



DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

POLICY AND PROCEDURE

**EFFECTIVE
DATE:**

August 1, 2018

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SUPERSEDES:

OPI:

College & Career Readiness

REVIEW DATE:

August 1, 2019

**Approving
Authority**

Quincy L. Booth
Director

SUBJECT:

INMATE NEWSPAPER PUBLICATION (NEW ISSUANCE)

NUMBER:

4070.5

Attachments:

None

SUMMARY OF CHANGES:

Section	Change
	<i>New Policy</i>

APPROVED:

Quincy L. Booth, Director

8/1/2018

Date Signed

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1. **PURPOSE AND SCOPE.** To establish procedures for the publication and editorial review of the student-generated newspaper *The Inside Scoop*, a DC DOC publication written by the Department of College and Career Readiness Graphic Design/Journalism class and printed for the benefit of inmates incarcerated in the CTF and CDF.
2. **POLICY.** It is the mission of *The Inside Scoop* to provide its readership with a quality newspaper that contains articles that are informative, inspirational, thought-provoking, and entertaining while following curriculum guidelines and educational objectives outlined for the DC DOC College and Career Readiness Graphic Design/Journalism class.
3. **PROGRAM OBJECTIVES.** The expected results of the course are:
 - a. To provide student-centered learning experiences and objectives in a Graphic Design/Journalism classroom setting;
 - b. To implement an integrated curriculum that includes instructional components in reading, writing, journalism, grammar, linguistics, and visual literacy;
 - c. To foster student understanding of media literacy through the study of a variety of print and non-print media for analysis and discussion;
 - d. To introduce students to topics and activities around the ethics of journalism, informed analysis of news sources, and writing different news text structures;
 - e. To provide students with the opportunity to explore the role of the news media in society and careers associated with the production of news media and related career pathways; and
 - f. To provide students with Project Based Learning (PBL) experiences in creating a print news publication as a result of course participation.
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., (hereinafter, “the Act), the District of Columbia does not discriminate on the basis of race, color, religion, national

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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 intrafamily 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.

5. AUTHORITY

- a. D.C. Code § 24-211.02, Powers; Promulgation of Rules.
- b. 20 U.S.C. § 1232g; 34 C.F.R. Part 99, Family Educational Rights and Privacy Act of 1974 (FERPA)
- c. District of Columbia Municipal Regulations (DCMR) Ch. 30 §3002.1
- d. D.C. Code § 24-221.01c, Credits for good behavior, rehabilitation programs, work details, and special projects Educational Good Time Credits
- e. District of Columbia Municipal Regulations (DCMR) Title 28, Chapter 6, Good Time Credits

6. DIRECTIVES AFFECTED

a. Directives Referenced

- 1) PP 1340.4 Media Relations

7. STANDARDS REFERENCED. 4-ALDF-5A-01; 4-ALDF-5A-02

8. DOC INMATE PUBLICATIONS. Curriculum guidelines and educational objectives outlined for the DC DOC College and Career Readiness Graphic Design/Journalism course are as follows:

- a. Course curriculum will incorporate national standards for reading/language arts, information literacy, and media literacy;
- b. *The Inside Scoop* will be the result of the established lessons within the adopted curriculum;

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- c. Content of *The Inside Scoop* will conform to the general principles of journalism and be written in a manner that is comprehensible by the majority of the readership;
- d. Prior to publication, each edition of *The Inside Scoop* shall be reviewed and edited, as considered necessary, by:
 - 1) DC DOC Education Administrator
 - 2) Deputy Director of College and Career Readiness
 - 3) DOC General Counsel
 - 4) Warden; and
 - 5) DC DOC Public Information Officer;
- e. Reviews must be completed and returned to the DC DOC Education Administrator by each reviewer within 48 hours of receipt;
- f. Reviews will supplement regular and continuous editorial assessment by the Graphic Design/Journalism teacher as managing editor; and
- g. All story sources and/or contributors will be asked to verify accuracy of articles. Such verification reviews will be conducted in order to ensure that the content of these publications is both accurate and consistent with the sound journalistic and creative standards appropriate in government agency and school publications.

9. PUBLICATION REQUIREMENTS

- a. Inmate publications may not contain material which creates a present danger and/or affects the security and order within the institution, or which adversely affects the programs of rehabilitation within the institution, including:
 - 1) Profanity;
 - 2) Sexual behavior (these materials include, but are not limited to pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bondage, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child

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pornography; exposure of female or male genitalia or other sexually explicit subject matter);

- 3) Alcohol, drugs, drug paraphernalia, illicit drug use, or cash;
 - 4) Acts of violence or illegal activity;
 - 5) Gang activity, related materials, gestures and insignia, instructions on how to join a gang/crew;
 - 6) Weapons, weapons in use against others, showing weapons aimed in the direction of another person, guns or ammunition, or allusions to the use of weapons;
 - 7) Illustrations of the making of weapons, explosives, alcoholic beverages, tattoos, narcotic substances, or other unlawful substances;
 - 8) Terrorist activity;
 - 9) Physical resistance to governing authorities;
 - 10) Criminal acts, crime scenes or evidence of a crime;
 - 11) Instruction on self-defense, offensive tactics or martial arts;
 - 12) Threatening messages, blackmail, extortion;
 - 13) Maps or illustrations of the DOC facility or other government agency floor plans, maps of the District of Columbia or surrounding areas; and
 - 14) Information in a foreign language, unless verified by a DC DOC staff member fluent in the presented language, or obviously coded messages or messages written in such an incomprehensible format that the message appears coded.
- b. Publications should also not contain:
- 1) Contact information for inmates and their friends or families or personal contact information regarding staff and their friends and family;

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- 2) Information regarding contraband, incidents, assaults, disturbances, suicide attempts or gestures, or unusual occurrences and inmate grievances;
- 3) Personal identifying information of individuals (e.g. date of birth, social security number, driver's license number, etc.);
- 4) Confidential information protected by privacy and privilege law including but not limited to medical information, criminal history, institutional information;
- 5) Printouts of pages from websites such as Facebook, Instagram, Yahoo, etc;
- 6) Information that an inmate is entering into a contract or engaging in a personal enterprise/business;
- 7) Information that creates a threat to the emotional or mental health of the reader(s);
- 8) The status of an inmate's legal matters;
- 9) Activities in violation of facility rules;
- 10) Proselytization or endorsement of one particular religion or set of religious beliefs;
- 11) Information that is discriminatory regarding 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 or constitutes sexual harassment;
- 12) Information that, if communicated, would create a danger of violence and/or physical harm to a human being; or
- 13) Other material that would, if communicated, creates a threat to the safety, security, or order of the facility.

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- c. Publishing and research procedures will conform to the following:
- 1) Private citizens may not subscribe to inmate publications;
 - 2) Advertising for an inmate publication will not be accepted;
 - 3) If articles from other sources are to be included in their entirety, they must include a release from the original publisher;
 - 4) A consent form must be completed in cases where an identifiable photograph of any inmate or staff is to be used in a facility newspaper or inmate organization newsletter consistent with DOC policy Media Relations PP 1340.4;
 - 5) Research materials will be provided to students by DC DOC College and Career faculty and staff and brought into the facility classroom by the Graphic Design/Journalism teacher, Education Administrator, Deputy Director of College and Career Readiness, or other staff as designated and/or approved by the Warden.
 - 6) Each printed edition of *The Inside Scoop* shall include the following notice:

The Inside Scoop is a criminal justice education publication produced by the publisher and staff of the College and Career Readiness Graphic Design/Journalism class for use by DC DOC inmates. Permission is granted for the reproduction of non-copyrighted materials, provided credit is given to author and publication. Due to the volume of submitted material, unused material will not be returned to contributors. Contributions will be solicited and chosen for publication by *The Inside Scoop* staff and managing editor. The publisher reserves the right to edit all materials for content and space. Any references to internet sources have been provided by DC DOC employees.