


09/09/99  LOUISIANA STATE PENITENTIARY	CHAPTER: ADMINISTRATION, ORGANIZATION AND MANAGEMENT	DIRECTIVE NO. 01.014
	SUBJECT: PUBLIC AND MEDIA CONTACT	ACA STANDARD: 3-4005 3-4020-22 3-4267 3-4427
	REFERENCE: Department Regulation No. C-01-013	

*SPJ
(Six areas)*

PURPOSE: To describe the methods that will be used by Louisiana State Penitentiary to maintain informative relations with the public, media and other agencies.

APPLICABILITY: To the Louisiana State Penitentiary Warden, Deputy Wardens, Assistant Wardens, and Division Heads.

| **POLICY:** It is the policy of Louisiana State Penitentiary to maintain positive, informative relationships with the public, the media and other agencies with related functions, consistent with the security and privacy interests of the Department, its staff, and the inmates confined at Louisiana State Penitentiary. These contacts participate in policy development, coordinated planning and interagency consultation.

PROCEDURE:

A. COMMUNITY AGENCIES

To further insure that the institution's missions and goals are met, Louisiana State Penitentiary will continue to maintain relationships through ongoing verbal and written communications with related community agencies by sharing ideas concerning policy development, coordinated planning and interagency consultations.

Informal and formal contacts are frequently made between the Louisiana State Penitentiary and outside agencies. These contacts are reflected in written Penitentiary Directives and training plans and are incorporated in day-to-day operations as well as in times of emergencies and special events.

| B. MEDIA RELATIONS

1. The Warden will provide factual, verbal and written information to the media about the facility. Visits to the institution by the news media will be encouraged.

LSP - 01.014
September 9, 1999
Page 2 of 5

- #3 {
2. Media interested in visiting the institution must first send a written request to the Warden for approval. This request must include the following information:
 - * Name of all persons requesting visit / Job title / Employer
 - * Topic of story / Where it will be used and for what purpose
 - * Date and time of arrival and departure
 - * Names of all individuals to be interviewed and a scope of footage that would like to be taken.

Media are required to read, understand and sign a Media Release Form (Attachment #1) upon their arrival to Louisiana State Penitentiary.

3. All interviews must be approved by the Warden or his designee. All media visitors will be provided with an escorting officer for the duration of their visit.
4. Media will be permitted in all areas directly related to the topic of their approved stories in the company of their institutional escort. These areas include, but are not limited to inmate housing areas, inmate/employee work assignment locations and visiting areas. Representatives of the media must have media credentials/press passes. Proper identification is required and social security numbers and dates of birth may be requested prior to approval of visit.

- #1 {
5. Institutional staff authorized by the Warden, may contact the media for the purpose of explaining institutional or Department programs or for announcing important facts or events in the facility. Throughout this process, staff will preserve inmates' individual rights of privacy.

6. Employees of Louisiana State Penitentiary, other than authorized staff, will not comment to the news media or publish original printed material that refers to the Louisiana Department of Public Safety and Corrections or Louisiana State Penitentiary, by name or inference, without prior written approval from the Warden or his designee.

7. Media calls will be directed to the Warden. In the absence of the Warden, media calls will be directed to the attention of the public information officer, Deputy Warden/Administrative Services, who will respond promptly, accurately, and honestly, subject to the following conditions:

LSP - 01.014
September 9, 1999
Page 3 of 5

- #1
- a. Local responses will be confined to Louisiana State Penitentiary. Comments will not be made that pertain to Department activities, or operations or events at other Department of Public Safety and Corrections facilities.
 - b. In the event of an institutional emergency, all public and media access to Louisiana State Penitentiary may be limited. The Warden or his identified spokesperson will periodically brief all media on the situation. (A media briefing center will be established away from the location of tactical operations and staff traffic. There will also be additional separate briefing centers set up for inmate families and staff families. Chaplains and Social Workers will be available as well).

C. WRITTEN INQUIRIES

1. Written communication is an important avenue for public education and for maintaining contact and exchanging information with other parties.
2. All incoming and outgoing executive correspondence and copies of correspondence will be logged in the Warden's Office.

D. TELEPHONE CONTACTS

1. Telephone contacts from the courts, legislative bodies, and other agencies will be routed to the Warden, or in his absence, to the Deputy Warden/Administrative Services.

E. QUESTIONABLE INQUIRIES

1. All requests for information will be answered unless there is some question as to the legitimacy of the inquiry or an individual's right to privacy.
2. Those requests may be referred to Legal Services, Department of Public Safety and Corrections, for an opinion prior to response. In cases where such referral is likely to cause a significant delay in response, an interim response will be provided.

F. INSTITUTIONAL VISITS

1. Institutional visits by members of the court, legislative bodies, or other criminal justice agencies are encouraged and will be arranged by the Warden's Office through

LSP - 01.014
September 9, 1999
Page 4 of 5

the Deputy Warden/Administrative Services.

2. The Warden's Office will be notified in the event of court or legislative inquiries for this purpose, and the highest level of cooperation will be provided.

G. OTHER PUBLIC CONTACTS

1. Employee contacts with the public in the day-to-day activities of Louisiana State Penitentiary will be conducted with complete professionalism.
2. Individual employees receiving requests for official information from groups referred in the policy statement will refer such inquiries to the Office of the Warden.
3. Employees receiving requests for comments or information from the news media or publishers will refer such requests directly to the Deputy Warden/Administrative Services.
4. All such requests must be promptly, accurately and completely answered in compliance with state, local, and federal laws governing public information and right to privacy.
5. All official information and press releases referring to the Department or institutional policy, or statements regarding institutional programming or conditions, will be issued only by the Warden or his designee.

H. INMATE MEDIA CONTACTS

- 13
1. A news media representative who desires to conduct an interview with an inmate must make application in writing to the Warden. All on-site media contact with inmates are at the sole discretion of the Warden. Access may be restricted or disallowed for those inmates in maximum custody for behavioral problems and/or poor conduct and to prevent inmates from profiting from their crime either materially or through enhanced status as a result of media coverage.
 2. An inmate has the right not to be interviewed, photographed, or recorded by the media. Before interviewing, photographing, or recording the voice of an inmate, written permission must be obtained from the inmate. The original copy of the inmate's authorization will be placed in the inmate's file. (Attachment 2)

LSP - 01.014
September 9, 1999
Page 5 of 5

#2
I. FILMING OF VISITORS

1. Media must get visitors to sign a release (**Attachment 3**).
2. Filming can only be done in presence of escorting officer.

J. INSTITUTIONAL TOURS

1. Tours, other than those listed in Section F, of institutional grounds will be available upon request. These tours will be scheduled by the Office of the Warden.



Burl Cain, Warden

SEP 09 1999

Effective Date

This policy supersedes Penitentiary Directive No. 01.014 dated May 12, 1999.

Attachment: #1 - Location Agreement Form
#2 - Inmate Media Release Form
#3 - Visitor Media Release Form

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
CORRECTIONS SERVICES**

Department Regulation
No. C-01-013

23 October 1998

**FIELD OPERATIONS
General
Public Information Program**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **REFERENCES:** ACA Standards 2-CO-1A-25 through 1A-27-1 (Administration of Correctional Agencies) 3-4020 through 3-4021-1 (Adult Correctional Institutions), 1-ABC-1A-18, 1-ABC-1A-19, and 1-ABC-1A-20 (Adult Boot Camp Programs); 3-JTS-1A-25 and 3-JTS-1A-27, 3-JTS-1A-27-1 (Juvenile Training Schools), 1-JBC-1A-20, 1-JBC-1A-22, and 1-JBC-1A-23 (Juvenile Boot Camp Programs).
3. **PURPOSE:** To establish the Secretary's policy regarding methods that will be used within the Department to maintain informative relations with the general public, the news media and other agencies.
4. **APPLICABILITY:** Undersecretary, Assistant Secretaries, all Wardens, Director of Probation and Parole, Director of Youth Services and Director of Prison Enterprises. Each Unit shall develop procedures to facilitate interaction with the general public, the news media and other agencies.
5. **POLICY:** As state agencies have an obligation to inform the general public, the news media and other agencies, it is the Secretary's policy to maintain positive, informative relationships with these groups, consistent with the security and privacy interests of the Department, its staff and inmates.
6. **DEFINITIONS:**

Unit Head - refers to the head of an operation unit - such as Wardens, Director of Probation and Parole, Director of Youth Services, or the Director of Prison Enterprises.

News Media - properly credentialed and identifiable news coverage organizations. This includes representatives of general circulation newspapers, legitimate periodical magazines of national circulation sold through newsstands and/or mail subscriptions to the general public, local/national/international news services and radio/television stations holding a Federal Communications license.

Department Regulation No. C-01-013
23 October 1998
Page Two

7. PROCEDURES:

A. News Media Relations:

- 1) Only those persons authorized by the Secretary or Unit Head shall release information to the news media regarding official matters. Authorized staff shall be knowledgeable of issues and Departmental policy and shall assure the accuracy of information before releasing it.
- 2) All news media inquiries shall be directed to the attention of authorized staff and handled appropriately according to Unit policy.
- 3) Authorized staff may contact the news media for the purpose of explaining Unit or Departmental programs or for announcing important facts or events.
- 4) Unit procedures should address emergency and non-emergency responses to the news media and include, at a minimum, the following:
 - a. the identification of areas in the facility that are accessible to news media representatives;
 - b. the contact person for routine requests for information;
 - c. identification of data and information protected by federal or state privacy laws, or federal and state freedom of information laws;
 - d. special events coverage;
 - e. news release policy;
 - f. the designation of staff authorized to speak with the news media.

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B. Public Relations:

- 1) All staff shall be responsive to inquiries from the general public and local, state and federal agencies by providing prompt, complete responses to all correspondence and other requests.
- 2) Inquiries from legislative and executive bodies may be referred to authorized staff as designated by the Secretary or Unit Head.

Handwritten signature
Richard L. Stalder
Secretary

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DEPUTY WARDEN'S OFFICE
LOUISIANA STATE PENITENTIARY