


<p style="text-align: center;">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">DIVISION OF INSTITUTIONS</p> <p style="text-align: center;">POLICY AND STANDARDS</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">AD-I-22</p>	<p style="text-align: center;">Policy Code</p> <p style="text-align: center;">2</p>
	<p style="text-align: center;">Related DOC Policies</p> <p style="text-align: center;">N/A</p>	<p style="text-align: center;">Iowa Code Reference</p> <p style="text-align: center;">N/A</p>
<p>Section</p> <p>ADMINISTRATION</p>	<p style="text-align: center;">ACA Standards</p> <p style="text-align: center;">4-4022</p>	<p style="text-align: center;">Administrative Code Reference</p> <p style="text-align: center;">N/A</p>
<p>Policy</p> <p>NEWS MEDIA VISITS AND INTERVIEWS/ RELEASE OF NEWS ITEMS</p>	<p style="text-align: center;">Original Date</p> <p style="text-align: center;">August 1980</p> <p style="text-align: center;">Revised Date</p> <p style="text-align: center;">March 2004</p>	<p style="text-align: center;">Responsibility</p> <p style="text-align: center;">Fred Scaletta</p>
		<p style="text-align: center;">Authority</p> 

I. Policy

Within security limitations, including consideration of possible disruptiveness, it shall be the policy of the Department of Corrections to maintain open communication with representatives of the media and, within security concerns, allow access to the institutions.

II. Standards

A. Media Visits and Interviews

1. When media representatives visit an institution, the Warden/Superintendent or designee and the Departments Public and Media Relations Office have the responsibility to grant, deny, or guide the extent of:
 - a. Coverage of institutional functions and special events.
 - b. Use of facilities, personnel, offenders, or records in connection with the making of motion pictures and the writing of books, magazine articles, or syndicated stories.
 - c. Interviews with offenders and staff.

2. Personal interviews and photographs of an offender are not allowed except under special circumstances, and only with the approval of the Warden/Superintendent or designee and the Department's Public and Media Relations Office. These requests will be reviewed on a case-by-case basis. If approved and the offender agrees to the interview, the offender will be required to consent (See Form 1) in writing, waiving any and all liability against the institution and the Department. The interview will take place in areas where security of the institution is not a concern. The approval and consent restrictions are waived during public meetings (i.e., Parole Board hearings) pursuant to I.C. Chapter 21, absent security violations or concerns.
3. Any media visit of any purpose can be denied, canceled, or restricted by the Warden/Superintendent or designee and the Department's Public and Media Relations Office for security concerns based on present circumstances, and subject matter, including, but not limited to, pending appeals, or legal matters related to the offender's criminal conviction, institutional adjustment, unsuccessful or failure to participate in required or recommended treatment programming, re-victimization etc.
4. Correspondence between the media and offenders shall be guided by the same regulations imposed by the institution for general correspondence.
5. Scheduled media visits must be in writing and, at a minimum, shall include the person(s) (staff/offender) to be interviewed, reason for interview, subject matter, the name of representing media organization and the name of the media representative.
6. All media contacts of a sensitive or critical nature or a confidential nature shall be referred to the Department's Public and Media Relations Office.
7. Unscheduled media contacts with staff of a routine or general nature shall be immediately reported to the Warden/Superintendent or designee and the Warden/Superintendent or designee shall report to the Department's Public and Media Relations Office.
8. With the exception of public meetings, all media representatives are subject to a security check and must be prepared to present media credentials showing that they represent or are employed by a bonafide or incorporated media organization.

B. Release of News Items

1. Information of a routine or general nature can be released to the newspaper, radio, television station, wire service, etc., by the Warden/Superintendent or designee. All employees, shall immediately report, all media contacts to the Warden/Superintendent's office and the Warden/Superintendent or designee shall report to the Department's Public and Media Relations Office.
2. Media contacts or inquiries regarding an incident that is considered serious or critical will be released to local media and the Associated Press. Routine matters such as minor disturbances or a fight may not be reported to the media. The Department will maintain a

media notification list for those media organizations that request to be directly contacted upon initial notice of an incident. All media notices or releases will be sent by email or fax.

3. There are two types of media releases:
 - a. General Media Release - normally involves major changes, improvements staff or offender recognitions of the institution. Such changes or improvements will be described in writing and be released by the Warden/Superintendent or designee.
 - b. Emergency Media Release - normally involves deaths, escapes, acts of violence, hostage situations, disturbances, fires, and natural disasters. If the incident in such cases necessitates coverage at an institution, representatives of the news media will be located in a designated area on or near the perimeter of the institution. The Warden/Superintendent or designee will periodically update the situation.
4. News releases will have two formats:
 - a. Telephone or person-to-person interviews: the information shared with the media shall be factual in nature. Relevant information shall be limited to the event or incident.
 - b. Written media releases: Major Media releases shall be brief, concise, factual, and approved by the Warden/Superintendent or designee and the Department's Public and Media Relations Office. Copies of all media releases will be forwarded to the Director of Corrections via e-mail. Information that may jeopardize security, investigations, control of the institutions' attempt to restore or return the institution to normal operation, will be withheld until such time as the need no longer exists. Confidential information will be withheld.

C. Emergency Announcement

1. If an offender(s) escapes or absconds, the supervising institution shall immediately contact all area law enforcement agencies and the Department's Public and Media Relations Office. The Department's Public and Media Relations Office will immediately notify the largest print media organization within 25 miles of the institution and the Associated Press.

Effective: August 1980/Revised June 1986/Revised June 1987/Revised November 1989/Revised July 1990/Revised June 1991/Reviewed May 1992/Revised June 1996/Reviewed July 1997/Revised February 2001/ Revised March 2004.