

## Minnesota Department of Corrections

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<b>Policy:</b>	<b>101.310</b>	<b>Title: Media Contacts</b>
<b>Issue Date:</b>	<b>12/10/10</b>	
<b>Effective Date:</b>	<b>12/10/10</b>	

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**AUTHORITY:** [Minn. Stat. §241.01.](#)  
[Minnesota Data Practices Act.](#)

**PURPOSE:** To ensure prompt and thorough responses to media requests for information concerning the department's programs or activities and to identify the process for responding.

**APPLICABILITY:** Department-wide.

**POLICY:** The department will promptly respond to media requests in accordance with department policy and statutory provisions.

**DEFINITIONS:**

Communications office - the communications director and the department's information officers.

Manager - in the central office and field offices, a unit manager or division head or his/her designee; in the facilities, a warden/superintendent or his/her designee.

**PROCEDURES:**

- A. The department communications office will serve as a liaison with the media, either responding to requests for information or facilitating contact with the appropriate department manager for response.
- B. All media requests must be referred to the communications office. The communications office will determine who will respond to the request.
- C. The communications office will be cognizant of the provisions of federal law and the Minnesota Data Practices Act and will consult with the department's data practices administrator/designee when responding to media requests.
- D. The manager will discuss any proposal to initiate contact with the media for public information purposes with the communications office before contacting media.
- E. The manager will consult with and advise his/her supervisor of all contacts with the media.
- F. Facility offender access to the media will be governed by department Policy 303.110, "Offender Access to the Public News Media."
- G. Each facility will have a designated media liaison who will work with the communications office to respond to media inquiries. Facility staff will forward all media inquiries to the facility media liaison for follow-up. Liaisons will follow direction provided by the communications office and will also make facility administration aware of media contacts and responses.

- H. The facility warden/superintendent, in consultation with the department communications office, will designate areas of the facility for media access based on the purposes of the media visit and any special considerations or situations (e.g., offender disturbance in progress, etc.)
- I. This policy will not apply to department staff contact with the media when the involved staff are not representing the department. However, staff should discuss potential contact with media prior to the contact if the staff is uncertain whether the contact may be perceived as representing the department.

**REVIEW:** Annually

**REFERENCES:** ACA Standards 4-4019, 4-4020, 4-4021, 2-CO-1A-25 through 2-CO-1A-27-1.  
[Policy 101.010, "Information Dissemination."](#)  
[Policy 303.110, "Offender Access to the Public News Media."](#)

**SUPERSESSON:** Policy 101.310, "Media Contacts," 1/2/07.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [DOC Staff/Guest/Volunteer Media Agreement](#) (101.310A)  
[Release Authorization](#) (101.310B)

/s/

David Crist, Deputy Commissioner  
Facility Services

Chris Bray, Deputy Commissioner  
Community Services

**Security Instructions**  
[101.310LL, "Media Contacts"](#)