.g., providing interviews with the print or broadcast media, placing advertisements in newspapers, appearing on public talk shows and radio stations, and speaking at conferences and conventions).

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 3 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

without fear or reprisal from the DOC. The Union representative shall be designated as outlined in the collective bargaining agreement.

- e. DOC shall not approve monetary or any other type of compensation on behalf of the inmate or the agency when an inmate participates in a media interview.
- f. Employees are prohibited from receiving monetary compensation or gifts for interviews with the media concerning department matters.
- g. "Live" or satellite feed television and radio broadcasts from DOC operated and/or contract facilities are restricted. Unless the City Administrator approves otherwise, media coverage shall be limited to recorded reports.
- h. DOC has a responsibility to protect the privacy and other rights of inmates and members of the staff. Therefore, an interview in an institution shall be regulated to ensure the safety and security and order of the institution.
- i. Employees shall adhere to the procedures set forth in this directive when requesting to schedule departmental events.

3. **APPLICABILITY**

- a. This directive applies to DOC employees, contractors, volunteers, inmates and media representatives, as well as any person acting or serving as an agency spokesperson.
- b. DOC is the approving authority for media interviews with DC Code offenders housed at the Central Detention Facility (CDF) and the Corrections Corporation of America Correctional Treatment Facility (CCA/CTF).

4. **NOTICE OF NON-DISCRIMINATION**

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 4 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

5. PROGRAM OBJECTIVES

- a. The public and the media are informed of newsworthy events within DOC subject to applicable laws and regulations regarding protected information.
- b. Representatives of the news media shall be informed of procedures through which they may request access to DOC facilities and conduct interviews with DOC inmates.
- c. The privacy and other rights of both inmates and staff shall be protected, including the right of an inmate or an employee not to be photographed or recorded.
- d. Guest Speakers and services by external sources will reflect the mission, philosophy and goals of the DOC.
- e. DOC employees shall be informed of procedures for interviews with media representatives on behalf of DOC and scheduling departmental events through the Office of Government and Public Affairs (GPA).
- f. The OGPA shall first consult with the DOC General Counsel if the subject of the information to be disseminated is a matter in litigation or is undergoing or pending judicial review or decision.

6. DIRECTIVES AFFECTED

a. Directive Rescinded

- 1) PS 1260.1F Official Communications (11/02/12)
- 2) PS 1310.1 Guest Speakers (12/21/08)
- 3) PS 1310.5C Facility Tours (03/19/12)
- 4) PS 1340.2C Media/Public Relations (01/10/11)
- 5) PS 1310.2 Speaking Engagements
- 6) PS 1340.3 News Releases

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 5 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

b. Directives Referenced

- 1) PM 1300.1 Freedom of Information Act (FOIA)
- 2) PS 4070.4 Inmate Correspondence and Incoming Publications
- 3) PS 4080.2 Video Visitation Center/Special Visits
- 4) PS 5020.1 Entrance and Exit Procedures

7. AUTHORITY

- a. D.C. Code § 24-211.02 Powers; promulgation of rules.
- b. D.C. Code § 2-531 et seq., Freedom of Information
- c. Pell v. Procunier, 417 U.S. 817 (1974).
- d. DCMR Title 1, Chapter 10 Duncan Ordinance
- e. 45 C.F.R. Parts 160 and 164 (Privacy Rules)
- f. 45 C.F.R. 164.501 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- g. 5 U.S.C. 552a, Federal Privacy Act
- h. D.C. Code § 7-1231.01 et seq., Mental Health Consumers' Rights Protection
- i. 5 U.S.C. § 552, Federal Freedom of Information Act

8. STANDARDS REFERENCED

- a. American Correctional Association Performance Based Standards for Adult Local Detention Facilities, 4th Edition: 4-ALDF-6A-04 and 4-ALDF-7F-01.

9. ADMINISTRATION

- a. **DOC Director** or designee shall be the approving authority for responses to all media requests, public relations issues, requests to participate in speaking engagements and requests for the scheduling of departmental events.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 6 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

- b. **DOC Office of Government and Public Affairs (OGPA).** The DOC Public Information Officer (PIO) shall serve as the primary point of contact for public information. The PIO shall perform liaison responsibilities and, when necessary, coordinate and consult with public information officers from other government agencies and law enforcement authorities regarding the release of official government information.

- c. **Facility Media Coordinator.** A correctional employee appointed by the Warden with support from the PIO, who is responsible for opening the media center, coordinating the logistics of media activities at the facility and assisting in the coordination of the department's responses to the media.

- d. **The DOC Public Information Officer (PIO)** shall be responsible for coordinating requests for DOC staff to serve as spokespersons at public forums.

Attachment A	Request for Interview Form
Attachment B	Media Agreement Form
Attachment C	Facility Tour Approval
Attachment D	Facility Tour Denial
Attachment E	Inmate Consent Form
Attachment F	Request Form to Schedule Events

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 7 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

TABLE OF CONTENTS

	Purpose and Scope	Page 2
	Policy	Page 2
	Applicability	Page 3
	Notice of Non-Discrimination	Page 3
	Program Objectives	Page 4
	Directives Affected	Page 4
	Authority	Page 5
	Standards Referenced	Page 5
	Administration	Page 6
Chapter 1	MEDIA ISSUANCES	Page 10
	Media/ Media Inquiries	Page 10
	News Releases	Page 10
	News Conferences	Page 11
	Special Announcements	Page 12
	Official Communications	Page 12
	Inmate Correspondence with the Media	Page 13
	Media Procedures for Entry Into Facility	Page 14
Chapter 2	MEDIA VISITS TO AN INSTITUTIONAL FACILITY	Page 15
	Facility Tours	Page 16

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 8 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

Chapter 3	INTERVIEWS	Page 19
	Interviews with Inmates	Page 19
	Interviews with Employees	Page 20
Chapter 4	REQUESTS FOR DOC STAFF PARTICIPATING IN PUBLIC SPEAKING ENGAGEMENTS	Page 21
	Requests for Speaking Engagements	Page 21
	Employee Request for Guest Speaker(s)	Page 22
Chapter 5	SCHEDULING DEPARTMENTAL EVENTS	Page 23
	Requests for Scheduling Departmental Events	Page 23
Chapter 6	INQUIRIES AND REQUEST FROM GOVERNMENT OFFICIALS AND AGENCY RESPONDING TO INQUIRIES	Page 24
Chapter 7	MEDIA CENTER LOGISTICS	Page 25
	Security Support	Page 25
	Designation of Media Pool	Page 25
	Telephone Service	Page 25
	Parking	Page 25
	Media Identification	Page 25
Chapter 8	RELEASE OF RECORDS	Page 26
	Public Record	Page 26
	Non-Public Record	Page 27
Chapter 9	EMERGENCIES	Page 28

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS PROGRAM MANUAL		EFFECTIVE DATE:	June 4, 2013	Page 9 of 28
		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 10 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER ONE

MEDIA ISSUANCES

1. MEDIA ISSUANCES

a. This policy addresses the release of information through news releases, press kits and other notices and announcements, news conferences, and media visits to DOC. These visits can be used to observe programs and activities and to complete interviews with inmates.

2. **MEDIA.** For the purposes of this directive, the media shall include, but not be limited to, representatives employed in the business of gathering and communicating information for:

- a. A general circulation newspaper
- b. A news magazine having national, regional, or local circulation
- c. Broadcast radio and television stations licensed by the Federal Communications Commission (FCC)
- d. A news wire service
- e. A licensed cable television service
- f. A private or independent media company
- g. A freelance reporter
- h. A website either associated with a news organization or one that has proven to be a credible source for news information.

3. **MEDIA INQUIRIES.** All media inquiries about DOC, including inquires regarding inmates housed at DOC operated contract facilities, shall be submitted to the PIO.

4. NEWS RELEASES

a. A news release is a formatted written announcement or official statement that promotes a news conference, addresses a specific issue, announces a specific event, or gives detailed information about an incident (e.g., inmate

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 11 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

escape, facility disturbance, or environmental threat by an institution). With a representative of the OGPA listed as a contact, along with a telephone number, a news release is a concise summary with newsworthy facts: who, what, why, when, where and how. It is primarily distributed to the broadcast and print news media and news wire services.

- 1) The PIO (or someone designated by the PIO) shall prepare news releases and official statements in consultation with the Office of the General Counsel, when appropriate, for distribution to the media. The PIO shall submit a final draft of the news release to the Director for approval. The PIO shall forward a copy to the Mayor's Office of Communications for further action and record keeping purposes.
- 2) In some instances, the Mayor's Office of Communications may choose to issue the release.

5. NEWS CONFERENCES

- a. The PIO shall coordinate and publicize news conferences unless otherwise directed by the Mayor's Office of Communications.
- b. The news conference shall occur at the DOC Central Office; a DOC established media center or other designated location.
- c. The PIO (or someone designated by the PIO) shall prepare and issue a press advisory announcing the news conference. The PIO shall coordinate and develop briefing logistics, prepare and disseminate press kits (or other pertinent support materials) to the media at news conferences.
 - 1) A press kit is a compilation of pertinent materials related to the specific DOC issue or event which is provided to media representatives at a news conference. Press kits shall contain a minimum of a news release on specific issues, background information on DOC, and contact information for further inquiries.
- d. All inquiries regarding the Department's news conferences shall be referred to the PIO.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 12 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

6. **SPECIAL ANNOUNCEMENTS.** The PIO (or someone designated by the PIO) shall coordinate, review, and disseminate approved public service announcements, community bulletin board announcements (video, photograph, film, print, and online), brochures, and newsletters developed to promote programs, services, and activities of the DOC.

- a. The PIO (or someone designated by the PIO) may coordinate and develop video content to be used to promote awareness about DOC policies, procedures, and programs.
- b. If using staff and/or inmates for this video content, the PIO (or someone designated by the PIO) must obtain written consent from all who will be filmed.
- c. The PIO (or someone designated by the PIO) shall use online content to promote awareness of DOC policies, procedures, programs, and special events (e.g. the website and social media networks).

7. **OFFICIAL COMMUNICATIONS.** DOC shall communicate policy and procedures by formal written directives rather than by memoranda or email, since these less formal documents are not authenticated, numbered, annually reviewed, or historically traced.

- a. Managers and supervisors shall conduct staff meetings to exchange information, assign responsibility and coordinate activities. At a minimum, the manager shall provide a written agenda for the meeting. The manager shall maintain copies of meeting agendas and minutes.
- b. Collective Bargaining officials shall be given the opportunity to be present at designated meetings.
- c. Generally, staff meetings shall be conducted in the following manner:
 - 1) The Director shall conduct executive and senior staff meetings.
 - 2) The CDF Warden shall conduct staff meetings for senior level management personnel under the Warden's authority.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 13 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

- 3) The CDF Warden or designee shall conduct staff meetings for shift commanders and uniform supervisors under their authority.
 - 4) Office Chiefs shall conduct meetings for personnel under their authority.
- d. *Roll Call Briefings.* Correctional and Program staff supervisors shall conduct roll call briefings to inform in-coming shift employees of recent events, activities, and official information, pertinent to their duties. When appropriate, roll call shall be used as a mini-training session.
 - e. *Employee Bulletin Boards.* All information being placed on the employee bulletin boards must be approved by the Warden or designee.
 - f. *Telecommunications Equipment.* DOC employees who have been issued cellular telephones, pagers, and personal digital assistants (PDAs) shall only use them to conduct official DOC business.
 - g. *Office of Government and Public Affairs.* OGPA, where appropriate, shall manage public discourse of official communications in accordance with DOC policy.
 - h. *External Government Communications.* All official information maintained by the Department of Corrections shall be released in accordance with applicable laws and rights of privacy and should be approved by the Director and/or his designee.
8. **INMATE CORRESPONDENCE WITH THE MEDIA.** Inmates may correspond with representatives of the media through the US Postal Service. Letters to and from media representatives shall be mailed through regular inmate mail procedures and shall be subject to the rules, regulations, and policies governing inmate correspondence contained in PS 4070.4, *Inmate Correspondence and Incoming Publications*.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 14 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

9. MEDIA PROCEDURES FOR ENTRY INTO FACILITY

- a. Media representatives shall submit a written request to the PIO for facility visits to produce news reports on the Request for Interview Form (Attachment A). Media representatives shall sign the Media Agreement Form (Attachment B) prior to entry into any DOC facility.
- b. The media representative shall include any request to photograph, videotape, tape record or use any other electronic device.
- c. In the event the media's request for entry is denied, the PIO shall issue written notice of disapproval to the requestor. DOC may deny a facility visit and deny and/or limit recording devices for reasons including, but not limited to, the following:
 - 1) It is determined the interview would significantly disrupt the safety, security, or the orderly operations of the institution.
 - 2) The media representative or his/her organization fails to comply with the established regulations and requirements of the DOC.
 - 3) Inmate refuses to give consent to be interviewed or parental/guardian/attorney approval is not given when the inmate is under the age of eighteen (18).
 - 4) If an interview is about a government-related personnel matter involving an employee, DOC is restricted from making a public comment, pursuant to D.C. Personnel Regulations, Chapter 31, governing employee privacy and protection rights.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 15 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER TWO

MEDIA VISITS TO AN INSTITUTIONAL FACILITY

1. MEDIA VISITS TO AN INSTITUTIONAL FACILITY

- a. An OGPA representative, the media coordinator, or a Corrections employee as designated by the Director shall escort media representatives during facility visits.
- b. Media representatives shall be subject to search of their person and any approved equipment as set forth in PS 5020.1, *Entrance and Exit Procedures*.
- c. The media representative shall open each electronic device, including storage areas and cover, and remove all batteries for a security inspection. Refusal to disassemble equipment shall be grounds for denial of equipment access.
- d. The Shift Supervisor or designee shall escort the media representative who shall carry his/her own equipment to and from the designated area.
- e. The media representative shall not use the photographic, video, or electronic equipment in any area that is not specifically approved in the original written notice of approval.
- f. The Shift Supervisor or designee shall be present at all times including before the use of any equipment.
- g. The Shift Supervisor or designee may discontinue the use of the photographic, video, or electronic equipment at any time for safety or security purposes.
- h. The media representative shall be permitted to resume the use of equipment when the Shift Supervisor determines that there is no longer a safety or security concern.
- i. The media representative may reschedule the recording or photographing with the Program Administrator if he/she cannot complete it during the visit because of safety or security concerns.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 16 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

- j. If the media representative believes the Shift Supervisor or designee stopped his/her use of the photographic, video, or other electronic equipment for reasons other than safety or security concerns, the media representative may request that the Major or designee be contacted for further consideration.
- k. Media representatives are prohibited from interacting with inmates or staff in a manner that is disruptive to the safety, security and order of the correctional operations. The distribution of business cards and other printed material can only occur through authorized procedures as set forth by the DOC.
- l. Inmates and DOC employees are prohibited from operating the media representative's equipment.

2. FACILITY TOURS

- a. The Government and Public Affairs Coordinator shall coordinate the DOC tour program.
- b. The Director or designee shall be the approving authority for facility tours.
- c. Upon approval of a tour request, the Chief of OGPA or designee shall provide a written confirmation to the group leader via the Facility Tour Approval Letter (Attachment C)
- d. If the tour is denied, the Government and Public Affairs Coordinator or designee shall notify the requestor via the Facility Tour Denial Form (Attachment D).
- e. District of Columbia Dignitaries/Elected Officials on official business or tours shall not be subject to routine search procedures upon entry to the facility. This **shall include** the Mayor, Deputy Mayor, MPD Chief of Police, DC Fire Chief, City Administrator, D.C. Council Members, Judges of Superior and District Court, and the Attorney General.
- f. Tours shall be scheduled in a manner to avoid disruption of the normal operation of the facility.
- g. Tour Guides shall be trained, senior or supervisory correctional officers.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 17 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

- h. Tours shall be conducted between 9:00am and 11:00am and 1:00pm and 3:00pm on days designated by the Director, Warden or their designees.
- i. Tours should be no larger than a group of ten (10) participants.
- j. Tours may be conducted for high school and college students enrolled in social science or criminal justice programs, but the tour must be to enhance the student's education program, not for the purpose of behavior modification or deterrence.
- k. An authorized school official shall accompany the students at all times while touring the facility.
 - 1) Additional criteria for high school students includes the following:
 - 2) Tours are limited to high school students who are in the 10th through 12th grades.
 - 3) DOC strictly requires a signed parental consent form prior to allowing a high school student to tour the facility.
 - 4) The authorized school official shall submit a copy of signed parental consent forms to the Government and Public Affairs Coordinator prior to the tour date; the Government and Public Affairs Coordinator shall provide copies to the Warden.
 - 5) Ex-offenders and relatives or close friends of inmates housed at CDF may not tour the facility without the Director's prior written approval.
 - 6) The Government and Public Affairs Coordinator shall, when appropriate, request input or participation from the following DOC managers when tours are requested by the listed special interest groups. The Government and Public Affairs Coordinator shall consult with other senior/executive level managers to address tour issues for other groups as is appropriate.
 - 7) Director's Office. The Director's Office or designee, in conjunction with the Government and Public Affairs Coordinator and the Warden, shall coordinate tours for elected and appointed local and federal government and court officials, dignitaries and diplomats. The Director's Office shall also be consulted when it is believed the tour may generate media or other public interest.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 18 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

- 8) Legal Representatives. Tours for legal representatives shall be coordinates through the General Counsel, the Government and Public Affairs Coordinator, and the Warden.
- 9) Volunteers. The Chaplain, in conjunction with the Government and Public Affairs Coordinator, shall coordinate tours volunteers.
- 10) New Employees. The Training Administrator, in conjunction with the Warden, shall coordinate tours for new employees.
- 11) Media. The Government and Public Affairs Coordinator shall conduct tours with the Warden or designee.
- 12) Tours shall generally be preceded by a general briefing that is appropriately geared to the needs of the group participants and shall conclude with a question and answer period.
- 13) The Warden or designee shall ensure that relevant departmental information is compiled for distribution to tour participants.
- 14) Prior to the start of the tour, the designated staff conducting the tour shall inform the group of emergency procedures.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 19 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER THREE

INTERVIEWS

1. INTERVIEWS

- a. Interviews shall be conducted Monday – Friday (except holidays) between the hours of 9 am and 5 pm. Only the Director or designee shall approve exceptions.
- b. “Person-on-the-street” or walk-up unannounced interviews inside or on the exterior property of a DOC facility are restricted. The PIO shall receive advance notice of such requests and shall facilitate the authorization of a request.
- c. The use of hidden cameras, concealed recording or broadcast devices is prohibited at all times.

2. INTERVIEWS WITH INMATES

- a. Media interviews with inmates shall be conducted via telephone and are limited to thirty (30) minutes unless approved in advance or when extenuating security circumstances may arise. Media interviews with inmates shall not be conducted at the Video Visitation Center under the guise of a social visit. Only the Director or designee shall approve face-to-face interviews. Face-to-face interviews are limited to one (1) hour.
- b. Media representatives shall submit a written request through the PIO in order to interview inmates. The PIO shall promptly notify media representatives of the status of their interview requests.
- c. The PIO shall, through the affected Warden, forward the request to the inmate to determine if the inmate consents to an interview.
- d. If an inmate is a pretrial detainee or has a pending appeal, the case manager shall allow the inmate to contact the attorney of record for consultation.
- e. Media interviews with an inmate under 18 years old require written parental/ legal guardian or attorney consent.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 20 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

- f. The inmate or his/her guardian or legal representative when appropriate, shall sign the Inmate Consent Form (Attachment E). The case manager shall file the original form in the inmate's official institutional record. OGPA shall forward a copy to the media representative, to a pre-trial inmate's attorney, and maintain one (1) copy on file in OGPA for a period of no less than five (5) years.
- g. In accordance with federal and local laws/regulations and DOC policy regarding security, privacy, and confidentiality, circumstances may dictate more restrictive media access to special status inmates.
- h. The affected Warden shall ensure the availability of telephone access at the scheduled time at the approved private interview area.

3. INTERVIEWS WITH EMPLOYEES

- a. No employee shall act as a spokesperson for the DOC without the authorization of the Director through the PIO.
- b. Employees are prohibited from releasing undisclosed department-related information to the media without authorization from the Office of the Director.
- c. Employees approached by the media for an interview that has any bearing on the DOC shall notify the PIO for appropriate review and authorization.
- d. If the interview is of a private matter, it should not take place during official duty hours, while the employee is in uniform or on DOC property. In a private interview, reference to an employee's DOC affiliation is prohibited if it is presented in a manner that would lead a person to reasonably believe that the employee's statements or opinion are not of a private nature, but those representing the DOC.
- e. Unless the Director so authorizes, employees who testify before a legislative committee, the courts, or any other administrative or judicial body, shall not purport to speak on behalf of the Department, shall not wear the DOC uniform, and shall not testify during the employee's tour of duty.
- f. Information provided to the media by a designated departmental spokesperson or employee shall not endanger or jeopardize investigative efforts of the DOC or other law enforcement agencies.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 21 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER FOUR

REQUESTS FOR DOC STAFF PARTICIPATION IN PUBLIC SPEAKING ENGAGEMENTS

1. REQUEST FOR SPEAKING ENGAGEMENTS

- a. The DOC PIO shall be notified of all requests for DOC staff to serve as spokespersons at meetings, conferences, seminars, community gatherings and other public forums.
- b. Employees designated to serve should have a working knowledge of the topics covered, the agency's policies and procedures, and/or be subject matter experts. Employees must also receive a recommendation from their immediate supervisor.
- c. Employees designated to serve as spokespersons for DOC must have final approval from the Director.
- d. The PIO (or someone designated by the PIO) shall coordinate or schedule guest speaking engagements for DOC employees.
- e. The PIO shall conduct briefings with guest speakers prior to the scheduled engagement and approve any materials to be disseminated at the program/event.
- f. Requests for DOC staff involvement in speaking engagements will be honored in accordance with the safety, security and order of DOC facilities and any other interests of the DOC.
- g. Inmates shall not act as spokespersons for the DOC. Inmates are prohibited from participating in speaking engagements, except as authorized by the Director or designee. During speaking engagements, the opinions or viewpoints expressed by inmates do not necessarily reflect the opinions or official position of the DOC or District Government.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 22 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

2. EMPLOYEES REQUEST FOR GUEST SPEAKER(S)

- a. DOC employees, supervisors and managers may request guest speakers for special events to include but not be limited to:
 - 1) Graduation and other celebratory ceremonies for staff and inmate activities;
 - 2) Subject matter expertise to supplement annual employee In-Service training, and
 - 3) Subject matter expertise to supplement inmate program and reentry transition.
- b. Special interest groups or individuals may request approval to speak on specific topics.
- c. Employees or person submitting a request to provide an oral presentation shall submit the written request to the OGPA at least ten (10) business days in advance of the event. The request shall include an outline and description of topics that will be presented.
- d. The request shall include any media devices needed for the presentation. For security purposes, DOC shall provide media equipment such as laptops and projectors and thus avoid the speaker's need to introduce such items in the secure facility.
- e. OGPA shall forward written notification to the facility Warden/Administrator to confirm approval for a guest speakers' appearance and/or services by external sources.
- f. Guest speaker(s) and/or services from an external source shall follow procedures for entrance and exit to the CDF in accordance with PS 5020.1, *Entrance and Exit Procedures*.
- g. The Warden/Administrator shall designate an employee to escort and monitor the guest speaker(s) while in the facility.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 23 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER FIVE

SCHEDULING DEPARTMENTAL EVENTS

1. REQUESTS FOR SCHEDULING DEPARTMENTAL EVENTS

- a. All employees must prepare a request in writing (utilizing the Request Form to Schedule Events (Attachment F)) in order to schedule special events or non-routine activities involving the use of DOC facilities through the Office of the Director. Employees must provide the following information:
 - 1) An overview of the event;
 - 2) At least two (2) proposed dates for consideration;
 - 3) A proposed list of outside organizations/individuals you wish to participate (until official approval is granted, plans should not be made nor invitations formally or informally extended – this includes outreach to internal staff, external agency stakeholders or others); and
 - 4) Information on costs, staffing, and space needs.
- b. Upon approval of the authorized activity, staff will be required to forward a full package to the Office of the Director including, but not limited to, relevant background information, a draft program, and drafted remarks if the Director and/or Deputies are being asked to speak.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 24 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER SIX

INQUIRIES AND REQUESTS FROM GOVERNMENTAL OFFICIALS AND AGENCIES

1. RESPONDING TO INQUIRIES

- a. All correspondence responding to inquiries or requests from members of the U.S. Congress, the Mayor, the City Administrator, the Council of the District of Columbia, the courts, or similar high ranking government officials and agencies, shall be prepared for the Director's signature.
- b. All inquiries from members of the U.S. Congress, the Mayor, the City Administrator, the Council of the District of Columbia, the courts, or similar high ranking government officials and agencies shall be responded to expeditiously and within in no more than (20) twenty workdays.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 25 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER SEVEN

MEDIA CENTER LOGISTICS

1. MEDIA CENTER LOGISTICS

- a. **Security Support.** To ensure high security operations during emergencies, with support of Correctional Officers, media representatives shall be directed to a media center. Media representatives shall not be permitted into emergency areas without the approval of the Director through the PIO. All persons refusing to cooperate are subject to expulsion from the media center or other premises.
- b. **Designation of Media Pool.** During an emergency, when necessary, the PIO has the authority to require the media at the media center to form a small pool of representatives to retrieve "first hand" information for reporting purposes. For example: no more than five (5) media representatives (i.e., 1 reporter, 1 video photographer, 1 still photographer, 1 radio reporter, and 1 wire service reporter) shall be escorted to an authorized location at or near the actual emergency site to retrieve information to be shared with the full news media/press corps.
- c. **Telephone Service.** A reasonable effort shall be made to make telephone service available for use in the media center.
- d. **Parking.** An area for news media parking shall be designated to ensure that vehicles do not interfere with access to the CDF or other DOC facilities. Parking shall be as close to the media center as possible without jeopardizing safety or security efforts.
- e. **Media Identification.** All media representatives shall have proper identification ("Press I.D.") before being allowed admittance into the media center or on DOC property.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 26 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER EIGHT

RELEASE OF RECORDS

1. RELEASE OF RECORDS

- a. DOC shall make every reasonable effort to promptly respond to media inquiries. Any dissemination of information shall be done in compliance with applicable laws and regulations governing the release of information to include FOIA and the right to privacy of employees and inmates.

2. **PUBLIC RECORD.** DOC shall, upon a media member's request, provide information that is determined to be public record to include, but not be limited to, the following:

- a. Full name (with aliases)
- b. DOC inmate number
- c. Date of birth
- d. Full description: sex, race, height, weight, complexion, hair color, eye color, build, and any identifying marks
- e. Inmate's institutional photograph ("mug shots") shall only be released upon the inmate's consent or the approval of the Director
- f. Place of incarceration (provided it is not confidential for protective measures)
- g. Offenses for which convicted
- h. Sentencing court
- i. Sentence structure, including parole eligibility date of expiration of sentence
- j. Past movements due to transfer or writs

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 27 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

3. NON-PUBLIC RECORDS

- a. Non-public information about inmates shall not be released without the inmate's written consent pursuant to relevant laws and regulations and in accordance with the provisions in DOC policy. Non-public records include, but are not limited to the following:
 - 1) Medical records
 - 2) Mental health records
 - 3) Education records
 - 4) Sealed records
 - 5) Arrest records not leading to a conviction
 - 6) Domestic violence records
 - 7) Child abuse and neglect records
 - 8) Youth records
 - 9) Vital records
- b. DOC shall, after consultation with the General Counsel and the DOC FOIA/Privacy Officer, and through the PIO, provide information pursuant to FOIA regulations and DOC FOIA policy when a media representative makes a written request.
- c. DOC shall carefully maintain and process all requests for records to ensure that information is accurate, relevant, and timely, and to ensure that no inadvertent disclosure of information is made.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 4, 2013	Page 28 of 28
PROGRAM MANUAL		SUPERSEDES:	1340.2C January 10, 2011	
		REVIEW DATE:	June 4, 2014	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4			
Attachments:	Attachments A-D			

CHAPTER NINE

EMERGENCIES

1. **EMERGENCIES.** The PIO shall have the following responsibilities during emergencies:
 - a. Immediately consult with the Director regarding the authorized release of information to the media.
 - b. Activate the news media notification systems.
 - c. Consult with the Director and Security Administrator on engaging air traffic restrictions over an emergency site (e.g., news planes and helicopters).
 - d. Serve as an official agency spokesperson.
 - e. Manage the activities of the media center.
 - f. Provide regular news briefings to update the media.
 - g. Manage and oversee the functions of the media coordinator.
 - h. When necessary, coordinate and consult with public information officers from other government agencies (e.g., Mayor's Command Center, Fire Department, Police Department and other law enforcement authorities) regarding the release of official government information.



D.C. DEPARTMENT OF CORRECTIONS
1923 Vermont Ave NW
Washington, D. C. 20001

REQUEST FOR INTERVIEW FORM

Date: _____

TO: Director _____ Approve Deny

THROUGH: Deputy Director _____ Recommendation Approval Denial

Warden/Admin. _____ Recommendation Approval Denial

Office Chief _____ Recommendation Approval Denial

FROM: Office of Public Affairs _____ Recommendation Approval Denial

Press/Media

Address (City, State)

Representative's Name

Telephone Number

Interviewee(s)

Requested Date

Subject of Interview

Arrangements

Date to Run

SOCO

Submitted By

Date

Assigned To



D.C. DEPARTMENT OF CORRECTIONS
1923 Vermont Ave NW
Washington, D.C. 20001

MEDIA AGREEMENT
(Please Print)

Date _____

Inmate's Name and DCDC
Number _____

Prison
Facility _____

Media
Outlet/Address _____

Media
Representative _____

I, _____, do hereby state that I
am employed in the business of gathering or reporting news or information for (media name)
_____.

My supervisor is _____. The telephone number of
the organization I represent is _____.

I have familiarized myself with the D.C. Department of Corrections, "Media Relations Policy" and agree
to comply with its requirements. I agree to be searched prior to entering a District of Columbia
Department of Corrections correctional facility.

I also agree to have my possessions searched prior to and upon leaving the facility. I agree to provide
no compensation, either direct or indirect, to the inmate or his/her family or friends for information
provided to me. I further agree to respect the rights of privacy of all inmates and to obtain a release
from any inmate before any photograph or recordings are utilized or personal information derived from
any interview or correspondence is used in any publication or broadcast.

I recognize a visit to a prison or jail presents certain hazards, and I agree to assume all ordinary and
usual risks which are inherent in a visit to an institution of this type.

(Signature)

(Date)

- DCDC File Copy
- Media Copy
- Inmate File Copy



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
1923 Vermont Avenue, NW
Washington, DC 20001

Office of the Director

Facility Tour Approval

Date

Name

Title

Organization/School/College

Address

City/State/Zip Code

Dear Mr./ Ms.

After careful consideration, a tour of CDF (D.C. Jail) has been granted to the following

Organization/School/College _____

Date and time of the tour is: _____

Number participants authorized in the tour group _____

Authorized contact person on tour _____

A parental consent form shall be signed for each high school student and a copy forwarded to Chief, Office of Public Affairs prior to the tour

Areas that the tour shall be granted are: _____

Equipment: List of equipment granted for tour: _____

Tour participants are subject to the requirements of DOC rules and procedures for visiting. Tour participants may be subject to a National Crime Information (NCIC) check therefore the SSN is required for all adult participants. Dress code requirements and authorized items are attached. Tour participants are expected to follow the attached general instructions and the instructions of the authorized tour guide.

Name	SSN	Name	SSN
1.		2.	
3.		4.	
5.		6.	

It is requested that the tour coordinator notify the Office of Public Affairs at least 24 hours in advance of the tour date if the tour must be cancelled. In case of an emergency, please contact the Office of Public Affairs at (202) 671-2135.

Sincerely,

Chief, Office of Public Affairs

DC Department of Corrections
General Instructions for Tour Participants

Please provide a copy of this notice to all potential tour members. DOC recommends that high schools send a copy of this notice to parents along with the school's request for parental permission to participate.

1. **Safety and Security.** The Central Detention Facility houses inmates who are classified from low to high security and custody and those with special management needs. Inmates are housed in cells throughout the facility but most participate in communal activities within their housing unit. The facility is operated in a safe and secure manner however, there remains a potential for routine risk. An orientation shall be provided prior to the tour to include emergency procedures.
2. **Search Procedures.** DOC shall conduct both metal detection and body pat search on each tour participant. All permitted personal belongings shall be searched. DOC K-9 teams search all areas of the CDF for drug—to include occasional search at staff entrance.
3. **Smoke/Tobacco Free Facility.** The CDF is a smoke/tobacco free facility. The introduction or personal use of tobacco related products by staff and visitors is prohibited. Tobacco related products include, but not limited to, cigarettes, pipe tobacco, chewing tobacco, cigars, matches, cigarette lighters, smoking paraphernalia and all other items developed or processed for the primary purpose of facilitating the use or possession of tobacco or tobacco related-products.
4. **Dress Code**

The upper torso area of both men and women must be covered at all times. Wrap around skirts or skirts that button up must be wrapped, closed or buttoned at all times. Tour participants shall be prohibited from wearing the following attire. Any individual not adhering to the dress code shall not be permitted to enter the facility.

 - a. Revealing (sheer and see through) clothing;
 - b. Exposed midriffs;
 - c. Form fitting, clinging or skintight clothing of any type, i.e., spandex/lycra outfits, latex leggings and body stockings;
 - d. Multi-layer garments, i.e., two shirts, two pairs of pants, two dresses or skirts and shorts under pants. This does not preclude a visitor from wearing an outer garment over a single layer of clothing and under garments;
 - e. Shorts and hot pants;
 - f. Mini skirts and dresses or skirts in excess of three (3) inches above the knee;
 - g. Dresses, skirts and pants with splits that exceed mid-thigh length;
 - h. Halter tops and tank tops;
 - i. Flip-flops and shower shoes;
 - j. Sweat suits, warm up suits, gym suits or swimwear of any type;
 - k. Military camouflage clothing; and
 - l. Any other items that may compromise the safety and security of the facility.
5. **Authorized Items.** Tour participants may bring the following items into the facility:
 - a. Small purses and/or wallets sufficient in size to carry personal identification;
 - b. Official identification cards and non-security keys; and
 - c. Life-sustaining, condition-stabilizing medication. All medication shall be in its original pharmacy container with the patient's name indicated on the pharmacy label.



Office of the Director

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
1923 Vermont Avenue, NW
Washington, DC 20001

Facility Tour Denial

Date
Name/Title
Organization/School/College
Address
City/State/Zip Code

After careful consideration, a tour of CDF (D.C. Jail) is denied to the following

Organization/School: _____

The tour is denied because _____

For Further information, please contact the DOC Office of Public Affairs at (202) 671-2135

Sincerely,

Chief, Office of Public Affairs

