



# POLICY AND PROCEDURES

NUMBER: 105

SUBJECT: News Media Access

ACA STANDARDS: 4-ALDF-7F-01

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97

REVISION DATE: 5/00, 1/02, 11/11, 2/16

## I. POLICY

The St. Louis County Department of Justice Services shall establish a system to provide the news media access to the jail facility and to assist the Department in providing a means of reporting items of public interest consistent with the preservation of inmate privacy and the maintenance of order and security in the facility.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. DEFINITIONS

**News Media:** Defined as, but not limited to, any employees, representatives or agents of print and electronic mass communication organizations with circulation to the general public.

## IV. PROCEDURES

- A. The news media does not have any special access rights other than those rights afforded to visitors of the Justice Center. However, the Department

will attempt to provide media access to Department facilities, providing the following requirements are met.

1. News media personnel shall abide by all facility security regulations.
2. News media personnel with press inquiries shall contact the office of the Director of Justice Services and the office of the Media Representative for the County Executive prior to visiting the facility.
3. All official information and press releases referring to the Justice Services' policies or statements regarding programming, conditions or other newsworthy issues shall be issued only by the office of the Media Representative for the County Executive or the Department Director or his/her designee.

**B.** Media persons requesting interviews with inmates shall:

1. Notify one of the following Administrators who will obtain the inmate's permission and coordinate the visit:
  - a. Director
  - b. Superintendent of Security
  - c. Superintendent of *Human Resources/Operations*
- [2. When the Director or his/her designee receives a media request, he/she will notify the *inmate's assigned* Case Manager. The Case Manager will ask the inmate if he/she consents to the interview. If the decision is affirmative, the Case Manager notifies the Director or his/her designee and the Case Manager will arrange for the *inmate to have access to the telephone to arrange the interview*. If the inmate does not consent, after notifying the Director or his/her designee, the Case Manager calls the media person and *informs them of the inmate's decision.*]
3. Conduct the interview in accordance with the standard operating procedures for secure visits in the facility. (See Policy #2003 Visitation)

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