

 <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 3
	Original Effective Date: 11/21/11	New Effective Date: 05/15/16
	Supersedes: 300.00.50	Dated: 11/21/11
	Administrator's Approval: Jim Schwochert, Administrator	
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

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).

OPS – Office of Program Services

Videos – Includes all DVDs, CDs, VHS, BETA 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 covered by the contract to be shown within the facility. Each participating facility shall receive a list of approved films from the contracted company.
- C. DAI OPS shall maintain the contract for copyright access.
 1. OPS 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 OPS.
 2. OPS shall contract with the company providing copyright access for approved facilities.

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3. The contracting company shall provide the approved facilities with a list or electronic link to the feature films covered under the contract. OPS shall also provide the approved facilities with a list or electronic link to the feature films covered under the contract.
 4. OPS shall also 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 to perform or display scenes of feature films and instructional video materials. 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 are in compliance 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, 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 purchase or rental agreement. Management of the cost for rental or purchase is to be done at the facility level.

Administrator's Approval: _____ **Date Signed:** _____
 Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.50	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Feature Films and Instructional Videos		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

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