


POLICY OF  STATE OF DELAWARE  DEPARTMENT OF CORRECTION	POLICY NUMBER  10.3	PAGE NUMBER  1 of 2
	RELATED ACA Standards 2-CO-1A-25, 2-CO-1A- 26, 2-CO-1A-27	
CHAPTER: COMMUNICATION AND COMMUNITY RELATIONS	SUBJECT: MEDIA AND COMMUNITY RELATIONS	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE: 3 MAY 2010		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 11 Del. C. §6517, 6560
- II. **PURPOSE:** To establish and maintain a media and community relations program.
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.
- IV. **DEFINITIONS:** News Media - Persons or organizations employed in the business of gathering or reporting news.
- V. **POLICY:** It is the policy of the Department of Correction to establish and maintain an effective program to provide accurate and timely information to the public and news media while ensuring the confidentiality of offenders and staff.

The Chief of Community Relations shall be responsible for developing, directing, and coordinating the Departmental public relations program. The Chief of Media Relations will be the central contact for all news media. Additionally, the Office of the Commissioner must develop procedures to include the following:

- A. A mechanism for facilitating prompt, complete, and accurate responses to all reasonable inquires from the public and news media.
- B. A program which encourages appropriate contact with the public and news media through the dissemination of informational materials.

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C. Public and media access to the Department, its personnel, institutions, facilities and offices consistent with the right of privacy and institutional order and security.

D. Cooperation with other criminal justice and governmental agencies in gathering, exchanging, and standardizing information.

The Office of the Commissioner shall be responsible for preparing and disseminating an annual report in compliance with the Delaware Code. This report should include at a minimum, information on programs, services, budget, goals, and accomplishments and must be made available to employees and the public.