

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.50	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 11/21/11	<b>New Effective Date:</b> 12/02/24
	<b>Supersedes:</b> 300.00.50	<b>Dated:</b> 03/14/22
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 11/8/24	
	<b>Required Posting or Restricted:</b>	
<input checked="" type="checkbox"/> <b>PIOC</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> 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).

PIOC – Persons in Our Care

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.

<b>DAI Policy #:</b> 300.00.50	<b>New Effective Date:</b> 12/02/24	<b>Page</b> 2 of 4
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Feature Films and Instructional Videos		

D. Education and Treatment programs, in the course of instructor-led activities in a classroom or similar place devoted to instruction, are permitted 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, NC-17 or X may be shown.
- C. The Warden/designee may approve rated R feature films.
- D. 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.
- E. 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.
- F. 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. Religious services and study groups may make use of electronic medium such as pre-recorded audio/visual materials, broadcast/teleconferencing, etc., consistent with DAI policy 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/designee.
- C. The Chaplain/designee shall maintain an inventory of audio/visual materials utilized by the facility for this purpose to include:

<b>DAI Policy #:</b> 300.00.50	<b>New Effective Date:</b> 12/02/24	<b>Page</b> 3 of 4
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Feature Films and Instructional Videos		

1. Title, publisher/producer, publication date.
  2. Producer/publisher permission for use of materials for this purpose.
- 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**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 300.00.50	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Feature Films and Instructional Videos		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. PIOC

III. Other