

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS FIELD INSTRUCTION	All MICC Staff/Inmates		NUMBER MICC 150.110
	SIGNATURE <i>Dan Snyder</i>	DATE 6-24-99	EFFECTIVE DATE 7-31-99
	DAN SNYDER, SUPERINTENDENT		PAGE NUMBER 1 of 5
TITLE	Media Access and Relationship		
CAROL PORTER, REGIONAL ADMINISTRATOR			

SUPERSESSION:

MICC 150.110, "Media Access and Relationship," dated 10-14-96.

REFERENCES:

DOC 150.100, "Public and Media Relations;" "WAC 275-80-890; 275-80-895; MICC 410.160, "Emergency Media Plan."

PURPOSE:

To ensure an open-press policy; to encourage appropriate media contacts; to facilitate public information regarding newsworthy events; to protect the privacy of inmates; to describe the requirements for inmate contacts with representatives of the media.

FIELD INSTRUCTION:

McNeil Island Corrections Center (MICC) will provide the general public, via media representatives, with information regarding the operations of the facility. Media representatives may visit MICC to prepare reports about staff, inmates, programs and special events.

Media representatives will, within sound security management practices, be allowed access to all areas of the facility and island. MICC has a responsibility to protect the privacy and rights of staff and inmates; therefore, media interviews will be regulated to ensure the safe and orderly operation of MICC.

The Administrative Assistant to the Superintendent is the Public Information Officer (PIO) for MICC and will be responsible for informing the Department's Public Information Chief (PIC) and Regional Media Representative of media contacts and inquiries. Any contact with the media (newspapers, television, radio, etc.) must be reported to and coordinated with the MICC - PIO.

The Administrative Assistant-3 at the North Complex is the PIO for the North Complex. The Correctional Program Manager - Programs, will function as the alternate MICC - PIO.

PROCEDURE:

- I. Initial News Media Requests

NUMBER	TITLE	EFFECTIVE DATE	PAGE NUMBER
MICC 150.110	Media Access and Relationship	7-31-99	2 of 5

- A. Media representatives wanting to visit or conduct interviews will submit written application to the PIO at least five working days before the anticipated visit/interview. If an emergency exists, the Superintendent may waive the five-day notice requirement. The request will include:
1. The identity of the news organization and its representatives.
 2. The purpose of the visit.
 3. The expected date, time and duration of the visit.
 4. The identity of MICC staff and inmates to be interviewed (if applicable).
 5. The proposed use of photographs, interviews and/or recordings collected during the visit.
 6. The information needed for background checks.
- B. Media representatives and their equipment are subject to clearance and search requirements as applicable to all visitors.

II. General Requirements

- A. During an emergency in all or part of the Main Institution, North Complex, or on the island, the Superintendent/Incident Commander may restrict the access of media representatives and/or place the provisions of MICC 410.160, "Emergency Media Plan" in effect.
1. If media representatives are placed on restriction, the Superintendent/Incident Commander may, as the situation allows, relax the access restriction. If the media is denied access, objective and accurate information will be provided, as authorized by the Superintendent/Incident Commander, through the PIO.
 2. Staff will escort media representatives allowed access during an emergency at all times to include:
 - a. An escort to and from the boat.
 - b. The boat ride.
 - c. All areas on the island and inside the Main Facility and the North Complex.
- B. During normal operations, media representatives will be met, depending upon the circumstances, at either the Western State Parking/Depot facility, the Steilacoom Dock, the Main Dock (for North Complex visits) or the Visitor's Gatehouse.

NUMBER	TITLE	EFFECTIVE DATE	PAGE NUMBER
MICC 150.110	Media Access and Relationship	7-31-99	3 of 5

- C. Media representatives will be reminded they are subject to MICC search and security requirements.
- D. Media representatives will be informed of and given a copy of the provisions of WAC 275-80-890, "News Media Visits - General," and WAC 275-80-895, "News Media Visits - Limitations."
- E. Each media representative will complete an MICC "Media Visit Information" form and "News Media Agreement" form (attached). Copies of the forms will be given to the representative, copies will be carried by the staff member conducting the escort, and the originals will be filed in the PIO's office.
- F. Inmates who have agreed to be interviewed, photographed or recorded will be required to complete DOC form 9-008 "Release for Photographic Publication" and/or MICC "Inmate Consent to Contact News Media" before any interview or recording is conducted or any photograph is taken. The originals will be placed in the inmate's Central File and copies will be given to the representative. Violation of this requirement may result in the seizure of film or records.
- G. Photographs of on-duty personnel without their consent are prohibited. Violation of this requirement may result in the seizure of film or recordings.
- H. It is the responsibility of the escorting staff member to ensure the conditions set forth on the "Media Visit Agreement" are observed.

III. Inmate Personal Interviews

- A. Inmates or their families may not receive compensation, either direct or indirect, for interviews with the media.
- B. Requests for personal interviews may be initiated by either an inmate or a media representative.
- C. The media representative, working through the PIO, is responsible for contacting the inmate regarding his or her willingness to be interviewed. Conversely, an inmate may contact the news media to express a desire to be interviewed.
- D. Requests for interviews will normally be approved or disapproved within two working days of the date the written request is received.
- E. The reasons for disapproving interview requests will be documented. Requests may be disapproved for any of the following:
 1. The media representative or organization does not agree to the conditions established in this field instruction or has, in the past, failed to abide by the required conditions.
 2. The inmate is physically or mentally unable to participate.

NUMBER	TITLE	EFFECTIVE DATE	PAGE NUMBER
MICC 150.110	Media Access and Relationship	7-31-99	4 of 5

3. The inmate has not or refuses to sign the required consent forms.
 4. The Superintendent feels the interview would endanger the health or safety of the interviewer, staff or inmate or would be a risk to the orderly operation of MICC.
 5. The inmate is involved in a court action and the court has issued an order forbidding media contacts.
- F. The Superintendent/designee may:
1. Determine the location for conducting the interview.
 2. Limit the interview time if it is determined the interview poses a serious drain on staff time or the use of the interview facility.
 3. Limit the amount of audio, video or film equipment and media representatives accessing the island if it is determined the requested equipment and personnel would create a disruption.
 4. Limit the equipment to hand-held cameras or recorders in cases of interviews conducted in crowded or non-contact visiting areas.
- G. Staff escorts will position themselves nearby so as to maintain visual security during an interview with an inmate.

IV. Release of Information

- A. The Superintendent/designee will make factual, prompt announcements of unusual, newsworthy events to the Department's PIC and the Regional Media Representative.
- B. The Superintendent/designee is solely responsible for contact with the news media and its representatives. All media inquiries will be referred to the PIO for processing, coordination and completion as shown in this field instruction.

DEFINITIONS:

Media Representative: A person whose principal employment is to gather or report news for broadcast, telecast or print communications. Freelance writers are also considered media, but can be required to verify their specific assignment/interest in the operation of MICC.

General Circulation Newspaper: A newspaper that circulates among the general public in the community in which it is published and it publishes news of a general character or general interest.

- I. A key determination is if the newspaper qualifies for the publication of legal notices in the community in which it is located or the area to which it distributes.

NUMBER	TITLE	EFFECTIVE DATE	PAGE NUMBER
MICC 150.110	Media Access and Relationship	7-31-99	5 of 5

- II. A newspaper is considered, by law, a newspaper of general circulation and so qualified to publish legal notices, must contain items of general interest to the public such as news of political, religious, commercial or social affairs.

News Magazine: A magazine of national or local circulation sold by news stands and mail subscriptions to the general public.

Radio or Television Station: A station holding a Federal Communications Commission license.

ATTACHMENTS:

WAC 275-80-890

WAC 275-80-895

Inmate Consent to Contact with News Media

News Media Agreement

News Media Visit Information Sheet

DOC FORMS (See Appendix):

9-008 Release for Photographic Publication

REVIEW:

The Superintendent/designee will review this field instruction triennially.

WAC 275-80-890 News media visits—General. The superintendent shall honor requests by representatives of news media for admittance to the institution. Such representatives shall be treated courteously and shall be afforded reasonable access to all areas of the institution. The right of privacy of residents shall be protected. The superintendent shall insure that representatives of news media are informed of these rules and of their responsibilities.

[Order 314, § 275-80-890, filed 6/28/73.]

WAC 275-80-895 News media visits—Limitations.

- (1) Representatives of news media shall be advised on entering the institution that if they receive information which directly affects the safety of any resident or staff member, or indicates that a crime has been or will be committed, this information shall be communicated to the superintendent or an assistant, unless such communication would violate the confidentiality of a professional relationship;

- (2) No interview with a resident may take place without his consent;

- (3) When photographs are to be taken residents must be notified and given the opportunity to withdraw from the scene;

- (4) If the name or photographs of a resident are to be used, written consent of the resident must be secured.

[Order 314, § 275-80-895, filed 6/28/73.]