

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 300.00.79	Page 1 of 8
	Original Effective Date: 02/01/17	New Effective Date: 03/25/24
	Supersedes: 300.00.79	Dated: 01/23/23
	Administrator's Approval: Sarah Cooper, Administrator – 03/04/24	
Required Posting or Restricted: <input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Media		
Guidance Document: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

POLICY

It is the goal of the Department of Corrections to make staff, PIOC, visitors, volunteers and others available for interviews with members of the media, when it is safe and appropriate, to further public understanding.

REFERENCES

DAI Policy 300.00.92 – Background Checks

DAI Policy 309.06.01 – PIOC Personal Visitors

DAI Policy 309.06.02 – Visitor Entrance-Special Needs

DAI Policy 309.06.03 – Non-DOC Personnel, Business & Professional Visitors

Wisconsin Statutes s. 302.25 – Interstate Corrections Compact

Wisconsin Statutes s. 949.165 – Escrow accounts; moneys received as a result of the commission of a serious crime

Wisconsin Administrative Code s. DOC 309.03 – News media access to inmates

DEFINITIONS, ACRONYMS AND FORMS

BOCM – Bureau of Offender Classification and Movement

BPHR – Bureau of Personnel and Human Resources

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1927 – Release of Liability and Consent for PIOC

DOC-1927B – Release of Liability and Consent for Staff

DOC-2674 – Non-DOC Personnel, Business & Professional Visitors

DOC Communications Office – The unit within the DOC Secretary's Office responsible for managing internal and external communications, including media relations. The Communications Office includes the DOC Communications Director, Deputy Communications Director and any other DOC employees designated by the Communications Director to act as a member of the Communications Office.

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Interview – Any interaction between a member of the media and DAI staff, PIOC, visitors, volunteers or others that will be referred to, reproduced, recorded or broadcast in any form in a DOC facility or under the auspices of DOC operations. This does not include interactions between members of the media and DAI staff which occur outside of work hours where DAI staff are not wearing their uniform and do not speak for the DOC.

Media – An individual employed, contracted, or otherwise acting on behalf of a newspaper, radio station, television station, website, production company, or other organization whose primary purpose is reporting news or producing programming or content which will be broadcast or published in any form. The DOC Communications Office may require a member of the media to provide proof of their status under this definition.

Media Advisory – Communication to the media regarding an event that will take place in the future.

News Release – Statement or other communication sent to the media giving information on a particular issue or issues. This includes information provided in person, by phone, email, or any other medium.

OVSP – Office of Victim Services and Programs

PIOC – Persons in our Care

PROCEDURE

I. General Guidelines

- A. Members of the media shall have the same access as members of the public to PIOC, including but not limited to mail, the institution phone system or in-person visitation.
- B. Consent to be Interviewed
 1. DAI staff, PIOC, volunteers, visitors and others must consent to an interview while inside a DOC facility or under the auspices of DOC operations, which includes any audio or visual depiction or other information that identifies an individual.
 - a. Before participating in an interview conducted pursuant to Section VI of this policy, PIOC shall provide consent by completing DOC-1927.
 - b. Before participating in an interview with media, DAI staff (other than staff listed by title in Section I.C.1 of this policy) shall provide consent by completing DOC-1927B.
 2. Consent is not required for crowd shots or other visual or audio depictions where one individual cannot be clearly identified.
 3. DOC shall not facilitate or assist members of the media who wish to interview DAI staff, PIOC, volunteers, visitors or others who have declined

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to consent to an interview inside a correctional facility or under the auspices of DOC operations.

C. Staff Speaking on Behalf of the DOC

1. The following staff are authorized to speak on behalf of the DOC after notifying the DOC Communications Office:
 - a. DAI Administrator.
 - b. DAI Assistant Administrator(s).
 - c. Bureau Director(s).
 - d. Warden(s) of DOC correctional facilities.
2. Other DAI staff may participate in media interviews with the approval of the DOC Communications Office after they consent by completing DOC-1927B.
3. This section does not prevent DAI staff from speaking to members of the media outside work hours while not in uniform as long as they do not speak on behalf of the DOC.

D. Media Contacts

1. Each facility shall establish an internal process to report all media contacts to the DOC Communications Office by phone or email to the contact information provided in this section.
2. Pursuant to the institutional process, DAI staff shall report the media contact and refer members of the media to the DOC Communications Office by providing the following contact information:
 - a. Phone number: 608-240-5060.
 - b. Email address: DOCMedia@wisconsin.gov.
3. When reporting a media contact, DAI staff shall attempt to provide the following information to the DOC Communications Office:
 - a. Time and date of contact.
 - b. Full name and organization of contact.
 - c. Contact information, including phone number or email address.
 - d. Deadline (if known).
 - e. Subject matter of the inquiry.

II. Media Advisories and News Releases

The DOC Communications Office shall issue all news releases and media advisories on behalf of DAI, including correctional facilities.

- A. Wardens/designees shall submit all necessary information to the DOC Communications Office for consideration.
- B. Exceptions to this section may be made by the DOC Deputy Secretary, DOC Assistant Deputy Secretary or DOC Communications Office.

III. Media Interviews Not Facilitated by the DOC

- A. Members of the media may conduct interviews with PIOC without the involvement or approval of the DOC Communications Office or the Warden of

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the facility where the PIOC is being held pursuant to relevant policies, administrative code, and statutes. Members of the media seeking interviews under this section are acting as members of the public and shall not be reported as a media contact under Section 1.D.

- B. DOC staff shall not provide any accommodation or exception to DOC policies not otherwise available to members of the public for interviews conducted under this section.

IV. Review Process for Media Interviews Involving Specific PIOC

- A. Members of the media who wish to have the DOC facilitate an interview with a PIOC seek approval to do so under the process outlined in Wisconsin Administrative Code s. DOC 309.03.
- B. Members of the media who wish to conduct an interview under this section shall first contact the DOC Communications Office and provide all necessary information.
- C. Once the information has been received, the DOC Communications Office shall provide the appropriate Warden with the information provided by the media.
- D. The Warden may approve the interview unless one or more of the following conditions exist:
 - 1. The interview shall jeopardize or be detrimental to:
 - a. The safety or order of the facility.
 - b. The welfare of the PIOC.
 - c. The welfare of the victim, the victim's family or the community.
 - d. Legitimate correctional objectives, including resources.
 - 2. The PIOC is confined in Restrictive Housing.
 - 3. The PIOC refuses to be interviewed.
- E. In deciding whether to approve the interview, the Warden shall review all relevant information and shall consult with OVSP to determine the effect of a media interview on any victims.
- F. The Warden shall convey his/her decision to the DOC Communications Office, who shall contact the member of the media making the request.
- G. The Warden's decision is final unless it contradicts the recommendation from OVSP. In these cases, the Warden shall consult with DAI Administration prior to making the final decision.
- H. The member of the media may renew their request after one month, or at any time if they provide additional information for consideration.

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V. Review Process for Media Interviews Not Involving Specific PIOC

- A. Members of the media who wish to conduct an interview not involving specific PIOC or with DOC staff, volunteers, visitors or others shall first contact the DOC Communications Office and provide all necessary information.
- B. Interview requests shall be routed accordingly:
 1. Requests involving a specific correctional facility or facilities shall be routed to the appropriate Warden(s).
 2. Requests not listing a specific correctional facility or involving DAI staff not at a correctional facility shall be routed to the DAI Administrator and/or DAI Assistant Administrator(s).
 3. Requests involving the DOC Pre-Service Academy shall be routed to the DAI Administrator, DMS Administrator and the DOC's BHR Director.
- C. In determining whether to grant the interview, the following factors may be considered:
 1. The impact on DOC operations.
 2. The impact on the security and order of DOC facilities.
 3. The impact on any victims, victims' families or the community.
 4. The impact on the safety and welfare of staff, PIOC, volunteers, visitors or others.
 5. The advancement of legitimate correctional objectives.
- D. The Administrator, DOC BPHR Director or Warden shall convey his/her decision to the DOC Communications Office, who shall contact the member of the media making the request.
- E. The decision is final; however, the member of the media may renew their request after one month, or at any time if they provide additional information for consideration.

VI. Media Interviews at Correctional Facilities

- A. Once an interview has been approved, the requester shall provide the following to the DOC Communications Office at least one week prior to the date of the interview:
 1. Completed DOC-2674 for each individual seeking facility entry privileges.
 2. A full list of equipment to be brought into the facility.
 3. Media requesting special accommodations shall ensure their physician submits a DOC-2424 consistent with DAI policy 309.06.02.
- B. Assigned facility or Central Office personnel shall conduct background checks for each individual and document using the DOC-2674, consistent with DAI policy 300.00.92 and 309.06.03.
- C. The DOC Communications Office shall inform the requester in writing of:

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1. Any individuals denied facility entry privileges based on the background check.
 2. Any equipment which will not be allowed into the facility.
- D. The conditions of the interview shall be communicated in writing to the requester at least 24 hours in advance of the interview.
1. All media personnel shall accept conditions in writing before the interview can take place.
 2. Only the Warden/designee or the DOC Communications Office may modify the conditions of the interview.
- E. The Warden/designee shall require members of the media to:
1. Comply with security screening procedures consistent with DAI Policy 306.00.36 at the time of facility entry.
 2. Dress appropriately as outlined in DAI Policy 309.06.01.
 3. Follow all relevant policies, administrative codes and statutes while inside the facility.
 4. Follow all directions of DOC staff while onsite.
 5. Be escorted by DOC staff at all times while on facility grounds.
- F. Members of the media shall only take pictures or audio or visual recordings or conduct interviews inside the room where the interview will take place and shall not take pictures or audio or visual recordings or conduct interviews in any other area of the facility while on facility grounds without the express approval of the Warden/designee or the DOC Communications Office.
1. This includes any pictures, visual or audio recordings or interviews occurring outside the secure perimeter of the facility on facility grounds.
 2. This section does not apply to members of the media who are not on facility grounds.
- G. Members of the media shall only interview, record or otherwise identify PIOC who have been approved by the Warden/designee and have given consent to be interviewed by completing DOC-1927.
- H. Members of the media shall only interview, record or otherwise identify staff, volunteers or visitors who have given consent to be interviewed. DAI staff (other than staff listed by title in Section I.C.1 of this policy) shall provide consent by completing DOC-1927B.
- I. Failure by a member of the media to follow the directions of DOC staff, abide by the conditions of the interview or follow relevant policies, administrative code, or statutes while inside the facility may result in the immediate termination of the interview and all individuals participating in the interview being escorted from the facility.

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- J. The DOC Communications Office may make exceptions to this section in consultation with the Warden/designee of the facility.

VII. Media Interactions Regarding PIOC Confined under the Interstate Corrections Compact

- A. All media interactions shall comply with the Interstate Corrections Compact.
- B. Media interactions regarding PIOC committed under the Interstate Corrections Compact shall be resolved by the DOC Communications Office following consultation with BOCM and the appropriate correctional agency.

VIII. Money Received as a Result of the Commission of a Serious Crime

- A. PIOC shall notify the Warden prior to entering into any contract under Wisconsin Statutes s. 949.165.
- B. The Warden shall communicate that notification to the DOC Communications Office and Office of Legal Counsel.
- C. PIOC conduct and activity shall comply with Wisconsin Statutes s. 949.165.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility:		
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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.
- 1.
- a.
- B.
- C.

II.

- A.
- B.
- C.