



<u>ADMINISTRATIVE REGULATION</u>		REGULATION NUMBER 1350-01	PAGE NUMBER 1 OF 5
		CHAPTER: Public Relations	
COLORADO DEPARTMENT OF CORRECTIONS		SUBJECT: Public Information	
RELATED STANDARDS: ACA Standards 2-CO-1A-25 through 2-CO-1A-27, 2-CO-1A-27-1, 2-CO-3C-01, 4-4019 through 4-4022, 4-4279 and 4-4280		EFFECTIVE DATE: April 1, 2011	
		SUPERSESION: 02/01/10	
OPR: BSS	REVIEW MONTH: September	 Tom Clements Executive Director	

I. POLICY

***It is the policy of the Department of Corrections (DOC) to provide a public information program that encourages interaction and contact with representatives of the media and the public, [2-CO-1A-25] [2-CO-1A-27] [4-4020] within the security limitations of facilities. The DOC is committed to informing the public and the media of events within the agency's areas of responsibility. [2-CO-1A-27-1] [4-4021]***

II. PURPOSE

***The purpose of this administrative regulation (AR) is to establish guidelines, procedures, and standards governing the DOC release of public information to the media, addressing emergency and non-emergency responses to the media. [2-CO-1A-27]***

III. DEFINITIONS

- A. Contract Worker: Any person employed under contractual arrangement to provide services to the DOC; any person employed by private or public sector agencies who is serving under DOC special assignment to provide services or support to DOC programs. The employee/employer relationship lies with the contractor.
- B. DOC Employee: Someone who occupies a classified, full or part-time position in the State Personnel System (including management profile positions) in which the Department has affect over pay, tenure, and status.
- C. Facility Information Officer (FIO): Designated facility DOC employee or contract worker assigned information duties.
- D. Media: Media includes print, wire service, broadcast reporters, web based outlets, and technical crews engaged in news gathering for bona fide newspapers, news magazines, and broadcast outlets. Media also includes public affairs programming staff and "talk shows" that air on stations holding FCC licenses.  
  
Free-lance reporters are included as media members, but may be required to verify their assignment with a letter from the outlet they are representing.
- E. News Conference: A pre-arranged event involving the release of information to which members of the news media are invited, generally including a question and answer period.
- F. News Release: A statement or announcement relating to official public business of the DOC, intended for distribution to the news media for publication and/or broadcast.

CHAPTER	SUBJECT	AR #	Page 2
Public Relations	Public Information	1350-01	EFFECTIVE 04/01/11

- G. Routine Information: All information concerning normal operations and daily business of the DOC and its units that is not related to significant incidents regarding policy or litigation.
- H. Volunteer: A person approved by Faith and Citizen Programs and the respective facility administrative head/designee to provide services without compensation from the DOC correctional programs.

IV. PROCEDURES

- A. ***The executive director, or designee, the director of Public Relations, or the public information officer (PIO) will release information about, and comment on major policies, special events, issues, news developments, and routine information relating to the DOC. The executive director, or the director of Public Relations, shall designate those within the agency who are authorized to speak with the media on behalf of the DOC. [2-CO-1A-27-1] [4-4021]***
- B. ***The director of Public Relations, or designee, shall coordinate news releases with the executive director and release all news stories related to the DOC, including reportable incidents. [4-4021]***
- C. The executive director, or designee, the director of Public Relations, or the PIO, must give prior approval for the holding of DOC relevant news conferences by any DOC employee, contract worker, or volunteer. DOC employees, contract workers, or volunteers with specific information they wish to make public through the media shall coordinate with the Office of Public Relations. The only exception would be the release of information pursuant to federal and state “whistle blower” statutes.
- D. ***During the time of any major incident and at other times as deemed necessary by the executive director, the director of Public Relations, the PIO, or designee shall either be at the scene to centralize, control, and coordinate all activities relating to the release of information and logistical concerns of the media, or at the Office of Public Relations, coordinating the release of information from the executive director. [2-CO-1A-27-1] [4-4021]***
  - 1. The facility DOC employee who is assigned additional duties as the facility information officer shall assist the Office of Public Relations in such emergencies or specified conditions.
  - 2. ***Each facility shall designate a location(s) as the media center. [2-CO-1A-27-1] [4-4021]*** The Visitor’s Center may serve as the media center for all facilities in the DOC’s East Canon Complex. Media representatives will be kept advised by news releases and/or briefings.
  - 3. Media representatives are restricted to the designated media center and not allowed elsewhere in the facility during emergencies except, as approved by the executive director or designee.
  - 4. Media representatives will be required to sign a “Consent to Search” form, submit to a background investigation, and show press identification before being admitted to any facility.
- E. Media requests concerning DOC policy, or administrative regulations, shall be referred to the Office of Public Relations. In the absence of the PIO, such requests shall be referred to the director of Public Relations, the executive director, or designee.
- F. Media requests concerning investigations in progress, or information on specific DOC employees, contract workers or volunteers, and/or offenders, shall be referred to the PIO. In the absence of the PIO, such requests shall be referred to the director of Public Relations, or the inspector general.
- G. ***Media requests for program or facility information of a routine nature*** (see definition of “routine information”) ***shall be referred to the PIO or Office of Public Relations. Requests may be delegated to the facility information officer (FIO) by the Office of Public Relations. [2-CO-1A-27-1] [4-4021]***

CHAPTER	SUBJECT	AR #	Page 3
Public Relations	Public Information	1350-01	EFFECTIVE 04/01/11

- H. **Any information released regarding offenders or parolees shall be in compliance with AR 950-02, Health Records/Confidentiality/Access, and AR 950-05, Access, Review, Dissemination, and Fees. [2-CO-1A-27-1] [4-4021]**
- I. **The DOC shall ensure that requests from federal, state, and local legislators and executives for information about operations, or specific offenders, are responded to promptly by the Office of Public Relations and with due regard to privacy protection statutes. [2-CO-1A-26] [4-4019]**
- J. **The DOC will grant representatives of the media access to the facility or offenders consistent with preserving offenders' right to privacy, the rehabilitative goals of the DOC, and maintaining order and security. [4-4022]** Any media request to visit a facility shall be referred to the Office of Public Relations. (For information on visits by representatives of the government, see AR 100-26, *Facility Tours*; for offender access to counsel see AR 750-03, *Offender Access to Counsel*; for regulations on offender social visits see AR 300-01, *Offender Visiting Program*.) If media requests the use of cameras or video equipment during their visit, media outlet will be required to sign AR Form 1350-01D (Attachment "D") prior to entering any facility.
- K. **The Office of Public Relations, in consultation with the administrative head, may prohibit or set conditions for access [2-CO-1A-27-1] [4-4021]** to maximum security units, execution chamber, medical units, or other areas, at times when the presence of such media might precipitate disruption. DOC encourages all reasonable cooperation with access for professional news reporters and camera crews as a means of fulfilling the obligation of a public agency to keep the public informed with accurate information.
- L. Media representatives are to be completely briefed upon their arrival and informed of any areas, or conditions, they cannot photograph. Media representatives must be escorted by DOC employees, contract workers, or volunteers at all times. Media representatives must agree to these conditions, prior to entering the facility.
1. When necessary, film may be confiscated by the administrative head, or ranking authority, at the scene.
  2. Seized film, or videotape, must then be placed, undeveloped and unviewed, in a secure area. The Office of Public Relations shall be notified, as soon as possible, to obtain instructions on disposition of the film. Under no circumstances is film, tape, or equipment to be damaged or destroyed.
- M. Offender Access to the Media
1. **The DOC will provide for reasonable access between offenders and the communications media, subject only to the limitations necessary to maintain order and security, protect offenders' privacy, and promote the rehabilitative goals of the DOC. Media requests for interviews and the offender's consent shall be in writing. [2-CO-3C-01] [4-4279]** Members of the media are permitted one in-person interview with the offender(s), not to exceed three hours and any follow up information must be obtained by writing the offender(s). Interviews may not be granted with the same offender within any 12 month period unless extenuating circumstances occur. Interviews conducted by phone are not permitted. Media interviews/visits are not considered visits, as defined in AR 300-01. All requests to interview an offender, or parolee, shall be referred to the Office of Public Relations. If a request is approved, the PIO shall then coordinate with the facility, or Adult Parole, Community Corrections, and Youthful Offender System DOC employees or contract workers. The executive director, or designee, may refuse any such request if the interview poses a threat to DOC employees, contract workers, or volunteers, other offenders, or would be detrimental to the welfare or best interests of the offender.
  2. Administrative Segregation/Punitive Segregation Offenders: Media visits with offenders in punitive or administrative segregation shall not be allowed. Members of the media may write to these offenders and the offenders may respond in writing.

CHAPTER	SUBJECT	AR #	Page 4
Public Relations	Public Information	1350-01	EFFECTIVE 04/01/11

3. ***The DOC shall provide for offender foreign nationals to have access to diplomatic representatives of their country of citizenship. [4-4280]***
4. All interviews shall be conducted under the supervision of DOC employees or contract workers, unless prior approval has been given by the executive director or the Office of Public Relations.
5. ***Offenders under the jurisdiction of the DOC shall not be photographed or videotaped by the media without a written release from the offender [4-4279]*** (Attachment "A"). Exceptions include group photographs in which an offender's identity cannot be ascertained. If the media is touring an area of a facility and wishes to take photographs, offenders in the area should be given the option to leave the area.
6. Offender or parolee identification photographs (mug shots) may be copied from the DOC Web site, or distributed to the media, without the consent of the offender.
7. Offenders are prohibited from accepting, or soliciting money, services, or other compensation in exchange for media interviews.
8. Media representatives, or organizations, found to be in violation of Section IV.M.7, above, shall be denied access to DOC facilities and programs. Requests for reinstatements must be made, in writing, to the executive director.

N. DOC Employee, Contract worker, or Volunteer Guidelines for Media Relations

1. All designated DOC employees or contract workers shall strive to maintain integrity and credibility with the media through prompt, well-researched, and accurate responses to media requests for information.
2. A DOC employee, contract worker, or volunteer's personal opinion shall be restrained and clearly identified as such. Personal opinions are to be clearly stated as not representing an official DOC position or policy.
3. Names of any injured or deceased DOC employees, contract workers, volunteers or offenders shall not be released to the media until DOC has made official notification to the next of kin.

O. DOC Employee, Contract Worker, or Volunteer Internet Release of Information: DOC employee, contract worker, or volunteer photographs and/or information may be placed on the Internet ([www.doc.state.co.us](http://www.doc.state.co.us)). In order for this information to be placed on the Internet ([www.doc.state.co.us](http://www.doc.state.co.us)), the DOC employee, contract worker, or volunteer must complete AR Form 1350-01B (Attachment "B"). If a DOC employee, contract worker, or volunteer does not complete Attachment "B," then the DOC employee, contract worker, or volunteer's information will not be used.

P. Internet Access Approval: Any DOC employee, contract worker, or volunteer, or personal Web sites (non-DOC), placed on the Internet (World Wide Web) with information, photographs, or references to the DOC must be authorized, in advance, by the executive director. All content changes made to approved sites must be authorized, in advance, by the executive director. In order for this information to be placed on the Internet, the DOC employee, contract worker, or volunteer must complete AR Form 1350-01C (Attachment "C").

V. RESPONSIBILITY

A. The executive director, directors, each facility administrative head, the director of Adult Parole, Community Corrections, and Youthful Offender System, Correctional Industries, Clinical Services, Education, and community parole supervisors shall designate a DOC employee or contract worker to coordinate public relations. This person may be oneself or another DOC employee or contract worker.

CHAPTER	SUBJECT	AR #	Page 5
Public Relations	Public Information	1350-01	EFFECTIVE 04/01/11

- B. ***It is the responsibility of the director of Public Relations to review and update this administrative regulation annually. [2-CO-1A-25]***
- C. It is the responsibility of all facility information officers, or any other DOC employee, contract worker, or volunteer, to keep the Office of Public Relations informed of public information released and special events.
- D. It is the responsibility of the PIO, and/or director of Public Relations, to keep the executive director informed of public information released and special events.

VI. AUTHORITY

- A. CRS 17-1-103. Duties of the executive director.
- B. CRS 24-50.5-101. Legislative declaration.

VII. HISTORY

January 1, 2009  
January 1, 2008  
January 1, 2007  
January 1, 2006  
January 1, 2005  
November 1, 2004

- ATTACHMENTS:
- A. AR Form 1350-01A, Offender Interview/Photograph Release Form
  - B. AR Form 1350-01B, Request to Place DOC Employee, Contract Worker, or Volunteer Information on the Internet/World Wide Web Form
  - C. AR Form 1350-01C, Request to Place DOC Information on Personal Internet/World Wide Web Form
  - D. AR Form 1350-01D, Media Interview/Filming Release Form
  - E. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

# OFFENDER INTERVIEW/PHOTOGRAPH RELEASE FORM

FACILITY/DIVISION: \_\_\_\_\_

OFFENDER NAME: \_\_\_\_\_ DOC NO. \_\_\_\_\_

The undersigned hereby grants permission to be interviewed/photographed by \_\_\_\_\_, representing \_\_\_\_\_. The interview may include video or audio tape recording. The undersigned consents to and authorizes that any such photographs or interview material may be utilized by the above named media representative through their normal sources.

Furthermore, the undersigned does hereby release and does hold harmless the Colorado Department of Corrections and its agents from any and all claims of damage for libel, slander, invasion of privacy, or any other claim based on the use of said material and any other consequences of this interview and publication. This consent is given by me freely and voluntarily, without any promises, threats, or duress.

STIPULATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

OFFENDER NAME AND SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

- Distribution: Director of Public Relations
- Administrative Head
- Offender Working and Dept Files
- Offender

**REQUEST TO PLACE DOC EMPLOYEE, CONTRACT WORKER, OR VOLUNTEER  
INFORMATION ON THE INTERNET/WORLD WIDE WEB FORM**

Facility/Division: \_\_\_\_\_

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

The undersigned hereby grants permission to be interviewed/photographed by \_\_\_\_\_  
\_\_\_\_\_ representing \_\_\_\_\_.

The interview may include video or audio tape recording. The undersigned consents to and authorizes that any such photographs or interview material may be utilized by the above named CDOC representative through their normal sources. In addition, the undersigned agrees to allow the following information to be released:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Furthermore, the undersigned does hereby release and does hold harmless the Colorado Department of Corrections and its agents, from any and all claims of damage for libel, slander, invasion of privacy, or any other claim based on the use of said material. This consent is given by the undersigned freely and voluntarily, without any promises, threats, or duress.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUEST TO PLACE DOC INFORMATION ON  
PERSONAL INTERNET/WORLD WIDE WEB FORM**

Facility/Division: \_\_\_\_\_

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

On \_\_\_\_\_, I, \_\_\_\_\_ request authorization to place  
(date) (name)  
the following DOC information onto the Internet/world wide web (www) for the following purpose:  
(Explain what information will be placed on the Internet and include attachments, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Appointing Authority:

Approved  Denied Reason:

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

Director:

Approved  Denied Reason:

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

Executive Director:

Approved  Denied Reason:

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



**STATE OF COLORADO  
DEPARTMENT OF CORRECTIONS  
MEDIA INTERVIEW/FILMING RELEASE FORM**

Media Name (hereinafter referred to as "Company"): \_\_\_\_\_  
Film Description: \_\_\_\_\_  
Facility Location/Date of Event: \_\_\_\_\_

The CDOC realizes the importance of maintaining positive, informative relationships with the public via the media. In this regard, the following must be agreed upon to ensure **safety** and **security** while Company personnel are within the confines of our correctional institutions. It is the responsibility of the Authorized Representative of Company to communicate these rules to their employees prior to scheduled appointment:

- Company agrees to abide by AR 300-01, *Offender Visiting Program* and AR 300-27, *Facility Access and Control*.
- Concerning dress code, Company agrees to abide by AR 300-01 and Attachment "G." In addition to these dress code policies, Company personnel are not to wear denim material clothing.
- Each Company employee will be asked to agree upon and sign a Consent to Search Authorization and Guest Registration (AR 300-27, Attachment "D") upon entering any CDOC facility.
- Company agrees to avoid disruption of normal prison operations, either in an emergency or otherwise, and will be considerate and abide by any direction from CDOC employees, contract workers or volunteers.
- Absolutely no Company access or close-up photographs/videography will be allowed of master controls, control booths, security features not visible from public land, or recognizable shots of CDOC employees, contract workers, or volunteers, or offenders (except for those individuals who have given their prior consent).
- If requested and approved in advance, limited "B roll" footage as background and fill-in for offender interviews will be allowed. No more than one hour will be allotted to Company to achieve this footage (this is in addition to the three-hour time allotment for interviews).
- The Company understands that if there is a lock-down at the facility when its employee is present, that person may be detained within the facility until the CDOC's security concerns are met.
- In the event of a hostage situation, the CDOC will not negotiate for the release of any offender in order to secure the release of an employee or agent of the Company.
- Company waives any and all rights to any type of express or implied indemnity against the State, CDOC employees, contract workers, or volunteers.

**Company:**

By: \_\_\_\_\_  
Authorized Representative Title Date

**Colorado Department of Corrections:**

By: \_\_\_\_\_  
Authorized Representative Title Date

Distribution: Office of Public Relations/HQ  
Facility Information Officer

