

<b>POLICY OF</b>  <b>STATE OF DELAWARE</b>  <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b>  <b>10.3</b>	<b>PAGE NUMBER</b>  <b>1 of 2</b>
	<b>RELATED ACA Standards</b> <b>2-CO-1A-24; 2-CO-1A-25,2-</b> <b>CO-1A-26,2-CO-1A-27</b>	
<b>CHAPTER: 10 Communication and</b> <b>Community Relations</b>	<b>SUBJECT: PUBLIC</b> <b>INFORMATION, MEDIA</b> <b>AND COMMUNITY</b> <b>RELATIONS</b>	
<b>APPROVED BY THE COMMISSIONER:</b>  9/3/14		
<b>EFFECTIVE DATE:</b>		
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. **AUTHORITY:** 11 *Del. C.* §6517, 6560; 29 *Del. C.* §8910
- II. **PURPOSE:** To establish and maintain a media and community relations program.
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.
- IV. **DEFINITIONS:** News Media - Persons or organizations employed in the business of gathering or reporting news.
- V. **POLICY:** It is the policy of the Department of Correction to establish and maintain an effective program to provide accurate and timely information of emergency and non-emergency issues to the public, news media, and other agencies while ensuring the confidentiality of offenders and staff.

The Chief of Community Relations shall be responsible for developing, directing, and coordinating the Departmental public relations program. The Chief of Media Relations (CMR) will be the central contact for all news media and public inquiries. The CMR will address emergent, non-emergent and special event issues and will ensure:

- A. A mechanism for facilitating prompt, complete, and accurate responses to all reasonable inquires from the public and news media.
- B. A program which encourages appropriate contact with the public and news media through the dissemination of news releases and informational materials.

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C. Public and media access to the Department, its personnel, institutions, facilities, offices, and offenders, consistent with the right of privacy and institutional order and security.

D. Cooperation with other criminal justice and governmental agencies in gathering, exchanging, and standardizing information.

E. Information concerning areas of the Department's institutions available to the media is located on the DOC website, or by contacting the Chief of Media Relations.

F. Requests for data, personal or aggregate, will be reviewed by the Office of the Commissioner.

G. Media requests for interviews and the offender's consent will be made in writing, except in emergency situations.

H. The CMR will annually update, review and provide a report to the Commissioner on the status of the public information program.

The Office of the Commissioner shall be responsible for preparing and disseminating an annual report in compliance with the Delaware Code. This report should include at a minimum, information on programs, services, budget, goals, and accomplishments and must be made available to employees and the public.