
	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 1 of 24
	<h1>PROGRAM MANUAL</h1>		SUPERSEDES:	1340.4D June 5, 2013	
			OPI:	OPGA	
			REVIEW DATE:	June 20, 2018	
			Approving Authority	Quincy L. Booth Director	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS				
NUMBER:	1340.4E				
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events				

SUMMARY OF CHANGES:

Section	Change
§	<i>Minor revisions throughout the policy.</i>

APPROVED:



Quincy L. Booth, Director

**6/20/17
Date Signed**

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 2 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

1. PURPOSE AND SCOPE

- a. To delineate standard and emergency procedures governing Departmental responses to inquiries from the public, media, and other external sources. In addition, standard procedures are outlined for facility tour requests, scheduling departmental events and coordination of staff participation in external speaking engagements.
- 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 relevant information about agency programs and activities, as well as newsworthy incidents. 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 as appropriate and through other forms of public communication.
- c. Unless the Director specifically approves, DOC shall decline media requests for entertainment purposes (e.g., media requests unrelated to DOC issues, access to the facility or permission to photograph or conduct interviews for entertainment 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 20, 2017	Page 3 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

without fear of reprisal from the DOC. This should be handled in accordance with the Collective Bargaining Agreement (CBA).

- e. DOC shall not approve monetary or any other type of compensation on behalf of an 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 prohibited unless otherwise approved by the Director..
- h. DOC has a responsibility to protect the privacy and other rights of inmates and staff. Therefore interviews taking place within the institution and other Departmental facilities shall be regulated to ensure safety, security, and order is maintained.
- i. Employees shall adhere to the procedures set forth in this directive when requesting the scheduling of 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 Correctional Treatment Facility (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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 4 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

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.

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. Services provided by external sources shall be conducted in compliance with Departmental protocols and reflect the mission, philosophy and goals of the DOC.
- e. DOC employees shall be informed of procedures for scheduling media interviews and other departmental events on behalf of DOC through the Office of Government and Public Affairs (OGPA).
- 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) PM 1340.4 Media Public Relations/Scheduling Department Events/Facility Tours (6/5/13)

b. Directives Referenced

- 1) PM 1300.1 Freedom of Information Act (FOIA)

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 5 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- 2) PP 4070.4 Inmate Correspondence and Incoming Publications
- 3) PP 4080.3 Inmate Visitation
- 4) PP 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. D.C. Code §§ 16-2331, *et seq.*
- f. 45 C.F.R. Parts 160 and 164 (Privacy Rules)
- g. 45 C.F.R. §§ 164.501 *et seq.*, Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- h. D.C. Code §§ 7-1231.01 *et seq.*, Mental Health Consumers' Rights Protection
- i. District Personnel Manual, Chapter 31A, Records Management and Privacy of Records

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 and tours.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 6 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- b. **DOC Office of Government and Public Affairs (OGPA).** The DOC Office of Government and Public Affairs maintains effective intragovernmental and intergovernmental relationships, enhances public awareness of DOC programs and activities, and engages the media and external stakeholders in a transparent and timely manner.
- c. OGPA
- d. **The DOC Government and Public Affairs Coordinator** shall be responsible for coordinating requests for DOC staff to serve as spokespersons at public forums.

Attachment A	Media Agreement Form
Attachment B	Inmate Consent Form
Attachment C	Request Form to Schedule Events

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 7 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

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 5
Chapter 1	MEDIA ISSUANCES	Page 9
	Media/ Media Inquiries	Page 9
	News Releases	Page 10
	News Conferences	Page 10
	Special Announcements	Page 12
	Official Communications	Page 13
	Inmate Correspondence with the Media	Page 13
	Media Procedures for Facility Entry	Page 13
Chapter 2	MEDIA VISITS TO AN INSTITUTIONAL FACILITY	Page 15

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 8 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

Facility Tours

Page 19

Chapter 3

**REQUESTS FOR DOC STAFF PARTICIPATING IN
PUBLIC SPEAKING ENGAGEMENTS**

Page 21

Requests for Speaking Engagements

Page 21

Employee Request for Guest Speaker(s)

Page 21

Chapter 4

SCHEDULING DEPARTMENTAL EVENTS

Page 23

Requests for Scheduling Departmental Events

Page 23

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 9 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

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 conduct 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 or social media forum 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 regarding DOC, including those pertaining to inmates housed at DOC operated contract facilities, shall be submitted to the OGPA Coordinator.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 10 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

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 a facility incident or extraordinary occurrence. (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 Government and Public Affairs Coordinator or designee shall prepare news releases and official statements in consultation with the Office of the General Counsel, when appropriate, for distribution to the media. The Government and Public Affairs Coordinator shall submit a final draft of the news release to the Director for approval and if required, may forward a copy to the Executive Office of the Mayor (EOM).. Depending upon the nature of the information, it may be released to the media by the EOM.

5. NEWS CONFERENCES

- 1) The Government and Public Affairs Coordinator in collaboration with the EOM will coordinate and publicize news conferences and other media related events. EOM. As appropriate, logistics and information to be distributed will be developed collaboratively.
- 2) Press Kits. The press kit is a compilation of pertinent materials related to a specific DOC issue or event is provided to media representatives at a news conference or other press events. Press kits shall contain a minimum of a news release, background information on DOC, and contact information for further inquiries.
 - a. Inquiries regarding the Department’s news conferences/other media events shall be referred to the OGPA Coordinator or designee.
 - b. DOC shall make every reasonable effort to promptly respond to media inquiries. Dissemination of information shall be made in compliance with

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 11 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

applicable laws and regulations governing the release of information, to include FOIA and the right to privacy of employees and inmates.

6. RELEASABLE RECORD. Upon a media member’s request, DOC may, upon authorization by the Director for good cause shown for the public interest, provide the following information regarding an inmate:

- 1) Full name (with aliases)
- 2) DOC inmate number
- 3) Full description: sex, race, height, weight, complexion, hair color, eye color, build, and any identifying marks
- 4) Inmate’s institutional photograph (“mug shots”) shall only be released upon the inmate’s consent or approval of the Director
- 5) Place of incarceration (provided it is not confidential)
- 6) Offenses for which convicted
- 7) Sentencing court
- 8) Sentence structure, including parole eligibility date of expiration of sentence
- 9) Past movements due to transfer or writs

7. NON-RELEASABLE RECORDS

a. Non-releasable information about inmates shall not be released to the media without the inmate’s written consent pursuant to relevant laws and regulations and in accordance with DOC policy. Non-releasable records include, but are not limited to the following:

- 1) Inmate Institutional Record

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 12 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- 2) Medical records
 - 3) Mental health records
 - 4) Substance abuse records
 - 5) Education records
 - 6) Sealed records
 - 7) Arrest records not leading to a conviction
 - 8) Domestic violence records
 - 9) Child abuse and neglect records
 - 10) Youth records
 - 11) Vital records
- b. DOC shall, after consultation with the General Counsel and the DOC FOIA/Privacy Officer, and through the Government Affairs Coordinator, 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.
- 8. SPECIAL ANNOUNCEMENTS.** The Government and Public Affairs Coordinator or designee shall coordinate, review, and disseminate approved open letters, 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 13 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- a. If using staff and/or inmates for video content, the Government and Public Affairs Coordinator or designee must obtain written consent from all being filmed.
- b. The Government and Public Affairs Coordinator or designee shall use online content to promote awareness of DOC policies, procedures, programs, and special events (e.g. the website and social media networks).

All correspondence responding to inquiries or requests for information 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 coordinated through the Office of the Director. Any such inquiries made to other departmental offices should be immediately forwarded to the Director's office for appropriate action

9. 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 PP 4070.4, *Inmate Correspondence and Incoming Publications*.

10. MEDIA PROCEDURES FOR FACILITY ENTRY

- a. Media representatives shall submit a verbal or written request to the Government and Public Affairs Coordinator for facility visits to support print and broadcast news stories. As appropriate, media representatives shall sign the Media Agreement Form (Attachment B) prior to entry into any DOC facility.
- b. The media representative shall include requests to photograph, videotape, tape record or use other electronic devices.
- c. In the event the media's request for entry is denied, the OGPA Coordinator shall issue written or verbal 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:

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 14 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- 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) The 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) or in pre-trial status.
- 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 31A, Records Management and Privacy of Records.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 15 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

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, OGPA Coordinator or their designee's 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 or verbal 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 16 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- i. The media representative may reschedule the recording or photographing with the OGPA Coordinator if he/she cannot complete it during the visit because of safety or security concerns. Rescheduling of the recording or photographing will be coordinated with the Warden or designee.
- j. 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 facility. The distribution of business cards and other printed material can only occur through authorized procedures set forth by the DOC.
- k. Inmates and DOC employees are prohibited from operating the media representative's equipment.

2. APPROVED INMATE INTERVIEWS

- a. Media representatives shall submit a request through the OGPA Coordinator in order to interview inmates. Once the request is received, the OGPA Coordinator will reach out to the inmate via case management staff to determine if consent will be given by the inmate—protocols related to attorney notification will be followed before interviews are granted.
- b. Interviews shall be conducted Monday – Friday (except holidays) between the hours of 9 am and 5 pm, unless the Director or designee approves an exception.
- c. The use of hidden cameras, concealed recording or broadcast devices is prohibited at all times.
- d. Media interviews with inmates may be conducted via telephone, and are limited to thirty (30) minutes unless a greater time limit is approved in advance. Only the Director or designee may approve face-to-face media interviews. Face-to-face interviews are limited to one (1) hour.
- e. Without regard to an inmate's custody status, the media may not use personal visits with an inmate through the Video Visitation Center to avoid complying with this policy.
- f. 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 17 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- g. Media interviews with an inmate under 18 years old require written parental/legal guardian or attorney consent.
- h. The inmate or his/her guardian or legal representative when appropriate, shall sign the Inmate Consent Form (Attachment D). The case manager shall file the original form in the inmate’s official institutional record.
- i. The OGPA Coordinator shall notify media representatives of the status of their interview requests.
- j. 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.
- k. The Warden shall ensure the availability of telephone access at the scheduled time at the approved private interview area.
- l. “Person-on-the-street” or walk-up unannounced interviews inside or on the exterior property of a DOC facility are prohibited.

3. MEDIA INTERVIEWS WITH EMPLOYEES

- a. No employee shall act as a spokesperson for the DOC without the authorization of the Director through the OGPA Coordinator.
- 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 OGPA Coordinator for appropriate review and authorization.
- d. If the interview is of a private nature, 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 the employee’s statements or opinion are not of a private nature, but those representing the DOC.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 18 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- e. Unless the Director or designee 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, and shall not wear the DOC uniform
- 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.

4. MEDIA CENTER LOGISTICS

- a. **Security Support.** To ensure high security operations during emergencies, with the support of security staff, media representatives shall be directed to a designated area to be used as a media center.
- b. **Designation of Media Pool.** During an emergency, when necessary, the OGPA Coordinator has the authority to require the media at the 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 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 into the media center or on DOC property.
- f. **Media representatives** shall not be permitted in emergency areas without the approval of the Warden/OGPA Coordinator. All persons refusing to cooperate are subject to expulsion from the media center .

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 19 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

5. EMERGENCIES. The Government and Public Affairs Coordinator 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 only with the authorization of the Director and/or the Executive Office of the Mayor.
- e. Manage the activities of the media center.
- f. Provide regular news briefings to update the media.
- g. 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.

6. FACILITY TOURS

- a. The OGPA Coordinator shall oversee 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 OGPA Coordinator or designee shall provide confirmation to the group leader.
- d. If the tour is denied, the Government and Public Affairs Coordinator or designee shall notify the requestor..
- 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 20 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

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. The Director or Warden may choose to include other officials as appropriate.

- f. Tours shall be scheduled in a manner to avoid disruption of the normal operation of the facility and conducted by agency staff with full knowledge of facility and agency operations. A general facility briefing shall be given at the start of the tour and as appropriate relevant departmental information distributed.
- g. The size of the tour group will be determined by the Warden in accordance with facility safety and security protocols.
- h. Tours may be conducted for college and post-graduate level students enrolled in programs related to criminal justice. An authorized school official shall accompany students at all times while touring the facility.
 - 1) Ex-offenders and relatives or close friends of inmates housed at the jail may not tour the facility without the Director's prior written approval.
 - 2) Depending upon the nature of the tour request, specialized departmental offices will be involved in the coordination and carrying out of the visit. This will be handled in collaboration with the OGPA and the Warden or designee. This includes but is not limited to :
 - 3) Tours for elected and appointed local and federal government and court officials, dignitaries and diplomats will be coordinated by the OGPA on behalf of the Director.

Tours for legal representatives will be-- coordinated with the Office of the General Counsel in collaboration with the Warden or designee and the OGPA.
 - 4) New employee tours will be scheduled by the Training Department in collaboration with the Warden or designee.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 21 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

CHAPTER THREE

REQUESTS FOR DOC STAFF PARTICIPATION IN PUBLIC SPEAKING ENGAGEMENTS

1. REQUEST FOR SPEAKING ENGAGEMENTS

- a. The Office of the Director/OGPA Coordinator 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.

Employees designated to serve as spokespersons for DOC must have final approval from the Director.

- 1) 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.
- 2) 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.

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;

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 22 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

- 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 persons submitting a request to provide an oral presentation shall submit the written request to the Office of the Director at least ten (10) business days in advance of the event. The request shall include an outline and description of topics to be presented.
 - d. The request shall include devices needed for the presentation. For security purposes, DOC will provide the required equipment such as laptops and projectors to minimize the need to bring outside equipment into the facility.
 - e. The Office of the Director shall forward written notification to the facility Warden/Administrator to confirm approval for a guest speakers' appearance and/or services.
 - 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 20, 2017	Page 23 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			

CHAPTER FOUR

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 E) 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 draft remarks if the Director and/or Deputy Directors are being asked to speak.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2017	Page 24 of 24
PROGRAM MANUAL		SUPERSEDES:	1340.4D June 5, 2013	
		REVIEW DATE:	June 20, 2018	
SUBJECT:	MEDIA PUBLIC RELATIONS/SCHEDULING DEPARTMENT EVENTS/FACILITY TOURS			
NUMBER:	1340.4E			
Attachments:	Attachment A – Media Agreement Form Attachment B – Inmate Consent Form Attachment C – Request Form to Schedule Events			



D.C. DEPARTMENT OF CORRECTIONS
2000 14TH Street, N.W.
Washington, DC 20009

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 of such inmate 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



Request Form to Schedule Events

Date Submitted _____

Employee
Name _____
Title/position _____

Manager
Name _____
Title/position _____

Proposed Event
Proposed Dates _____
Time _____
Location _____

Overview of Event

Proposed Outside Organizations/Individuals Participating

Costs Associated with Request

Staffing Needs

Space Needed

Additional requests (check all needed):

Special Equipment

Director Present

Deputy Director(s) Present

Media Presence

Inmate involvement

Other

Explain _____

By signing this document, you acknowledge that you have read and understood the information contained herein

Employee

Manager

Date

Date