

Section- 02 Information Management	OP-020108	Page: 1	Effective Date: 03/19/2014
Information Requests and Release of Information	ACA Standards: 2-CO-1A-25, 2-CO-1A-26, 2-CO-1A-27, 2-CO-1A-27-1, 2-CO-3C-01, 4-4019, 4-4020, 4-4021, 4-4069, 4-4279, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-ACRS-7F-03, 4-ACRS-7F-04, 4-APPFS-1C-01		
Robert Patton, Director Oklahoma Department of Corrections			

## Addendum-01

### Information Requests and Release of Information from Agency Records and Media Access to the Department of Corrections

#### Changes are:

A new Section I. was added to the procedure and reads as follows. Subsequent sections were renumbered accordingly.

#### I. Media Access to the Department of Corrections

The following procedures will be implemented regarding media requests for information of interviews with the Department of Corrections (DOC) personnel and offenders.

#### A. Designation of Persons Authorized to Address the Media

1. The director, associate directors, deputy directors, executive communications administrator, public relations manager, and individual employees designated by the director are authorized to address the media or public on behalf of the Department of Corrections (DOC).
2. Department staff shall refer all requests about DOC concerning interviews and tours to the public relations manager, executive communications administrator, associate directors or director, except for legislative requests.
3. Release of any DOC information not currently available on the DOC website will require prior approval of the director.

#### B. Facility Access Policy

1. All media requests to enter a facility will be filed with the public relations manager
2. For security reasons, the request will list the date and time requested to enter the facility, the names of all personnel that will be entering and the type of equipment that the will be carried into the facility.

3. DOC will determine if personnel are available to conduct the search of all equipment and conduct the media through the facility and for their return to exit the facility.
4. Media access will be granted on a first come, first served basis.
5. No video tape or audio recording may be made without specific authorization. This is for the security of staff, offenders and the media.
6. For safety and security reasons, the media will be accompanied at all times while in the facility.

C. Access to Offenders

Any request by a media representative to interview an offender will be made through the public relations manager and requires the approval of the director and a signed release from the offender prior to being conducted.

- D. Request by other individuals, organizations or groups to film, record or interview will follow the same procedures as outlined above.

Action

The division head is responsible for compliance with this procedure.

The administrator of Executive Communications is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Addendum: Operation Memorandum No. OP-020108 entitled "Information Requests and Release of Information from Agency Records and Media Access to the Department of Corrections" dated October 25, 2013

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