



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
OFFENDER MANUAL

REVISION DATE
12/19/19

PAGE NUMBER
1 of 4

NUMBER
DOC 150.100

POLICY

TITLE

PUBLIC INFORMATION

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Major changes to include title, adjusting PIO designations, clarifying processes to interview/contact incarcerated individuals, and social media and publishing accounts/websites. Read carefully!


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

11/25/19

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 434-662-140](#); [DOC 150.150 Visits and Tours of Department Facilities and Offices](#); [DOC 280.310 Information Technology Security](#); [DOC 400.030 Security Guidelines for Wireless Portable Technology in Facilities](#); [DOC 450.100 Mail for Prison Offenders](#); [DOC 450.110 Mail for Work Release Offenders](#); [DOC 450.200 Telephone Use by Incarcerated Individuals](#); [DOC 450.300 Visits for Incarcerated Individuals](#); [DOC 450.310 Visits and Social Outings for Work Release Offenders](#); [DOC 800.010 Ethics](#); [Records Retention Schedule](#); [OCIO 188 - Accessibility](#); [Rehabilitation Act, Section 508](#); [Houchins . KQED, Inc., 438 U.S. 1 \(1978\)](#); [Pell v. Procnier, 417 U.S. 817 \(1974\)](#); [Rice v. Kempker 374 F. 3d 675 \(2004\)](#)

POLICY:

- I. The Department has established guidelines to provide accurate, timely, and relevant information to the public in alignment with the Department's mission.
- II. The Department is committed to providing individuals with disabilities with access to/use of information, data, and content that is available to individuals without disabilities per section 508 of the Rehabilitation Act and OCIO Policy 188.

DIRECTIVE:

- I. Responsibilities
 - A. Communications Office employees will ensure accurate, clear, and consistent information is shared with the public by:
 1. Increasing public awareness, understanding, and support of the Department's operations and strategies.
 2. Developing communication plans that provide guidance on the Department's message and how it should be delivered.
 3. Briefing the Governor's Communications Office on high-profile incidents and serve as Department spokesperson during these incidents.
 4. Preparing Public Information Officers (PIOs) and subject matter experts for news media interviews/responses.
 - B. PIOs will be designated by the following:
 1. Each Superintendent and Work/Training Release Community Corrections Supervisor for their facility.

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2. Each Field Administrator for their respective sections.
3. Indeterminate Sentence Review Board (Board) Chair for Board information.

C. PIOs will:


1. Serve as contacts for news media seeking routine public information, as appropriate.
2. Manage security screenings for reporters and photographers planning to visit Department facilities/offices. Visits and tours will be handled per DOC 150.150 Visits and Tours of Department Facilities and Offices.
3. Alert the Communications Office about incidents, events, and news media requests/coverage (e.g., interview incarcerated individuals, press tour).
 - a. The Communications Office will be consulted before authorizing interviews.
4. Submit draft copies of news releases and media advisories to the Communications Office for approval before release.

II. Requests to Interview Incarcerated Individuals

- A. Communication Office employees and/or the PIO will pre-screen incarcerated individuals for victim registrations and concerns before authorizing news media to interview incarcerated individuals.
- B. The full name or videos/images of an individual who has victim registrations and/or concerns will not be authorized for use.

III. Requests to Contact/Visit Incarcerated Individuals

- A. News media will have the same access to incarcerated individuals as the public. Contact may be made with eligible individuals housed in a Department facility:
 1. Through the mail per DOC 450.100 Mail for Prison Offenders or DOC 450.110 Mail for Work Release Offenders, as applicable.
 2. By telephone per DOC 450.200 Telephone Use by Incarcerated Individuals.

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3. In-person, as either a general visit in Prison per DOC 450.300 Visits for Incarcerated Individuals or a special visit in Work/Training Release per DOC 450.310 Visits and Social Outings for Work Release Offenders.

IV. Photographs and Video Footage on Department Facility/Office Grounds

- A. The PIO/designee will notify employees, contract staff, volunteers, and individuals under Department jurisdiction in advance that news media will be onsite. All persons have the right to decline being photographed or video recorded.
- B. Use of recording devices and cameras must comply with DOC 280.310 Information Technology Security and DOC 400.030 Security Guidelines for Wireless Portable Technology in Facilities.
 1. Capturing video/images that may compromise security is prohibited (e.g., security cameras/mirrors, locks). Any person who publishes or broadcasts video/images that could compromise security may be prohibited from returning to the facility/office.

V. Social Media and Publishing Accounts/Websites

- A. Social media and publishing accounts/websites may be established to provide information to the public with Communications Director/designee approval and will only be used for official state business.
 1. Accounts/websites will not be used to promote/support an employee or contract staff's personal political/religious beliefs. Use must comply with DOC 800.010 Ethics.
 2. Website content will be retained per the Records Retention Schedule.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None