

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT:  MEDIA POLICY	PAGE <u>1</u> OF <u>27</u>
	SECTION: 003- NUMBER: 03
RULE/CODE REFERENCE:	SUPERCEDES: 003-03 dated 07/27/94
RELATED ACA STANDARDS: 3-4021; 3-4021-1; 3-4022; and 3-4267	EFFECTIVE DATE: February 23, 1999
RELATED AUDIT STANDARDS:	APPROVED: <i>[Signature]</i>

I. AUTHORITY

The authority of the Director of the Ohio Department of Rehabilitation and Correction (DRC) is created in section 5120.01 of the Ohio Revised Code.

II. PURPOSE

The purpose of this policy is to establish general guidelines for working with the media, rules for news media interviews with offenders and a media notification system for all areas of DRC.

III. APPLICABILITY

This policy applies to all civil service employees and independent contractors of the Department of Rehabilitation and Correction.

IV. DEFINITIONS

- Fact Sheet - A written summary of information pertaining to a specific subject (i.e., a fact sheet on an institution would contain information on history, capacity, mission and facets of operation).
- News Media - Any agency that gathers and reports news for a general circulation newspaper, news magazine, national or international news service, or radio/television news program holding a Federal Communications Commission license. "Infotainment" publications and broadcasts are not considered news media.
- News Release - A written statement concerning an issue, event or situation for which the department wishes to make a permanent record, wide area dissemination.

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- PIO - Public Information Officer/Office. The central office public information spokesperson or an institutional or office location staff person who has been designated to handle public information duties.
- PIT - Public Information Team. A group of people assembled for a critical incident or unusual situation who assume the public information duties involved in the situation.
- Credentials - For purposes of identification, both photo identification, such as a valid driver's license, and an identification (ID) card issued by the reporter's place of employment shall be required. In the absence of employee ID cards, DRC reserves the right to verify all identification and to refuse admittance when such identification is found to be suspect.
- Media Liaisons - Staff designated by the Director or his/her representative to respond to routine media inquiries.
- Large Metropolitan Areas: Columbus, Cleveland, Cincinnati, Dayton, Toledo, Akron/Canton, Youngstown.

## V. POLICY

It is the policy of the Department of Rehabilitation and Correction, as a public agency, to maintain a cooperative and responsive posture to inform the public, media and other agencies concerning department operations, accomplishments, challenges, and critical incidents. In an effort to facilitate positive relations with the public, media, and other public agencies, public information staff will work diligently to answer all news media inquiries in an accurate and timely manner providing there are no risks to the security of a DRC institution/operation or a criminal investigation.

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## VI. PROCEDURES

## A. RELEASE OF INFORMATION

1. Information about non-restrictive departmental operations, policies, procedures, etc. will be released through the Central Office PIO.
2. Managing officers or designees will be responsible for releasing information pertaining to their respective institutions or operations. Central Office PIO staff will advise and assist managing officers in matters relating to responding to national and international news media requesting access to the institution/office. Any contact from a national or international news representative must be reported to Central Office prior to releasing any information. If a local reporter's inquiry involves an issue that is currently newsworthy and receiving media attention or effects the whole department, Central Office PIO staff must be contacted first.
3. Unless specifically assigned to do so by the managing officer, other DRC employees shall not make statements on behalf of the department or Director. Staff shall refer all media inquiries to the warden or his/her designee.
4. Central Office and DRC employees not assigned to a prison shall discuss all inquiries from news media with the PIO prior to responding.
5. The managing officer or designee shall, as soon as possible, notify media in the county where the institution is located of any unusual, newsworthy incidents including escapes and institution emergencies. The content of such notifications should be initially communicated to the Central Office PIO.
6. After normal duty hours, any media calls to an institution shall be directed to the institution PIO. If the call pertains to an issue that will effect the entire department or will generate significant media coverage, the Prison Administrative Manager (PAM) should contact the central office duty officer immediately, who will contact the department's PIO staff if necessary.

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## B. DATA FOR RELEASE

1. After first informing the Central Office PIO, the institution PIO will proactively report to the news media, as soon as possible, escapes, incidents or serious violence, riots, or other disturbances which result in fatalities, major injuries, major property damage or any other serious disruption of prison operations.
2. Upon request from a news media representative, the following information about an inmate, parolee, probationer or other releasee shall be made available:
  - a. Name
  - b. Age
  - c. Birth date
  - d. Physical description
  - e. Sex
  - f. County where crime was committed
  - g. Crime
  - h. Sentence
  - i. Prison transfers (dates and locations only)
  - j. Outside court actions regarding confinement and release
  - k. RIB actions (charges and decision only)
  - l. Institutional work assignments
  - m. Nature of injury
  - n. Prior DRC incarceration
  - o. Release eligibility
  - p. Death (The identity of a deceased inmate shall be withheld until next-of-kin have been notified or 24 hours following death, whichever occurs first). If asked about cause, indicate that the official cause of death report has yet to be received.
3. Information regarding psychiatric, medical or juvenile criminal histories of DRC inmates cannot be released under law.
4. Photographs of inmates may be copied by the news organization at the institution if the warden determines there are no security risks involved.

5. Release of information concerning staff is a matter of public record. Media inquiries regarding staff should be referred to the Department of Administrative Services. This includes photographs if available. Please notify the involved staff when inquiries are made.
6. Other information shall be released to the news media at the discretion of the Director or his designee.

C. NEWS RELEASES

1. All news releases shall be approved by the Central Office PIO prior to release.
2. Routinely, releases will be faxed to the wire services, newspapers, radio and television stations that are in the county of the institution which regularly cover issues discussed in the release.
3. In the case of critical incidents, releases will be faxed from the Central Office PIO to known news organizations throughout the state.
4. The Central Office PIO and the institution PIO will maintain a file of information released to the media within the past year.
  - a. This file will be available for scrutiny by reporters who give a minimum of one hour advance notice during normal working hours.
  - b. On matters of general interest such as new policies or programs, the PIO will inform all reporters who have requested such information.

D. GENERAL POPULATION INMATE INTERVIEWS

1. A news organization or reporter wishing to interview an inmate must first write to the warden indicating whom they want to interview and the nature of the story. The managing officer or his or her designee will ascertain whether the inmate is eligible for an interview. If eligible, the inmate will be contacted and asked to sign a release within a reasonable amount of time following the receipt of the reporter's request.

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2. Inmates may be eligible to be interviewed by the news media if they:
  - a. Are in the general population (not to include administrative control, protective control, local control, disciplinary control, security control, death row, or initial reception unless a pressing need request is approved by the Director or his designee).
  - b. Sign a waiver permitting release of his or her image or words (Appendix A). Interviews are voluntary. The inmate has the right not to be interviewed, photographed or recorded by the media. The written release or decision not to be interviewed shall be retained on file in the institution.
  - c. Receive no compensation or anything of value in exchange for, or as a result of, the interview..
  - d. Are speaking about their offense or a topic not related to prison policy or procedure.
3. The Director will have discretion to grant or deny any interview request.
4. The Central Office PIO will be notified of any media request for an inmate interview on the day of the request.
5. The managing officer or his or her designee shall make available this policy and convey oral instructions to ensure that members of the news team are aware of their responsibility regarding custody and security. News media representatives will be asked to sign a statement indicating they are familiar with the rules and regulations of the institution (Appendix B).
6. Rules for media in prisons:
  - a. A media representative must have advanced approval to visit an institution.
  - b. Interviews must be no longer than one hour and conducted during the normal business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, except with permission of the Central Office PIO.

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- c. Interviews must take place in an area outside of the inmate living area, however, on the prison grounds.
- d. Interviews will involve no more than one inmate at any given time except with permission of the managing officer.
- e. Interviews must take place in view of a DRC employee for the safety of media representatives. The managing officer or his/her designee reserves the right to terminate any interview or coverage within the facility should a disruption or disturbance occur.
- f. Media must be escorted at all times while in the institution by the staff designated by the managing officer.
- g. Interviews may be recorded by video, audio, notes or other methods with prior approval of the managing officer and the person to be interviewed.
- h. Live broadcasts by television or radio are prohibited within correctional institutions.
- i. Any photography or videography at a DRC facility must be restricted to shots which do not identify individual inmates. If an inmate agrees to be photographed, a consent form must be signed prior to photographing.
- j. Only one media organization may be allowed to interview an inmate at any given time. News conferences are not permitted for inmates.
- k. Should the number of requests for interviews with an individual inmate exceed three in one day, the inmate will be asked to choose whom he or she wants to talk to. No more than five in-person interviews will be permitted within a seven day period.
- l. A representative of the news media is requested to give DRC an opportunity to respond to any allegation which might be published or broadcast prior to distribution.

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- m. A representative of the news media is requested not to use allegations from one inmate about another inmate who refuses to be interviewed.
  - n. Failure by a news media representative to comply with the rules of this policy constitutes grounds for denying the representative or his/ her agency permission to conduct the interview or any other interviews for a 12 month period.
7. An inmate shall be advised to notify his/her attorney before conducting a media interview in case there is a pending or anticipated legal action.
8. The managing officer may deny any inmate interview request based on security, medical or other administrative reason including:
- a. The news media representative or news organization which he or she represents does not agree to the conditions established by DRC and the managing officer;
  - b. The news media representative or news organization has, in the past 12 months, failed to abide by any required conditions;
  - c. The inmate is physically or mentally unable to participate. This must be supported by a medical officer's statement (a psychologist may be used to verify mental incapacity) to be placed in the inmate's record, substantiating the reason for disapproval;
  - d. The interview, in the opinion of the warden, would endanger the health or safety of the interviewer, media crew, DRC staff, inmate, or could cause serious unrest or disrupt the operation of the institution;
  - e. The inmate is involved in a pending court action.
9. "Infotainment" publications and broadcasts will be restricted from DRC facilities unless the Director or his designee makes an exception. Entertainment or "infotainment" media organizations do not represent bona fide news programs. News programs may be

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characterized by broadcasts or coverage that is commonly associated with local or network news formats which primarily report the events of the day. Magazine, tabloid or talk show and other "infotainment" formats may be distinguished from news formats by the focus on sensational topics and/or entertainment.

10. The managing officer may suspend all media visits during an institution critical incident.
11. All national media inquiries/requests from out-of-state, national and international media must be directed to the PIO in Central Office.
12. No telephone interviews are permitted with the inmate.

#### E. DEATH ROW AND EXECUTIONS

1. Death row media requests and interviews will adhere to all procedures of this policy and the following additional procedures:
  - a. All requests by media to interview death row inmates must be in writing on the media affiliate's letterhead. The request should include the inmate's name and the reason for the interview.
  - b. The PIO may deny media requests for interviews with death row inmates based on security, health, or other administrative reasons.
  - c. Media interviews with a death row inmate may be permitted only once in any 90 day period.
  - d. No electronic or photographic recording equipment is permitted in the death row living or recreation areas.
2. Three days prior to a scheduled execution date, if a stay has not been granted, DRC will notify the media by fax.
3. Three days prior to a scheduled execution, DRC will allow a pool interview if the condemned inmate so desires. The pool reporter will be selected by the Ohio Legislative Correspondents Association (OLCA).

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4. The media center shall be activated by the Warden at 9:00 a.m., the day of a scheduled execution.
5. The DRC Public Information Officer (PIO) shall conduct regularly scheduled news briefings beginning at 9:00 a.m. Two additional morning briefings will be held. Afternoon briefings will be conducted hourly by the PIO, or as needed.
6. Selection of Media Witnesses
  - a. Selected pool reporters and media witnesses will be notified 72 hours prior to the execution.
  - b. Media witnesses to an execution will be selected in the following manner:
    - i. Pool reporters:

A print pool reporter will be selected by the Ohio Legislative Correspondents Association.

A television pool reporter will be selected by the Director through a lottery composed of the four major news network affiliates (ABC, CBS, FOX, and NBC) from the nearest large metropolitan area to the inmate's county of commitment.

The radio station with the largest news staff from the nearest large metropolitan area to the inmate's county of commitment will be selected as the radio pool reporter.
    - ii. Additional Media Witnesses

A reporter from the newspaper with the largest daily circulation in the inmate's county of commitment.

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A reporter from the newspaper with the largest circulation in the nearest large metropolitan area to the county of commitment. (In the case of Cincinnati, both the *Post* and the *Enquirer* will be allowed media witnesses).

An Associated Press (AP) reporter selected by the AP in Columbus.

7. Procedures for Media Pool Reporter and Witnesses
  - a. Pool reporters and witnesses will be required to sign the attached agreements (Appendix D or E) at the time of their selection, 72 hours in advance of the scheduled execution.
  - b. No electronic or mechanical recording devices will be permitted in the execution viewing room including, but not limited to, still cameras, film/video cameras, or tape recorders. No artistic paraphernalia will be permitted therein. If such devices are discovered, the witness will be immediately removed from prison property.
  - c. Pencils and note pads will be issued to journalists by designated DRC staff.
  - d. Prior to the execution, news media representatives will be escorted as a group to the execution building after they have been cleared for security purposes by correctional staff assigned to this task.
  - e. Failure to comply with any procedures and security regulations will cause the individual in question, under the authority of the Director or Warden, to be refused admission to witness the execution or subsequent executions.
  - f. When the execution is completed, the media witnesses will immediately be escorted to the media center. Pool reporters will be required to brief assembled journalists in the media center as outlined in the agreement.

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## 8. Media Coverage by Air

- a. Federal Air Regulation 135.203 forbids the operation of a helicopter at an altitude of less than 500 feet over an area populated as a prison facility.
- b. Federal Air Regulation 91.9 prohibits the operation of a helicopter in a careless and reckless manner which might endanger persons or property.

## 9. Media Cooperation

Media representatives will be required to observe all barricades and restricted areas. Any media representative failing to cooperate with the Ohio Department of Rehabilitation and Correction shall be promptly removed from the grounds and denied re-admittance until deemed appropriate by the Director. Law enforcement agencies will assist as needed.

## F. NEWS COVERAGE

1. Any news articles from area newspapers pertaining to departmental, institution, or parole/probation activities should be forwarded immediately to the Central Office PIO by a designee of the managing officer. When the article involves a breaking news event, the article should be faxed and sent by runner.
2. When possible, DRC staff should record news coverage involving the department and send a copy to the PIO.

## G. CRITICAL INCIDENTS

## 1. Local Responsibilities

- a. During critical incidents such as escapes, disturbances, fires, natural disasters, etc., all inquiries shall be directed to the Central Office PIO. If necessary, a team of public information specialists shall be promptly dispatched to the scene of the incident to work with media regularly on a set schedule. The time of such a briefing will be relayed from

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the Central Office PIO. This office will handle most inquiries so as to give the team on the scene the time necessary to gather information for on-the-scene briefings.

- b. The managing officer shall, as soon as possible, pre-designate a primary and a back-up area for the media to use as a base during the critical incident. The DRC media policy shall be available for reporters on the scene and shall be posted at the media staging area.
- c. Only the Warden or PIO designee should represent the department to the media until the Central Office PIO arrives.

2. Public Information Team (PIT)

- a. The PIT will consist of the team chief and other DRC staff considered appropriate, given the location, pre-training, proximity to the scene, and scope of the critical incident. This on-the-scene team may include:
  - i. Team Chief - the Central Office PIO or a designated substitute will be the team chief. The team chief will:
    - Work with other agency counterparts on the scene in the coordination and gathering of information prior to its release to the media;
    - Ensure that the information to be released is defined clearly and is consistent with department policy, incident commander, and Office of the Governor;
    - Coordinate with appropriate staff on policies and support requirements;
    - Coordinate with counterparts from other state agencies and local law enforcement and agree that all information regarding DRC be released by DRC spokespersons;

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- Accompany the incident commander to planning conferences and meetings with local and state law enforcement officials to keep personally informed of the situation;
  - Supervise operations of the media center;
  - Serve as DRC spokesperson at media briefings when the incident commander or Director are not available;
  - Oversee the regular publishing of fact sheets and briefings as necessary to be distributed to DRC staff and news media to provide them with background and current information on the incident.
- ii. Assistant team chief - will ensure that a responsible representative is on duty in the media center at all times and will assume routine administrative management of the media center, acting as the team chief in the team chief's absence.
- iii. Technical staff - including news release writers, photographers, and recorders to document DRC media activities, provide current and updated information from appropriate staff sections on casualty and injury information and other logistical data, keep a log of all queries and answers including authority or source of answers, tape all news conferences if possible.
- iv. Rumor control manager - should oversee the monitoring of news broadcasts and newspapers and deliver rumors to the appropriate spokesperson as soon as possible. Rumors and the way they are dispelled should be posted on a status board so that the telephone response team can have up-to-date information.
- v. Graphics personnel - will prepare media identification cards and signs giving directions to

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the media center. They will prepare charts, bulletin/display boards, and phone number boards.

vi. Media area/center staff - will provide escort to media representatives, be responsible for distribution of media materials, provide pertinent telephone numbers, receive and deliver faxes, provide telephone numbers to the PIT, duplicate news releases/fact sheets, maintain library of general information, maintain logs and other duties as assigned.

b. Official spokesperson and assistant spokesperson must be exempt employees.

### 3. Designated Locations

#### a. Media Staging Areas

One or two pre-designated media areas will be selected for journalists to congregate as close to the incident scene as possible without inhibiting the resolution of the situation. The Central Office PIO will fax to wire services as soon as possible the location of the media area. News media representatives who arrive should be directed to the media area.

#### b. On-site PIT Location

i. A PIT office should be identified. The office will serve several basic functions:

- (1) Gathering and verifying information
- (2) Information coordination
- (3) Rumor control
- (4) Information dissemination
- (5) Anticipate information needs of the media.

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access to:

- (1) Copy of agency media policy
- (2) Standard Operating Procedures for emergencies and all DRC policies
- (3) Personal computer (PC) or laptop PC
- (4) Printer
- (5) Xerox machine
- (6) Tape recorder
- (7) Minimum of three telephones with different numbers; at least one cellular phone
- (8) Two way radios with secure frequencies
- (9) Equipment for making media badges
- (10) Fax machines (land line and cellular)
- (11) Three televisions with recorders to monitor news coverage on different networks
- (12) Modem with access to national and state news wires (CompuServe or Dialcom; Genie and CompuServe offer word search features to find stories in the newspapers, magazines) and e-mail
- (13) AM/FM radio
- (14) Directory of area PIOs from other agencies
- (15) Directory of area media
- (16) Directory of resource agencies
- (17) Flashlight (extra batteries)

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- (18) Binoculars
- (19) Sign making materials, cardboard, tape
- (20) Writing materials (pens, clipboards, felt tip pens)
- (21) Identification badge holders and cards in various colors to make credentials
- (22) Date and logo stamp to make credentials

iii. Briefing Location

A briefing location should be established near the staging area for the media. The briefing location will be managed by DRC media staff. The location should accommodate a minimum of 50 people and should be equipped with a podium, mult box, surface for mounting diagrams, and a VCR and monitor for playing tapes.

4. Critical Incident Information Release

- a. Information about incidents shall be released as quickly as fully practical without compromising the security priorities of the incident or violating privacy laws. The Central Office PIO will be the chief spokesperson during critical incidents and will disseminate information at the on-site media center. The Central Office PIO will communicate with the central office media center to coordinate and disseminate information from off-site sources or news conferences. When the duration of the critical incident makes it necessary for a relief spokesperson, the Director shall be consulted in selecting the designated spokesperson. DRC will make every effort to make decision makers and ranking state officials available to the media.
- b. Unless specifically authorized by the Director, incident commander or PIO, individual DRC staff should not respond to media inquiries. Any such requests should be directed to the PIO team for a response.

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c. Channels of Information

i. Release of Victim Information

Information regarding victims should not be released until family members have been notified or 24 hours have elapsed, whichever occurs first.

ii. DRC Staff (institutions and offices with need to know)

The PIT chief or designee should disseminate to DRC staff, institutions, and to other necessary officials, at a minimum of once every 24 hours, the general situation status with specific details that may impact other operations and whenever situation changes occur. This should be done by phone or fax as appropriate.

iii. Other State Agencies

The PIT chief/designee should provide information to other state agencies about issues that may impact the operation of their agencies as needed.

iv. Media Outlets

The PIT chief/designee should disseminate information of interest to the media and general public that will not adversely impact the security concerns of the situation as soon as possible after onset and as frequently as possible thereafter, by phone, fax, or in person as appropriate.

5. Media Movement

An identification card (ID) will be issued to all authentic news media representatives by the DRC public information team. The ID authorizes access to areas controlled by the DRC. Media representatives shall be escorted when in these areas.

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**6. Coordination****a. Commanders of critical incidents will:**

- i. Keep the Central Office PIO informed of all plans and situations as they develop. Invite the PIO to all sessions, conferences, meetings with local and state law enforcement agencies and to trouble areas and points of DRC activity.
- ii. Ensure that the staff keeps the PIO fully informed of the status and plans in the areas of operations, logistics, personnel, and intelligence.

**b. The Central Office PIO or designee will:**

- i. Coordinate with the incident commander and other law enforcement officials who may be operating within the critical incident area and establish a media center.
- ii. Ensure that the information to be released is defined clearly and is consistent with department policy, the incident commander and the Office of the Governor.
- iii. Coordinate with appropriate staff on policies and support requirements.
- iv. Coordinate with counterparts from other state agencies and local law enforcement and agree that all information regarding DRC be released by DRC spokespersons.
- v. Accompany the incident commander to planning conferences and meetings with local/state law enforcement officials to keep informed of the situation.

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## 7. Media Needs

### a. Comfort

Members of the PII staff should be designated to ensure that the media staging area and briefing location are arranged and maintained in as comfortable a manner as possible. Efforts should be made to provide amenities such as tents, sufficient rest facilities, food/beverages, and other conveniences as appropriate. Telephones will be made available as needed.

### b. Respect

All staff should be mindful of the fact that representatives of the media are due all the respect and courteous treatment that we professionally extend to all members of the public. Although we sometimes have different goals, the media are not our enemy.

### c. Information

Every effort should be made to respond to all media requests for information as promptly as possible. Fact sheets and printed briefing sheets should be prepared and distributed as soon as they are warranted, given the situation.

### d. Equipment

Every reasonable effort should be made, given security concerns, to allow the media access and use of their equipment in DRC controlled areas. Where feasible, practical and if necessary, access to departmental equipment may be allowed.

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#### 8. Post Situation Briefing

As soon as possible after the situation is resolved, a final briefing should be prepared and administered by the Warden, if available, or the lead PIO. This briefing should contain summary information and as many conclusions as is appropriate.

#### H. MEDIA POOLS

1. The managing officer or Central Office public information staff may establish a media pool whenever it is determined that the frequency of requests to cover a situation or event warrants limitations on the number of media representatives.
2. Whenever a media pool is established, a PIO designee shall notify all news media representatives who have requested permission to cover a given situation or event.
3. All members of the media pool are selected by their peers and may consist of no more than one representative from each of the following groups:
  - a. A representative of all media in the county where the news event occurred;
  - b. A representative of the Ohio Legislative Correspondents Association;
  - c. A representative of the Ohio Radio TV Correspondents Association;
  - d. A representative of the Ohio Association of Broadcasters;
  - e. A representative of the Ohio Newspaper Publishers Association;
  - f. A representative of the Society of Professional Journalists;
  - g. An Associated Press staff photographer or member photographer.

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4. Selected media will sign an agreement to ensure that all news material generated by such a media pool is made available to all media without right of first publication or broadcast. As a courtesy, broadcast media will be asked to present the material without reference to origin or a clean feed. (Appendix C)

I. ACCESS TO INSTITUTION BY NON-NEWS MEDIA

Access to institutions by independent filmmakers, writers for non-news magazines and others may be permitted by special advance arrangement and approval of the managing officer and Central Office PIO.

J. EXCEPTIONS

1. It is understood that at times, the Director or his designee may make exceptions to specific sections of this policy.
2. Requests for exceptions are to be directed to the Central Office PIO for consideration by the Director.

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APPENDIX A

I \_\_\_\_\_ hereby grant  
Print Staff or Inmate Name/Number

permission to the Department of Rehabilitation and Correction and

\_\_\_\_\_ publication, station/news agency

to make use of my name, comments, still or motion pictures, voice recordings and/or video tape of me for any legitimate purposes, including publication in news media and for professional and institutional purposes.

I hereby release and hold harmless the Ohio Department of Rehabilitation and Correction, its agents and servants, from any and all claims for damage for libel, slander, invasion of the right of privacy or any other claim, based on the use of said material. . .

The above consent is given by me freely and voluntarily without any promises, threats, or duress.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

\_\_\_\_\_ Printed Name/Title

Notice: Inmates who are party to any pending or anticipated legal proceeding are advised to notify their attorneys prior to conducting a media interview.

Or

I \_\_\_\_\_ decline to be interviewed by  
Inmate Name and Number

\_\_\_\_\_ Organization requesting interview

on this date \_\_\_\_\_

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**Appendix B**

**Media Release Form**

I \_\_\_\_\_  
Print Name

representing \_\_\_\_\_  
Print Affiliation

agree that I have read the DRC media policy and while at

\_\_\_\_\_  
Institution/Office

I will follow the directions of the staff escort(s), will not speak to inmates without authorization from staff and will not wear clothing prohibited by the department's rules for visitors.

Signed \_\_\_\_\_

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_

DRC Witness \_\_\_\_\_  
Print Name and Title

Signature \_\_\_\_\_

Date \_\_\_\_\_

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APPENDIX C

DRC POOL PARTICIPANT AGREEMENT

I \_\_\_\_\_  
Print Name

representing \_\_\_\_\_  
Print Affiliation

agree that I have read the DRC media policy. I understand that I am a representative of a media pool. As a pool representative, I agree to provide any information that I may receive, to include copies of video, audio or print messages, to other members of the media covering the story. I also agree to provide such information as soon as possible without right of first publication or broadcast. I understand that it is requested that I provide any audio or video feeds without reference to origin (clean feeds).

Signed \_\_\_\_\_

Date \_\_\_\_\_

DRC Witness \_\_\_\_\_  
Print Name and Title

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## APPENDIX D

AGREEMENT TO SERVE AS A MEDIA WITNESS AT AN EXECUTION

I, \_\_\_\_\_, reporter for \_\_\_\_\_,

agree to the following rules in my capacity as a witness to the legal execution of

\_\_\_\_\_ at the Southern Ohio Correctional Facility on

(date) \_\_\_\_\_.

1. I will abide by all safety and security regulations set forth by the Warden.
2. I will report to the Southern Ohio Correctional Facility the day of the scheduled execution. I understand that failure to report by 2:00 p.m. will result in another reporter being selected.
3. I will remain at the Southern Ohio Correctional Facility until the Warden has determined that execution is not imminent or the execution has concluded.
4. I will not take any contraband electronic recording or photographic equipment.
5. I understand that upon admittance to the execution chamber, I will not be allowed to leave until the execution has concluded or the Warden has determined that the execution is not imminent.

Signed \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

SUBJECT: MEDIA POLICY

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## APPENDIX E

AGREEMENT TO SERVE AS A POOL REPORTER\* AT AN EXECUTION

I, \_\_\_\_\_, reporter for \_\_\_\_\_, agree to the following rules in my capacity as a pool reporter and witness to the legal execution of \_\_\_\_\_ at the Southern Ohio Correctional Facility on \_\_\_\_\_ (date) \_\_\_\_\_.

1. I will abide by all safety and security regulations set forth by the Warden (see attached).
2. I will report to the Southern Ohio Correctional Facility the day of the scheduled execution. I understand that failure to report by 2:00 p.m. will result in another reporter being selected.
3. I will remain at the Southern Ohio Correctional Facility until the Warden has determined that execution is not imminent and the pool is dissolved.
4. I will not take any contraband electronic recording or photographic equipment into the execution chamber and I understand that I will be searched prior to entering the execution chamber.
5. After pronouncement of death by the Warden, I will report my observations to my assembled colleagues without withholding information.
6. I will completely fulfill my responsibilities as a pool reporter before filing a report with my own news organization.
7. I understand that upon admittance to the execution chamber, I will not be allowed to leave until the execution has concluded or the Warden has determined that execution is not imminent.

Signed \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

\*The DRC strongly recommends that any news organization selected for the pool should send at least one other reporter to the prison so that the news organization will not be put at a competitive disadvantage.