

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.50	Page 1 of 4
	Original Effective Date: 11/21/11	New Effective Date: 03/14/22
	Supersedes: 300.00.50	Dated: 11/04/19
	Administrator's Approval: Sarah Cooper, Administrator – 3/4/22	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Feature Films and Instructional Videos		

POLICY

The Division of Adult Institutions shall ensure all feature films and video materials are content appropriate and conform to the applicable copyright laws.

REFERENCES

Network; Circular 21 – Reproduction of Copyrighted Works by Educators and Librarians, U.S. Copyright Office
DAI 309.61.01 – Religious Beliefs and Practices

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

Feature Film -- A full-length film (also called a movie or motion picture).

Videos – Includes all media and digital components that can be viewed or displayed.

PROCEDURE**I. General Guidelines**

- A. The Division Administrator shall determine which facilities are allowed to obtain a video performance license.
- B. Feature films and instructional videos shall be purchased, owned or rented by the facility and shall be on the approved list provided through a contract with a company that provides copyright access, or distributed or produced by companies/studios covered by the contract to be shown within the facility.
- C. DAI Business Office shall maintain the contract for copyright access.
 1. DAI Business Office shall annually compile a list of facilities wishing to purchase a license to show feature films. The list shall be considered for approval by the Division Administrator and facilities shall be notified by DAI Business Office.
 2. DAI Business Office shall provide information on copyright laws at least annually to the facility contact for feature films.
- D. Education and Treatment programs, in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction, are permitted

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to perform or display scenes of feature films and instructional video materials and do not require a license to view. The course or treatment program curriculum shall specifically designate the film title, course activity and competency associated with the performance of the film. (Title 17, Section 110, (1).)

II. Facilities shall designate a staff person to act as the contact for feature films. This staff person shall:

- A. Ensure films shown in the facility comply with this policy.
- B. Maintain records at the facility with regard to title and date of feature films shown in the facility.
- C. Maintain an inventory of video materials utilized for education/treatment programming.

III. Criteria for Feature Film Selection

- A. Feature films being shown shall be deemed appropriate for a correctional setting.
- B. No feature films rated R, (unless with prior approval by the appointing authority), NC-17 or X may be shown. Scenes from feature films used for education or treatment program curriculums may utilize films rated R or NC-17 provided the criteria is met in Section I. D.
- C. Feature films shall be obtained solely by the facility either through a purchase or rental agreement. Management of the cost for rental or purchase shall be done at the facility level.
- D. Movies may be chosen from Swank's current catalog and update lists or from the comprehensive title index on the Swank web site: <http://www.swank.com/>.

IV. Religious Programming Use of Published Audio-Visual Content

- A. Umbrella Religion Group (URG) services and study groups may make use of electronic medium such as pre-recorded audio/visual materials, broadcast/teleconferencing, etc., consistent with DAI 309.61.01.
- B. The Religious Practices Advisory Committee shall ensure producer/publisher authorizations of materials are distributed statewide for this purpose. Record of permission shall be distributed to Chaplains/designees.
- C. The Chaplain/designee shall maintain an inventory of audio/visual materials utilized by the facility for this purpose to include:
 - 1. Title, publisher/producer, publication date.
 - 2. Producer/publisher permission for use of materials for this purpose.

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- D. The Chaplain/designee shall record actual use of audio/visual materials, including:
1. Date and time.
 2. Purpose (e.g. which URG; event).
 3. Title of production/publication.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Oakhill Correctional Institution		
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Will Implement <input checked="" type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Clinton Bryant		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

A.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other