



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: News Media Relations		Policy Number: DC-ADM 009
Date of Issue: July 25, 2013	Authority: Signature on File John E. Wetzel	Effective Date: August 1, 2013

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

III. POLICY

It is the policy of the Department to establish procedures for informing the public and the news media of events within the Department's areas of responsibility. The Department shall ensure that an area is identified in each facility that is accessible to news media representatives and that a contact person is designated for routine requests for information at each facility.¹

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

¹ 4-4021, 4-ACRS-7F-01

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections' policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

DC-ADM 009, News Media Relations, issued May 27, 2011, by Secretary John E. Wetzel.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

- a. DC-ADM 003, Release of Information
- b. DC-ADM 005, Collection of Inmate Debts
- c. DC-ADM 801, Inmate Discipline
- d. DC-ADM 812, Inmate Visiting Privileges
- e. DC-ADM 818, Automated Inmate Telephone System
- f. 6.5.8, Capital Case Administration
- g. 6.7.1, Incident Command System

2. ACA Standards

- a. Adult Correctional Institutions: 4-4020, 4-4021, 4-4279
- b. Adult Community Residential Services: 4-ACRS-7F-01, 4-ACRS-7F-02, 4-ACRS-7F-03
- c. Correctional Training Academies: None



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

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Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

DC-ADM 009, News Media Relations Procedures Manual
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A. Responsibilities

1. Department Press Office/Press Secretary/Deputy Press Secretary

The Department Press Office consists of a Press Secretary and a Deputy Press Secretary who are responsible for serving as the Department's overall spokespersons. These individuals report directly to the Governor's Office of Communication and the Secretary of Corrections and are responsible for responding to news media and public inquiries and releasing information regarding operations, procedures and programs throughout the Department in accordance with this policy and with Department policy **DC-ADM 003, "Release of Information."**

2. Facility Manager

Serves as the official spokesperson for his/her respective facility. This individual designates staff members to serve as the Primary and Alternate Public Information Officer (PIO).

3. Public Information Officer (PIO)

A Department employee designated by the facility manager to serve as the primary spokesperson for the facility. The PIO is responsible for responding to news media and public inquiries and releasing information regarding programs and procedures at his/her facility in accordance with this policy and with Department policy **DC-ADM 003**.¹

4. Alternate PIO

A Department employee designated by the facility manager to serve as an Alternate or Back-Up to the Primary PIO. The Alternate PIO is responsible for responding to news media and public inquiries and releasing information regarding programs and procedures at his/her facility in the absence of the PIO and in accordance with this policy and with Department policy **DC-ADM 003**.

5. Facility Spokespersons²

- a. At the Central Office level, only Press Office staff are permitted to speak with and release information to representatives of the news media.
- b. At the facility level, only the facility spokesperson is permitted to speak with and release information to representatives of the news media. A listing of all facility public information officers is available on the Department's website.
- c. News media representatives/reporters seeking information and/or access to the facility will contact only the facility PIO.

¹ 4-4201

² 4-4021, 4-ACRS-7F-02

- d. The Facility Manager may approve certain other employees to speak to news media representatives about specific aspects of the operation, but the PIO or Alternate PIO always will be present and will ensure Department policy is followed at all times.

B. General Access Information

1. Requests Not Covered by this Policy

Requests that involve photography, filming and/or audio recording of inmates, Department programs and/or employees that are not covered by this policy should be referred to the appropriate facility's PIO.

2. Compensation for Interaction with News Media

At no time will inmates be compensated for interaction with news media or a news media representative/reporter.

3. Rules for Access

Regardless of the type of requestor, the following general rules will apply to access:

- a. The facility PIO or Alternate PIO must remain with the requesting entity, whether it is a news media or non-news media entity, at all times while they are on facility grounds. The PIO should never leave or delegate his/her duties to another Department employee.
- b. No inmate faces or identifying scars, marks or tattoos, etc., will be photographed, videotaped or filmed.
- c. Even if inmates indicate they agree to be photographed, videotaped or filmed – the Department will not allow inmate faces to be photographed, videotaped or filmed.
- d. Photographing, videotaping/filming and audio recording must be done in a way so that no inmate is identifiable. This can be done by taking photographs, videotape/film from a distance or from behind the inmate(s).
- e. News media representatives will not be provided with any inmate's full names; inmates only may be referred to by his/her first name.
- f. Impromptu interviews of any inmate are not permitted at any time.
- g. News media representatives/reporters will be informed during initial contact that, as part of being permitted access and prior to leaving the facility, they must show the PIO their filmed and/or photographed images to ensure that the Department's rule of "no inmate faces or identifying scars, marks or tattoos, etc." has been followed. This is done out of respect and concern for crime victims.
- h. Upon their being informed of these rules, yet before access is provided, news media representatives who fail to agree to or abide by this rule will not be permitted access.

- i. Individuals agreeing to abide by these rules will be required to sign an **Acknowledgement of Access Rules Form (Attachment A)**. Failure to sign this form will result in access being terminated.
- j. During filming/photography, the PIO or Alternate PIO must remain present and in close contact with the news media representative/reporter to ensure that at no time are inmate's faces or identifying marks, scars or tattoos, etc., being filmed/photographed.
- k. If the PIO or Alternate PIO believes that the filmer/photographer is filming inmate faces or identifying marks, scars or tattoos, etc., the PIO or Alternate PIO must address that issue immediately by stopping the filming/photography and reminding the filmer/photographer of the NO FACES rule and the fact that all images will be reviewed prior to their leaving the property.
- l. If during the review of the filmed and/or photographed images the PIO or Alternate PIO determines that inmate faces or identifying marks, scars or tattoos, etc., are clearly identifiable, the filmer/photographer must delete the images immediately prior to departing the facility.
- m. Failure to abide by these rules can result in a news media representative/reporter and/or media entity being banned from the facility indefinitely. Such cases will immediately be reported by the PIO to the Department's Press Office.
- n. Questions regarding the nature of any request from the news media should be directed to the Department's Press Office.

4. Mug Shots

News media requests for inmate mug shots may be granted by the Department Press Secretary/designee or any facility PIO or Alternate PIO as requested under the conditions listed below:

- a. Mug shots may be mailed or they may be picked up at a facility.
- b. Due to interpretation of a Pennsylvania law, mug shots may not be made available on the Department website, e-mailed or faxed UNLESS the inmate is an escapee.

5. Department Inmate/Employee Waiver

- a. Whenever an employee (other than the facility manager, PIO or Alternate PIO) and/or an inmate is interviewed by a news media representative, even if the inmate's face is never filmed, he/she must sign a **Department Inmate/Employee Waiver Form (Attachment B)** indicating permission to be interviewed, etc. This waiver is for Department purposes only and is kept on file by the PIO. The waiver is not shared with the news media representative or the inmate for his/her use.³

³ 4-4279, 4-ACRS-7F-03

- b. If an employee and/or an inmate does not sign a waiver, they will not be interviewed by the news media representative.
- c. Waivers are not required when an inmate has placed a news media representative/reporter on his/her visitors and/or telephone list.

C. Filming Department Property

1. News Media Filming/Photography of State Prisons/Community Corrections Centers (CCC) Property
 - a. Filming and/or photography on state prison or CCC property is not permitted at any time without seeking prior approval of the Facility Manager via the facility's or center's PIO.
 - b. News media representatives/reporters who do not obtain approval to film and/or photograph the facility may be directed to leave the property.
 - c. In certain cases, facility staff may call upon appropriate law enforcement to escort individuals off property. Individuals not following this policy risk future access to the property.
2. Exterior
 - a. Only after approval for filming and/or photography is granted will news media be permitted to film and/or photograph the exterior of a facility.
 - b. Facility staff reserves the right to direct news media as to what can or cannot be filmed and/or photographed.
 - c. At no time will filming and/or photography of the facility involve security aspects of the facility – such as, but not limited to, cameras, details of fences/walls, etc. Facility staff has the right to direct news media away from areas of security.
 - d. Any filming and/or photography of inmates out at yard, whether taken from inside or outside the perimeter of the facility, must be done in a way so that inmates are not identifiable – at no time will inmate faces be filmed and/or photographed, even if inmates indicate they agree to be filmed and/or photographed.
 - e. News media representatives/**reporters** may wish to conduct “live stand ups” on prison property in an effort to lead into and/or out of news media television segments. This is permissible only after seeking and obtaining permission from the Facility Manager via the PIO. When granted, news media representatives/**reporters** will be instructed as to where on the property such “stand ups” may be conducted. News media representatives/**reporters** must not stray from the designated area.
 - f. In the event of the reception and/or release of a notorious/infamous inmate, news media representatives/**reporters** wishing to film and/or photograph the reception

and/or release from the facility must first contact the facility PIO to obtain approval and direction as to where on the property such filming and/or photography is permitted. News media representatives/**reporters** showing up without approval will be directed to leave facility property **or will be instructed as to where filming and/or photography will be permitted.**

3. Interior

- a. Only after approval for filming and/or photography is granted will news media **representatives/reporters** be permitted to film and/or photograph the interior of a facility.

NOTE: There have been instances where radio programs were allowed access to audio record interviews with staff and inmates and to capture prison-related sounds. Audio recording is permissible with the Facility Manager's approval. In these cases, all appropriate inmate/employee waivers were signed/obtained; and at no time were inmate last names used.

- b. News media representatives/**reporters** enter the facility at their own risk. If an incident arises while news media representatives/**reporters** are present, they immediately will be escorted out of the prison.
- c. The Department and its facilities are not responsible for any damage to news media equipment that may occur on facility property either inside or outside of the facility perimeter.
- d. No news media representative/**reporter** or news media crew will be permitted inside the facility without being escorted by the facility PIO or Alternate PIO for the entire duration of the visit.
- e. At no time will filming and/or photography of inmate faces or identifiable scars, marks and/or tattoos, etc., be permitted. Filming and/or photography must be done in a way so that inmates cannot be recognized – meaning, but not limited to, being photographed from a distance, being blurred, of lower body area only, of feet only, from behind, etc.
- f. At no time will filming and/or photography of the facility involve security aspects of the facility – such as, but not limited to, cameras, details of fences/walls, etc. Facility staff has the right to direct news media away from areas of security.
- g. Filming and/or photography of inmate cells or housing areas is permitted so long as no inmates occupy the area at the time. The cell/area may be vacant or the cell/area may be occupied but the inmate is not present. In the case of the latter, at no time will filming and/or photography of personal property, including photographs or other items that could identify the inmate to the viewers, be permitted. Facility staff has the right to direct what can or cannot be filmed and/or photographed.
- h. At no time will impromptu interviews with inmates be permitted.

- i. Facility staff may be interviewed, filmed and/or photographed with permission of the PIO and/or the Alternate PIO **and after signing the Inmate/Employee Waiver.**

D. News Media representative/Reporter Access to Inmates

1. News Media Representative/Reporter Access to Inmates

- a. At no time does the Department allow inmate faces or identifiable scars, marks and/or tattoos, etc., to be filmed and/or photographed. This is done out of respect and concern for crime victims, as it is the Department's intent that none of them shall be traumatized by seeing the image of the inmate in the news media.
- b. The Department will not arrange nor allow access to groups of inmates based upon their being similarly sentenced, i.e. inmates serving life sentences or death sentences, sex offenders, those serving sentences for drugs, etc.
- c. At no time will inmates be compensated for interaction with a news media representative/reporter.

2. Specific Inmate Visits⁴

- a. News media representatives/reporters seeking access to a specific inmate will be directed to conduct a visit with the inmate. All visits take place in the facility's visiting room. The Department considers those seeking visits to be the same, whether they are family, friends or news media representatives/reporters.
- b. An individual, by Department policy, only may be on one inmate's visiting list at a time. News media representatives/reporters wishing to be on multiple inmates' visiting lists at the same time at one facility must first seek approval from the Facility Manager. In those cases, the news media representative/reporter will contact the facility PIO for guidance/direction.
- c. It should be noted that while an individual may seek and receive approval to be on more than one inmate visiting list at a time at one facility, visits with these inmates must be conducted individually – meaning the Department will not allow all of the inmates together at one time to meet with the individual.
- d. Whether visiting with one inmate or approved to visit with multiple inmates, in order to visit with an inmate, the news media representative/reporter must write to the inmate and ask to be placed on the inmate's visitors list. The inmate should contact the news media representative/reporter to indicate once he/she is added to the list. It is up to the inmate to decide if he/she wants to visit with a news media representative/reporter. If the news media representative/reporter does not hear back from the inmate, the news media representative/reporter should assume the inmate is not interested.

⁴ 4-4279, 4-4021, 4-ACRS-7F-02

- e. The Department will not act as a liaison between the news media representative/reporter and the inmate.
- f. The Department will not make any special accommodations for news media representatives/reporters wishing to visit with an inmate.
- g. Once on the visitors list, the news media representative/reporter may visit with the inmate in the visiting room during regular visiting room hours. All visiting rules and policies apply, including the fact that NO recording devices of any kind are permitted in visiting rooms.
- h. A visitor that is identified on an inmate's visiting list as a news media representative/reporter will be permitted to take into the visiting room a writing instrument and a tablet.
- i. If an individual is not on an inmate's visitors list, that individual will not be permitted access.
- j. Review the Department's visiting policy, **DC-ADM 812, "Inmate Visiting Privileges."**

3. Specific Inmates – Telephone Calls

- a. News media representatives/reporters interested in speaking with inmates over the phone must write to the inmate and ask the inmate to place the news media representative/reporter on the inmate's telephone list.
- b. Once the inmate's telephone list has been updated, the inmate may call the news media representative/reporter.
- c. Calls are only one way – from the prison out. No one can call into an inmate.
- d. The Department will not act as a liaison between the news media representative/reporter and the inmate.
- e. The Department will not make any special accommodations for news media representatives/reporters wishing to speak with an inmate over the telephone.
- f. The Department monitors and records inmate phone calls.
- g. Review the Department's telephone policy, **DC-ADM 818, "Automated Inmate Telephone System."**

E. News Media Access to Department Inmate Programs

1. The Department encourages highlighting its various inmate programs.
 - a. Programs are defined as Department-run programs, events, etc., such as but not limited to education programs and their graduation ceremonies, religious programs, treatment programs, etc.

- b. Highlighting programs to news media may involve access to programs while inmates are present or not.
- c. Access may be facility-initiated or may be initiated by news media representatives/reporters.
- d. A news media representative/reporter initiating a request to access a Department program will do so by contacting the appropriate facility PIO, who will then review the request with facility staff.
- e. Requests involving access to programs where inmates are present, requires a higher level of review, where the final decision is made by the Secretary.

2. Access to Programs NOT Involving Inmates

- a. News media representatives/reporters wishing to cover Department programs that do not involve inmates being present should contact the facility PIO. Essentially this request is considered a general tour that may involve staff interviews. The Facility Manager may approve such program highlights/tours.
- b. Employees who are interviewed must sign a Department waiver at the direction of the PIO. Certain employees, such as the facility manager, PIO and Alternate PIO are not required to sign waivers as talking with news media representatives/reporters is part of their duties.
- c. Filming/photography of interior aspects of the facility will follow previous language in this policy and not risk facility security.
- d. The PIO will limit the duration of the access to fit his/her schedule, but access should never be more than three consecutive hours total per instance/request.
- e. The PIO and/or Alternate PIO will remain present at all times to ensure Department policy is followed. At no time will this responsibility be delegated to any other facility employee.
- f. At no time will impromptu interviews with inmates be permitted.

3. Access to Programs Involving Inmates

- a. News media representatives/reporters wishing to cover Department programs while inmates are present must contact the facility PIO at least three weeks prior to the desired date of access. Such requests require review and permission from the Department's Central Office, with the final determination approving or denying access resting with the Secretary.
- b. The PIO will direct the news media representative/reporter to complete an Access Request Form (Attachment C) detailing the request. The completed form is then returned to the PIO for review and processing.

- c. At no time does the Department allow inmate faces or identifiable scars, marks and/or tattoos, etc., to be filmed and/or photographed. This is done out of respect and concern for crime victims as none of them shall be traumatized by seeing the image of the inmate in the news media.
 - d. This type of access is not intended to allow the news media representative/reporter to seek out a specific inmate who may be in a particular Department program in order to circumvent the Department's inmate visiting policy.
 - e. Any interviews or discussions with inmates in the program must focus only on the program.
 - f. At no time will inmates' last names be used nor will any discussion about the specifics of inmate crimes be discussed. Focus must be on the program.
 - g. The PIO and/or Alternate PIO will remain present at all times to ensure Department policy is followed. At no time will this responsibility be delegated to any other facility employee.
 - h. At no time will impromptu interviews with inmates be permitted.
4. Selecting Inmates to Participate in an Interview
- a. At NO time will inmate faces or identifiable scars, marks and/or tattoos, etc., be filmed/photographed.
 - b. At NO time will inmate last names be used.
 - c. Even though they will be anonymous by following these rules, the inmate(s) approved to participate in such interviews must sign a Department waiver.
 - d. When selecting inmates to participate the PIO, with the Facility Manager's approval, will select inmates who:
 - (1) are serving time for a non-violent or Part II offense;
 - (2) are not serving time for a notorious crime;
 - (3) do not have any visible, distinguishable tattoos that may help to identify the inmate;
 - (4) are not from the broadcast/circulation area in which the segment/story will air/run; and
 - (5) are not an Interstate Corrections Compact (ICC) inmate.

F. News Media Access to Department Community Work Program Crews and Inmate Speakers Bureaus

In the event a news media representative/reporter covers any inmate participating in an Inmate Speakers' Bureau Event or Community Work Project (CWP) with or without prior knowledge of the Department or facility, the news media representative/reporter should immediately be instructed by the facility PIO, escorting Department personnel, or crew supervisor/foreman of the following:

1. there will be NO interviews with any inmate;
2. for CWP crews, the CWP crew foreman may speak to/be interviewed by news media representatives/reporters; and
3. filming/photography must be done in a way so that the inmate is not identifiable (either from a distance or from behind) – no faces and/or identifying scars, marks and/or tattoos, etc; and
4. ***the escorting Department personnel or crew supervisor/foreman shall inform the PIO of such news media contact as soon as possible.***

G. News Media Access to capital Case Inmates

1. There are three phases to a capital case inmate
 - a. **Phase I** is designated when an individual is sentenced to death.
 - (1) News media representatives/reporters seeking visits with a capital case inmate while in this phase shall write to the inmate asking to be placed by the inmate on the inmate's visitors list.
 - (2) It is up to the inmate to determine if he/she wants to use his/her visiting time to visit with a news media representative/reporter.
 - (3) The Department will not make special accommodations nor will it act as a liaison between news media representatives/reporters and inmates.
 - (4) Once on the visitors list, the news media representative/reporter may visit with the inmate during normal facility visiting hours and follow all visiting rules.
 - (5) Capital case inmate visits are non-contact.
 - (6) No recording devices of any kind are permitted.
 - (7) A news media representative/reporter may take a writing instrument and a paper writing tablet into the visiting area.
 - b. **Phase II** begins when the Governor signs an execution warrant setting the date for an execution.

- (1) At this point, by statute, only the following are legally permitted to visit with a capital case inmate: immediate family, attorney of record and spiritual advisor.
 - (2) If a news media representative/reporter wishes to interview a Phase II inmate, it is suggested that the news media representative/reporter write to the inmate first to see if the inmate is even interested in a visit. If the inmate is not interested in visiting, court permission doesn't matter as the inmate can still deny a visit.
 - (3) If the inmate is interested, then the news media representative/reporter should seek permission from the sentencing judge or sentencing court in the absence of the sentencing judge.
 - (4) If a sentencing judge or sentencing court gives permission for a visit with a Phase II capital case inmate, the same rules for Phase I visits apply.
- c. **Phase III** begins when the inmate arrives at the capital case complex at the State Correctional Institution at Rockview.

The same access as in Phase II applies.

2. Requests to Witness an Execution

All requests by news media representatives/reporters to witness an execution must be directed to the Department Press Secretary/designee.

H. News Media Access to Employees

1. News Media Initiated

- a. Only the facility spokesperson is permitted to speak with news media representatives/reporters.
- b. A news media representative/reporter wishing to interview an employee must make the request to the PIO.
- c. Employees who are contacted at home for an interview are to deny the request and refer the news media representative/reporter to the PIO on the next business day. The employee, on the next business day, also must report the news media representative/reporter contact to the PIO or Alternate PIO.
- d. After the news media representative/reporter has contacted the PIO requesting to interview an employee, the PIO will discuss the request with the Facility Manager. If the Facility Manager approves the interview request, the PIO will set up the interview date and time to coincide with the employee's work shift. The location of the interview at the facility is determined by the Facility Manager.

- e. The PIO or Alternate PIO will remain present for the entire interview. If the interview takes place over the telephone, the PIO and the employee will conduct a conference call with the news media representative/reporter.
- f. The employee will sign a Department employee waiver.
- g. The employee only will speak about their employment history and specific duties, so long as security aspects are not provided to jeopardize security of the facility.
- h. Employees will not comment on areas or issues that are outside of their direct area(s) of responsibility.
- i. Employees of the Department will not share their personal opinions or political views or respond to philosophical questions that should be directed to the Department's Press Office for response.
- j. If the news media representative/reporter asks a question that was not previously provided, the PIO should step in and inform the news media representative/reporter that that was not a provided question, therefore, it will not be answered at this time. The news media representative/reporter can follow up with the PIO later, if necessary.
- k. News media representatives/reporters must be told during initial contact that as part of being permitted access, they must provide a listing of questions to be asked of staff in advance of the scheduled interview. Failure to agree to this rule will result in their request being denied.

2. Employee Initiated

- a. Only the facility spokesperson is permitted to speak with news media representatives/reporters.
- b. If an employee wishes to contact a news media representative/reporter, he/she should discuss such desires with the PIO and/or Alternate PIO prior to any contact being made. Depending on the desired outcome of the media contact, completion of and review of appropriate forms may be required prior to any contact being made. The PIO will review the request with the Facility Manager.
- c. If the request is approved:
 - (1) the PIO or Alternate PIO will remain present for the entire interview. If the interview takes place over the telephone, the PIO and the employee will conduct a conference call with the news media representative/reporter;
 - (2) the employee will sign a Department employee waiver;
 - (3) the employee only will speak about his/her employment history and specific duties so long as security aspects are not provided to jeopardize security of the facility;

- (4) employees will not comment on areas or issues that are outside of their direct area(s) of responsibility; and
 - (5) employees of the Department will not share their personal opinions or political views or respond to philosophical questions that should be directed to the Department's Press Office for response.
- d. If an employee decides to conduct an interview as a private citizen, he/she may do so. Under those circumstances, the employee:
- (1) must conduct the interview off facility grounds;
 - (2) must not speak on behalf of or represent the Department;
 - (3) must not wear his/her Department uniform, if they wear one to perform their duties; and
 - (4) must not divulge confidential information.

3. Employee Information

It is public information and therefore permissible without employee approval to release the following information about an employee:

- a. name (no first names for corrections officers or other H1/PSCOA represented employees);
- b. current title;
- c. employment start date/end date;
- d. various titles held and dates/locations of those titles;
- e. current employment status; and
- f. salary (current and past).

I. Inmate Access for Individuals Other Than News Media Representatives/Reporters

1. Internal Use

- a. Individuals other than news media representatives/reporters who wish to audio record, film and/or photograph inmates where the audio recording, film and/or photographs are for internal use only must seek prior approval from the facility manager. All requests must be made to the PIO for review by the Facility Manager.
- b. The Facility Manager, via the PIO, will review the audio recording, film and/or photography prior to it being aired on the in-house cable TV system.

- c. If approved by the Facility Manager, prior to any audio recording, filming and/or photography taking place, the individual must review and sign Distribution of Internal Use Audio Recordings, Photographs and/or Video/Film Form (Attachment D). This form outlines the expectations of the individual and how the recording is to be used. Individuals who misuse the recordings may be subject to investigation and/or employee discipline.
- d. Failure to agree to the rules or sign the form will result in access/permission being denied.

2. External Use

- a. Individuals other than news media representatives/reporters who wish to audio record, film and/or photograph inmates where the audio recording, film and/or photographs are for external use must seek prior approval by making a request to the facility PIO.
- b. The PIO will direct the requestor to complete the appropriate form and follow the procedures listed previous under **Subsection E.3. above** by completing an **Access Request Form**.
- c. Review will involve the Department Central Office, and the Secretary makes the final decision to allow or deny.
- d. If such a request is approved, at no time will inmate faces or identifying scars, marks and/or tattoos, etc., be filmed and/or photographed.
- e. At no time will inmate last names be used.
- f. At no time will inmates be permitted to discuss the circumstances of their crimes.
- g. The Facility Manger, via the PIO, will review the audio recording, film and/or photography prior to it leaving the facility. ***If, upon review, it is determined by staff that Department policy has not been followed, the audio recording, photograph and/or video/film will be deleted.***
- h. **Acknowledgement of Access Rules Form** must be completed and signed by the requestor. If the form is not completed, access will not be permitted.

J. News Media Coverage of Emergency Situations at a Department Facility⁵

1. Emergency Situations at a Facility

In the event of an emergency situation at a facility, Department officials may notify the public and news media by:

- a. activating the AlertPA emergency notification system;

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- b. activating the facility's siren or whistle;
 - c. issuing a press release;
 - d. posting information to the Department's website (www.cor.state.pa.us);
 - e. providing information via the Department's Emergency information Line (888-316-8950); or
 - f. providing on-site media briefings.
2. Each facility has a designated media briefing area, where news media representatives/reporters will be directed to report in the event of an emergency.⁶
 3. Some of these media briefing areas are outside while others are inside buildings. Some may be on facility grounds while others are not. They vary from facility to facility.
 4. Officers will be posted at the facility and provide direction.
 5. News media representatives/reporters must not stray from this area during an emergency.
 6. The Department Press Secretary, Deputy Press Secretary, facility PIO and/or Alternate PIO will conduct scheduled briefings as necessary during the length of an emergency.

K. Requests by Movie Companies to Use a Facility as a Movie Set

1. Functioning Facility
 - a. When a prison is fully operational, requests by movie companies or filmmakers to film inside a state correctional facility in order to use the facility as a filming location or movie set will be denied.
 - b. When part of a prison is not being used, requests for permission to film inside a state correctional facility in order to use the facility as a filming location or movie set will be considered so long as such filming would not interfere with the daily operation or security of the facility. The PIO or Alternate PIO must inform the Department Press Secretary/designee of such request. Final determination will be made by the Secretary.
 - c. Requests for filming on the grounds of a facility but outside of the perimeter may be considered by the Facility Manager so long as such filming would not interfere with the daily operation or security of the facility. If such permission is granted, the Facility Manager must notify the Department Press Office at least one week prior to the start of any filming.

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2. Non-Functioning Facility

- a. Requests by movie companies or filmmakers to film inside a state prison that has been closed or mothballed will be referred to the Department Press Office.
- b. The Press Office will collect information from the requestor and discuss the request with the Secretary.
- c. If permission to film is granted, prior to any access being granted, the Press Office will work with the Office of Chief Counsel to complete the **Audio, Film, Videotape Recording Agreement (Attachment E)**. This legal contract will outline but not be limited to the following:
 - (1) commencement and termination dates;
 - (2) services, including having the company provide the DOC with exact filming locations required, a recording schedule setting for the dates and times the company will need to enter the facility;
 - (3) risk of loss and indemnification;
 - (4) force majeure;
 - (5) assignment and delegation;
 - (6) independent capacity of the production company;
 - (7) representation and warranties;
 - (8) compliance with law;
 - (9) severability; and
 - (10) third-party rights.
- d. At no time will the Department charge the company for use of any of its facilities.
- e. At no time will the movie companies or filmmakers make any cosmetic or structural changes to the facility.
- f. The movie companies or filmmakers may be responsible for payment of any costs incurred by the Commonwealth in providing access to the facility, including, but not limited to utility bills accrued during the length of filming.
- g. All trash, garbage, debris or other such materials will be removed by the company or the company will be charged for any costs incurred by the Commonwealth for trash removal and facility clean up.

- h. At no time will inmates or staff be used as extras or actors (either voluntarily or paid) in the production.

L. PIO Guidelines

All procedures specific to PIO guidelines are outlined in **Appendix A** of this procedures manual.

DC-ADM 009, News Media Relations Procedures Manual
Glossary of Terms

After Hours News Media Inquiry - Any inquiry from a news media representative to a facility of the Department after normal daily business hours (8:00 a.m. – 5:00 p.m.), weekends or holidays.

Audio Recording – The recording and playback of audio information.

Capital Facility – The facility designated as the site for executions.

Credentials – Identification of an individual and his/her news media affiliation.

Department – The Pennsylvania Department of Corrections

Emergency Message System – *A 24-hour-a-day recorded message maintained by the Press Office that can be accessed by the public for updates to incidents or emergencies in a Department facility.*

Facility Manager – The Superintendent of a State Correctional Facility, State Regional Correctional Facility, Director of a Community Corrections Center, Commander of a Motivational Boot Camp, or Director of the Training Academy.

Filming – All photography utilizing motion pictures, videotape, or other imaging media, including television programs, commercials, motion pictures, still photography, etc.

Freelance Writer – A journalist or photojournalist not employed by a news organization who submits articles or photographs to publications or broadcast stations, and/or writes or plans to write books or other publications under his/her own name or a fictitious name.

Major Emergency – An event or situation that, if unchecked or unresolved quickly, may have serious impact or repercussions on the Department, public, facility, staff, or inmate population.

News Media Representative – Representatives of general circulation newspapers, national magazines, national/international news services, or radio/television stations holding a Federal Communications Commission (FCC) license.

Non-News Media Entity – Including, but not limited to, a member of the Pennsylvania Prison Society, runathon coordinators, freelance writers, internal staff trying to produce videos for volunteer recruitment purposes, Correctional Industries, a Department Office or Bureau, etc.

Public Information Officer – *The person designated as the official spokesperson for a facility.*

Press Office – The Office of the Press Secretary for the Department.

Press Secretary – The person designated as the official spokesperson for *the Department*.

Secretary – The Secretary of the Pennsylvania Department of Corrections.

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Still Photography - All photography using 35 mm, instant (Polaroid), digital, or other still-imaging equipment.