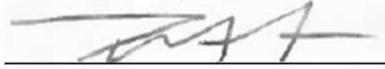


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<b>POLICY NUMBER: 1.23</b>		
<b>CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT of CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VIII</b>
	<b>EFFECTIVE DATE:</b> <b>April 6, 2005</b>	<b>LATEST REVISION:</b> <b>March 6, 2026</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Maine Department of Corrections to maintain professional, transparent relationships with a range of media outlets to support public understanding of the Department’s mission, programs, and services. We are committed to providing accurate, timely information while protecting confidentiality and ensuring safety, security, and orderly management in accordance with state and federal law.

*4-ACRS-7F-01, 4-ACRS-7F-02 & 4-JCF-6G-02/5-JCF-7G-02*

**IV. DEFINITIONS**

1. Documentary – for the purposes of this policy, a media content intended to provide an in-depth or educational look at a subject, generally not focused on reporting immediate or unfolding events. Documentaries are considered media.
2. Media – for the purposes of this policy, media refers to any means of recording, producing, distributing, or communicating information, stories, or visual content, regardless of platform or purpose. This includes, but is not limited to, traditional news outlets, digital platforms, new media (such as blogs, podcasts, and social media), film and video productions, photography, printed materials, and other physical or electronic formats used for journalistic, educational, artistic, promotional, or documentary purposes. This does not include audio and/or video recordings made by staff for security purposes, e.g., recordings from body-worn cameras or facility surveillance cameras, recordings of resident phone calls, etc.
3. News Media – for purposes of this policy, news media refers to organizations and individuals engaged in the professional gathering, reporting, and dissemination of information to the public about current events, issues, or topics of public interest.

This includes newspapers, magazines, television and radio news outlets, news websites, wire services, and accredited journalists.

4. Staff – for purposes of this policy, Department employee or a person in a facility providing services to an adult resident or a juvenile resident by agreement with or under contract with the Department (e.g., facility health care staff), but not including a volunteer, student intern, delivery person, etc.

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## VII. PROCEDURES

### **Procedure A: Contact with Media, General**

*4-JCF-6G-03/5-JCF-7G-03*

1. The Commissioner shall designate one or more Central Office employees as a Department Public Information Officer (PIO).
2. Each Chief Administrative Officer and Regional Correctional Administrator (RCA), or their designees, shall keep the PIO informed of significant incidents and issues that may result in inquiries from the media.
3. The Commissioner, or designee, including the PIO, with the approval of the Commissioner, shall brief the Governor's Office on high-profile incidents and issues likely to generate media coverage and serve as the Department spokesperson with respect to these incidents and issues.

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4. All Department staff, volunteers, and student interns shall refer all media inquiries to the facility Chief Administrative Officer or Regional Correctional Administrator (RCA), or their designees, as applicable, who shall then forward the inquiry to the PIO.
5. The Public Information Officer (PIO) shall address emergency and non-emergency responses to the media and provide at least the following:  
*5-ACI-1A-22 & 4-JCF-6G-04/5-JCF-7G-02*
  - a. identification of areas of a facility that are accessible to media representatives, consistent with preserving the residents' right to privacy and maintaining safety, security, and orderly management, if such access is determined to be appropriate;
  - b. designation of individuals or positions within that area authorized to speak with the media on behalf of the facility;
  - c. the procedure to be followed for routine requests for information;
  - d. identification of data and information protected by federal or state privacy laws or designated public information by the Maine Freedom of Access Act (FOAA);
  - e. special events coverage; and
  - f. issuance of press releases.
6. Any material or information obtained through media access, including, but not limited to, an interview, audio/video recording, or photograph, shall not be used other than for the purpose for which authorization was given.
7. Permission for media access may be denied or withdrawn if there is reasonable suspicion that the access or the publication or broadcast might facilitate criminal activity or violation of the facility's rules or create a risk to safety, security, or orderly management of the facility; might harm the welfare of staff or a resident or client or, including by violation of a right to confidentiality; the staff is unavailable or unwilling or unable to participate; the access is determined to be an excessive demand on staff resources or not central to the Department's mission, or for any other reason in the discretion of the Commissioner, or designee, the Chief Administrative Officer, the RCA, or the direct supervisor of the Central Office staff, or their designees, as applicable.
8. If the request for media access is denied or withdrawn, the media representative may appeal by writing to the Commissioner, or designee, or the PIO.
9. The Department may restrict media access only to areas under Department control, not to public spaces.
10. However, if staff will be bringing a resident to an event or an activity in a public space in the community to which staff know media have been invited, whether by the Department or a community organization, this policy shall be followed before allowing the resident to engage with the media.
11. If staff were not aware that media would be present, they shall not allow the resident to engage with the media. If the media has photographed or filmed the resident, the

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staff shall notify the facility Chief Administrative Officer and the Director of Victim Services, or their designees, as soon as practicable.

**Procedure B: Release of Information to Media**

1. Only the Commissioner, or designee, including the PIO, with the approval of the Commissioner, may issue a press release on behalf of the Department.
2. Under no circumstances is information to be released that relates to:
  - a. a criminal investigation or a potential criminal investigation;
  - b. litigation or potential litigation;
  - c. information that relates to facility security practices;
  - d. information about a facility resident or community corrections client that is confidential by law; or
  - e. information regarding Department staff that is confidential by law and, if applicable, contract bargaining agreements.
3. The Commissioner, or designee, including the Public Information Officer (PIO) with the approval of the Commissioner, shall determine, after consultation with the Department's representative in the Attorney General's Office, as necessary, the information that may be disseminated in relation to the death of an individual. This information shall not be disseminated until after the Director of Victim Services, or designee, has been notified of the death.
4. The Commissioner, or designee, including the PIO with the approval of the Commissioner, shall determine the information that may be disseminated in relation to the search for, or apprehension of, any person who has escaped from custody, is an absconder from community supervision, or has been erroneously released early from custody or supervision. In the case of a person who has escaped or been erroneously released from custody, this information shall not be disseminated until after the Director of Victim Services, or designee, has been notified of the escape or erroneous release, unless it is determined that a quicker dissemination of the information is necessary to alert the public.
5. In the event of a critical incident at a facility, a specific area may be designated for media representatives, where the Commissioner or designee, including the PIO, with the Commissioner's approval, may provide a prepared statement containing general information. Information shall be released only at a time deemed appropriate by the Commissioner, or designee.
6. General and statistical information shall be disseminated within the limits of staff time and other resources and as authorized by the Commissioner, or designee, including the PIO, with the approval of the Commissioner.

**Procedure C: Contact between Community Corrections Clients or Residents and Media Representatives**

1. A client under supervision in the community, including an adult client on probation, parole, supervised community confinement, or conditional commutation or a juvenile

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client on supervised conditional release, informal adjustment, probation, or community reintegration, may have contact with a media representative, provided the contact is not contrary to a condition of supervision or a court order.

2. A resident may have contact with a representative of the media via the United States Postal Service (USPS), telephone, or text, unless the contact is prohibited or restricted pursuant to applicable Department policies.
3. Any request for other access to a resident shall be forwarded to the facility Chief Administrative Officer, or designee, for handling in accordance with Procedure D.

**Procedure D: Media Access to Residents**

*4-JCF-3A-15/5-JCF-3A-15*

1. A media representative, whether or not they represent news media, who requests access to a resident other than by regular mail, telephone, or text (i.e., the representative wishes to conduct an in-person interview of, audio/video record, have a video visit with, or photograph a resident) shall, using the Request and Authorization for Media Access (Attachment A), make a written request to the Chief Administrative Officer, or designee, setting out the name of the resident, type of media (format), type of access, purpose of the requested access, and where and when the publication, broadcast, film, series or information will be made public.

*4-ACRS-7F-03*

2. Under no circumstances is a media representative allowed to access a resident via email or any other access that involves a resident using a computer as covered by Department Policy (AF) 24.10, Adult Resident Use of Computers and/or Access to the Internet. Under no circumstances is a media representative allowed any access that involves a resident using a State-owned staff or office phone, a facility cell phone, tablet, or computer, or a staff personal cell phone.
3. Under no circumstances are residents allowed to discuss their victims, any pending charges, or specifics of their criminal history.
4. A media representative may request a random in-person interview with a resident involved in a specific activity or program, or encountered while covering a facility activity or event, by submitting a completed Request and Authorization for Media Access form to the Chief Administrative Officer, or designee.
5. The request for media access to a resident may be granted only with the approval of the facility Chief Administrative Officer, or designee.
6. Prior to considering whether to approve the request, the Chief Administrative Officer, or designee, shall notify the Commissioner, or designee, who may deny the request for any reason in their discretion.
7. If the Commissioner, or designee, does not deny the request, prior to granting approval of a media request for access to a resident, the Chief Administrative Officer, or designee, shall notify the Department’s Director of Victim Services, or designee, who shall determine if consulting with the victim(s) is appropriate.

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8. If the Director, or designee, determines consulting with the victim (s) is appropriate, they may take up to five (5) business days for that consultation. If there will be consultation with the victim(s), approval of the media request shall not be granted until the Chief Administrative Officer, or designee, has conferred with the Department's Director of Victim Services, or designee. If the Director of Victim Services, or designee, has received input from the victim(s) that the Director, or designee, believes warrants a denial of the request, they may inform the Commissioner, or designee, who shall determine whether to approve or deny the request.
9. Information about input from victims and the Office of Victim Services shall not be disclosed to the resident or the media under any circumstances, including not disclosing that victim input was a reason for denying a request.
10. In addition, if the resident was transferred to the Department from out of state, the Chief Administrative Officer, or designee, shall notify the Department's Director of Classification, or designee, who shall notify the appropriate correctional authorities in the jurisdiction from which the resident was transferred to ask for permission for media access to that resident. If the other jurisdiction does not grant permission, the media request shall not be approved.
11. Permission for media access to a resident may be denied or withdrawn if there is reasonable suspicion that the access or the publication, broadcast, film, or series may:
  - a. facilitate criminal activity or violation of the facility's rules;
  - b. create a risk to safety, security, or orderly management of the facility;
  - c. cause an excessive impact on the victim;
  - d. adversely impact a criminal investigation or prosecution;
  - e. harm the welfare of a resident, including by a violation of a right to confidentiality;  
or
  - f. be an excessive demand on staff resources.
12. If the request for media access is denied or withdrawn for any reason other than another jurisdiction does not give permission for access to their resident, the media representative may appeal by writing to the Commissioner, or designee, or the Public Information Officer (PIO).
13. Notwithstanding the above, the Commissioner may approve media access to a resident, after consultation with the Chief Administrative Officer, or designee, and the Director of Victim Services, or designee, provided the resident consents and all security requirements are met. If any issue arises indicating that media access might not be appropriate, the Commissioner may withdraw the approval.
14. Regardless of who approves the access, if the media request for access is approved, the Chief Administrative Officer, or designee, shall ensure the resident is asked if they wish to participate. The Chief Administrative Officer, or designee, shall inform the Department's Director of Victim Service, or designee, whether or not the resident agrees to participate.

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15. If the resident agrees to participate, the Chief Administrative Officer, or designee, shall ensure the resident signs a completed Resident Consent for Media Access form (Attachment B), which shall be forwarded to the Chief Administrative Officer, or designee. *4-ACRS-7F-03*
16. If the resident is a minor or an adult with a guardian, the Resident Consent for Media Access form must also be signed by the resident's parent or guardian. *4-JCF-3A-15/5-JCF-3A-15*
17. The consent form shall inform the resident that they may not discuss the specifics of their crime or reveal identifying information about their victim, if applicable.
18. If the resident signs the consent form, the Chief Administrative Officer, or designee, shall ensure the media representative has signed the Request and Authorization for Media Access (Attachment A) and returned it to the Chief Administrative Officer, or designee.
19. The authorization form shall also encourage the media representative to review the Victim-Centered Media Guide (Attachment F).
20. A media representative given permission to access a resident shall be required to comply with:
  - a. all facility security practices, including, but not limited to:
    - 1) the same search procedures as set out in Department Policies (AF) 21.4, Resident Visitation and (JF) 16.3, Visitation as if they were a visitor to a resident; and
    - 2) passing a background check prior to approval, unless waived by the facility Chief Administrative Officer, or designee.
21. If the resident is a minor or an adult with a guardian, the use of the resident's name, hometown, or other personal information, identifiable photographs, or identifiable audio/video recordings, or any other disclosure of identifying information is strictly prohibited at all times. Any resident 18 years of age or over who does not have a guardian may choose to be identified.
22. A resident participating in any media interview, audio/video recording, or photographing shall not receive any compensation for participation or use of material or information.
23. Arrangements for media access shall be made by the Chief Administrative Officer, or designee, taking into consideration the resident's daily programming and facility operational needs.
24. The Chief Administrative Officer, or designee, may be present or require staff to be present during any interview, audio/video recording, or photographing of a resident by the media.
25. The Chief Administrative Officer, or designee, may require staff to make an independent recording of any interview or audio/video recording by the media to allow for correcting the record if necessary.

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**Procedure E: Termination of Media Access to Residents**

1. Security staff may terminate media access to a resident for any of the following reasons:
  - a. any reason for which permission may be withdrawn under Procedure D;
  - b. refusal or failure to abide by any condition set by the Chief Administrative Officer, or designee, or in the authorization form, any facility rule, or any staff instructions;
  - c. the resident or the media representative is exhibiting inappropriate behavior, including inappropriate physical contact;
  - d. the occurrence of an emergency or critical incident; or
  - e. the information or material being sought or obtained is beyond that for which the Chief Administrative Officer, or designee, gave authorization.
2. If staff other than the Chief Administrative Officer, or designee, terminate media access to a resident, the resident shall be separated from the media representative pending approval of the termination by the Shift Commander, a higher security supervisor, or the Juvenile Facility Operations Supervisor (JFOS), as applicable. Any termination, whether approved or not, shall be documented in an incident report in the Department’s resident and client records management system.
3. The resident may withdraw consent for or terminate access by the media to them at any time for any reason.
4. The Commissioner, the Chief Administrative Officer, or their designees, may withdraw permission for or terminate media access to a resident at any time for any reason, in their complete discretion.

**Procedure F: Media Facility Tours and Site Access**

1. A media representative who wishes to tour all or part of a Department correctional facility, or to visit a specific site without access to specific residents, shall, using the Request and Authorization for Media Access (Attachment A), make a written request to the Chief Administrative Officer or designee. The Chief Administrative Officer, or designee, shall recommend to the Commissioner, or designee, whether to grant or deny the request. If the Commissioner, or designee, grants the request, the Chief Administrative Officer, or designee, shall make arrangements for the tour or site access taking into consideration correctional facility operational needs.
2. Notwithstanding the above, the Commissioner may approve of a facility tour or site access, after consultation with the Chief Administrative Officer, or designee. If any issue arises that indicates a tour or site access might not be appropriate, the approval may be withdrawn by the Commissioner.
3. Regardless of who approves the access, the Chief Administrative Officer, or designee, shall ensure the media representative has signed the Request and Authorization for Media Access form (Attachment A) and returned it to the Chief Administrative Officer, or designee.

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4. Unless waived by the Commissioner, or designee, a media representative given permission for a tour or site access shall be required to comply with all facility security practices, including, but not limited to, passing a background check prior to approval. The representative and any items are subject to the same search procedures as set out in Department Policies (AF) 21.4, Resident Visitation and (JF) 16.3, Visitation as if they were a visitor to a resident.
5. A media representative given permission for a tour or site access shall be escorted by staff at all times while on facility grounds and may be restricted from entering or viewing any area.
6. A media representative shall not be allowed to enter or view a housing unit or a program or treatment area for residents receiving treatment or specialized care, such as medical, mental health, behavioral health, or substance use disorder treatment, or related rehabilitative services, unless they sign the Non-Disclosure Agreement Relating to a Treatment or Specialized Care Housing Unit or Program or Treatment Area (Attachment E).
7. Prior to a media representative entering or viewing a housing unit or a program area for residents receiving specialized treatment, the residents shall be notified by staff that a media representative will be entering, who the media is, and the purpose of their access. The residents shall be given the option to stay in or return to their cells/rooms or not go to or leave the program area, as applicable, for the duration of the media access to the housing unit or a program area. This notice shall be made sufficiently in advance of the access for residents to consider the decision.
8. During a facility tour or site access, a media representative shall not be allowed to audio/video record or photograph unless the Chief Administrative Officer, or designee, is present and specifies what can be recorded or photographed.
9. In no case may a media representative interview a resident without the permission of the Chief Administrative Officer, or designee. This does not apply to a brief casual conversation.
10. In no case may a media representative audio/video record or photograph a resident without the permission of the Chief Administrative Officer, or designee, except that the media representative may audio/video record a group of residents in a way that does not reveal any resident identity (e.g., b-roll footage).
11. The Commissioner or the Chief Administrative Officer, or their designees, may withdraw permission for or terminate a media tour or site access at any time for any reason.

**Procedure G: Media Access to Staff, Student Interns or Volunteers at the Work Site**

1. A media representative who wishes to conduct an interview of, audio/video record, or photograph staff at a Department facility, office or other work site, including a community work crew site, shall make a written request, using the Request and Authorization for Media Access form (Attachment A) or otherwise, with the following information: the name of the staff, type of media (format), type of access, purpose of

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the requested access, and where and when the publication, broadcast, film, series or information will be made public to the facility Chief Administrative Officer, the community corrections Regional Correctional Administrator (RCA, or the direct supervisor of the Central Office staff, or their designees, as applicable.

2. A request for media access to staff at the work site may be granted only with the approval of the Chief Administrative Officer, RCA, or, for Central Office staff, their direct supervisor, or their designees, as applicable.
3. Prior to considering whether to approve the request, the Chief Administrative Officer, RCA, or the direct supervisor of the Central Office staff, or their designees, as applicable, shall notify the Commissioner, or designee, who may deny the request for any reason in their discretion
4. If the Commissioner, or designee, does not deny the request, prior to deciding whether to approve the media access, the Chief Administrative Officer, the RCA, or the direct supervisor of the Central Office staff, or their designees, as applicable, shall ask the staff if the staff wishes to participate.
5. Notwithstanding the above, the Commissioner may approve media access to staff at the work site, after consultation with the appropriate supervisor, and provided the staff consents verbally or in writing and, if applicable, all security requirements are followed. If any issue arises that indicates media access might not be appropriate, the approval may be withdrawn by the Commissioner.
6. Regardless of who approves the access, if the media request for access is approved, the Chief Administrative Officer, the RCA, or the direct supervisor of the Central Office staff, or their direct supervisor, as applicable, shall ensure the staff is asked if they wish to participate.
7. If the staff agrees to participate, and if circumstances permit, the staff shall sign a completed Staff, Student Intern, or Volunteer Consent for Media Access form (Attachment C), which shall be forwarded to the Chief Administrative Officer, the RCA, or the direct supervisor of the Central Office staff, or their designees, as applicable.
8. If the staff agrees to participate, and if circumstances permit, the media representative shall be required to agree, in writing, to abide by all conditions set by the Chief Administrative Officer, the RCA, or the direct supervisor of the Central Office staff, or their designees, as applicable, by signing the Request & Authorization for Media Access (Attachment A) and returning it to the Chief Administrative Officer, the RCA, or the direct supervisor of the Central Office staff, or their designees, as applicable. *4-JCF-6G-04/5-JCF-7G-04*
9. A media representative given permission to access staff at a facility shall be required to comply with:
  - a. all facility security practices, including, but not limited to:
    - 1) the same search procedures as set out in Department Policies (AF) 21.4, Resident Visitation and (JF) 16.3, Visitation as if they were a visitor to a resident; and

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- 2) passing a background check prior to approval, unless waived by the facility Chief Administrative Officer, or designee.
10. Arrangements for media access shall be made by the Chief Administrative Officer, the RCA, or the direct supervisor of the Central Office staff, or their designees, as applicable, taking into consideration the staff's responsibilities and operational needs.
11. The Commissioner, the Chief Administrative Officer, the RCA, the direct supervisor of the Central Office staff, or their designees, as applicable, may withdraw permission for or terminate the access by the media or filmmaker at any time for any reason.
12. The staff to whom the media seeks access may withdraw consent or terminate access at any time for any reason.
13. To the extent that a media representative is requesting access to a student intern or volunteer, the above provisions apply. In addition, any condition relating to media access that is imposed by the organization that sponsors the student intern or volunteer (e.g., college, community non-profit, etc.) shall be enforced.

**Procedure H: Documentaries**

1. A media representative desiring to make a documentary video or audio recording shall make a written request to the Commissioner, or designee, using the Documentary Request (Attachment D). The request shall include the subject of the documentary, the requested times for on-site access, the types of activities to be video- and/or audio-recorded, any person or persons to be filmed or interviewed, and the amount and type of equipment.
2. If applicable, the Commissioner, or designee, shall ask the appropriate Chief Administrative Officer or Regional Correctional Administrator (RCA), or their designee, for a recommendation as to whether the Commissioner, or designee, should grant approval for the production of the documentary.
3. If the Commissioner, or designee, decides to approve, the Commissioner, or designee, shall negotiate an agreement with the creator of the documentary, setting forth the conditions for video or audio recording of the documentary. One of the conditions shall be that the Commissioner, or designee, is entitled to view or listen to the documentary before it is broadcast publicly to ensure all conditions have been complied with and all required consents have been obtained, and that, if not, the documentary will be edited or not broadcast, as appropriate.
4. If a media representative requests permission to access staff or a resident for a documentary, all other requirements of this policy related to such media access shall be complied with.
5. If any aspect of the documentary will occur in a secure area of the facility or office, the creator of the documentary and any assistants shall be required to comply with all facility or office security practices, including, but not limited to:

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- a. in the case of a facility all facility security practices, including, but not limited to:
  - 1) the creator and assistants and any items are subject to the same search procedures as set out in Department Policies (AF) 21.4, Resident Visitation and (JF) 16.3, Visitation as if they were a visitor to a resident; and
  - 2) passing a background check prior to approval, unless waived by the facility Chief Administrative Officer, or designee.
6. The Chief Administrative Officer or RCA, or their designees, shall assign an employee(s) to accompany the creator and assistants to ensure any person in custody or under supervision who is filmed in an identifiable manner or whose voice has been recorded in such a way as to identify the person who is interviewed has signed or will sign a consent form to appear in the documentary.

**Procedure I: Other Access and MDOC or Resident Productions**

1. Requests for resident appearances on panels, at conferences, or at other public events, whether in person, live-streamed, or recorded, shall be evaluated on a case-by-case basis by the Chief Administrative Officer, or designee. These events are considered public-facing media activities and are subject to the same approval, consent, and security requirements that apply to media access, including consultation with the Department’s Director of Victim Services, or designee.
2. Requests from partner organizations, including nonprofits, advocacy groups, reentry programs, educational institutions and service providers, to create content (e.g., photographs, videos, narratives) for their own marketing, outreach, or education purposes shall be considered on a case-by-case basis and are subject to the same approval, consent, and security requirements that apply to media access, including consultation with the Department’s Director of Victim Services, or designee.
3. The Department may also produce and distribute its own content to inform the public about its mission, programs, and operations. This internal media production is governed by the same approval, consent, and security requirements that apply to external media productions, including consultation with the Department’s Director of Victim Services, or designee.
4. If a program is being proposed for residents that has the potential to include media content created by a resident and distributed outside of the Department, that program is governed by the same approval, consent, and security requirements that apply to external media productions, including consultation with the Department’s Director of Victim Services, or designee.

**Procedure J: Endorsement Disclaimer and Branding Restrictions**

1. The State of Maine seal may not be used, copied, or displayed for commercial purposes without written permission from the Governor. Unauthorized use may constitute a Class E crime.

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2. Use of the Department of Corrections name, logo, or other identifiers in multimedia products or promotional materials requires prior review and written approval by the Commissioner, or designee.
3. The Maine Model of Corrections logo is the property of the Department of Corrections and may not be used, reproduced, or distributed without prior written permission from the Commissioner, or designee.

## VIII. PROFESSIONAL STANDARDS

### ACA

- 5-ACI-1A-22** Written policy, procedure, and practice establish the facility's commitment to informing the public and the media of events within the facility's areas of responsibility. The procedures address emergency and nonemergency responses to the media and, at a minimum, include the following:
- the identification of areas in the facility that are accessible to media representatives, consistent with preserving inmate's right to privacy and maintaining order and security
  - the contact person for routine requests for information
  - identification of data and information protected by federal or state privacy laws, or federal and state freedom of information laws
  - special events coverage
  - news release policy
  - the designation of individuals or positions within the facility authorized to speak with the media on behalf of the facility.
- 4-ACRS-7F-01** There is a public information policy that encourages interaction with the public and the news media.
- 4-ACRS-7F-02** Media access is consistent with offenders' rights to confidentiality and privacy and the maintenance of order and security of the facility.
- 4-ACRS-7F-03** Media requests for interviews and the offender's consent are in writing, except in emergencies.
- 4-JCF-3A-15** Juveniles are provided reasonable access to the general public through the communications media, subject only to the limitations necessary to maintain order and security and to protect the juveniles' rights. Media requests for interviews and juvenile parent/guardian consents are in writing.
- 5-JCF-3A-15**
- 4-JCF-6G-02** There is a public information program that encourages interaction with the public and the media.
- 5-JCF-7G-02**
- 4-JCF-6G-03** Media access is consistent with preserving juveniles' rights to privacy and maintaining facility order and security.
- 5-JCF-7G-03**
- 4-JCF-6G-04** Media access procedures address emergency and nonemergency responses to the media. At a minimum, they include:
- 5-JCF-7G-04**
1. The identification of areas in the facility to which media representatives have access.
  2. The identification of a contact person authorized to speak with the media on behalf of the facility.
  3. The identification of data and information protected by federal and/or state privacy and freedom of information statutes.
  4. Special events coverage.
  5. News releases.
  6. Direction on appropriate responses for individuals within the facility not authorized to speak with the media.

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