



## NEWS MEDIA ACCESS

### Directive 3 – 106

Date of Issue: March 2015    Amends/Cancel: 3-106 July 2013

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#### I. PURPOSE

The purpose of this Directive is to:

- A. Standardize procedures for media access in and around DGS-MCP buildings.
- B. Ensure safety and privacy for the occupants of DGS-MCP secured buildings as well as to provide an orderly work environment.

#### II. POLICY

It shall be the policy of DGS-MCP not to impede the freedoms provided to the press under the First Amendment to the United States Constitution. The media will be afforded the same access to DGS owned and operated facilities as those given to the general public. Media requests for additional access to restricted areas of our facilities or state employees working within these facilities will be in accordance with this directive.

#### III. PROCEDURES

- A. Media inquiries for interviews with DGS-MCP employees:
  - 1. Under no circumstances will a member of DGS-MCP agree to an interview or express their opinions to the media in their capacity as an employee of DGS-MCP without receiving express permission from their commander and the Secretary/ Communications Director.
  - 2. Upon receiving a media request for an interview, DGS-MSP personnel will decline to comment and advise the reporter that the request will be forwarded to their commander for review.
  - 3. The employee will immediately notify their supervisor, who will, in turn, notify the detachment commander of the request.
  - 4. The detachment commander will review the request and the subject matter of the interview, confer with the DGS Communications Office and advise the media of the decision.
  - 5. Comment from the Department will be made by the DGS Communications Office, unless otherwise instructed.

B. Media interviews outside DGS facilities:

1. Members of the media are entitled to interview state employees and the public on the grounds outside of DGS-MCP secured facilities provided they do not block ingress/egress to the facility.
2. From time to time, the media may choose to conduct a live remote outside of a DGS-MCP managed facility. This will be permitted as long as vehicular traffic is not impeded and building ingress/egress is not blocked.
3. DGS-MCP will make contact with the media anytime they are present at a DGS-MCP secured facility. Upon becoming aware of a media inquiry, DGS-MCP personnel will ascertain the reporter's name, media outlet, and interview topic. Upon obtaining this information, they will notify the shift supervisor, who will in turn forward the information to the Detachment Commander. The Detachment Commander will immediately notify the DGS Communications Office.
4. For the most part, the media will be allowed to conduct interviews outside DGS-MCP secured facilities. Under NO circumstances will they be denied access without first conferring with Headquarters.
5. Photographs, video, video tapes, movie film or audio recordings for commercial purposes may only be made on DGS-MCP property with the approval of the building Superintendent.

C. Media request for interviews within a DGS secure facility:

1. The Police/Security Officer will obtain the name of the reporter, the news outlet, the name of the person to be interviewed and whether they have an appointment.
2. The Police/Security Officer will notify the shift supervisor of the media's request. The shift supervisor will in turn notify the detachment commander or his/her designee.
3. The shift supervisor will contact the office of the state employee to be interviewed to determine if there is an appointment and if they want to speak to the media representative. If the person to be interviewed is a DGS employee, the detachment commander will notify the DGS Communications Director of the request.
4. If the administration of the state employee agrees to the interview with the media, they will be advised to have someone respond to the front desk to escort the media to the interview location.
5. If the administration of the state employee chooses not to allow the interview, that department's administration will have a representative notify the reporter of their decision.
5. The media has the right to remain in publicly accessible areas inside or outside the building as long as they are not blocking ingress/egress.

D. If the media refuses to leave a secure building:

1. The Police/Security Officer shall notify the shift supervisor and Communications Director and request they respond to the scene.
2. The Communications Director will reiterate to the media that the interview is denied and, therefore, there is no reason why he/she should enter the facility.
3. If the media continues to refuse to leave, the Communications Director will immediately notify the Detachment Commander who will notify Headquarters to determine a course of action.
4. Situations of this nature will be handled on a case by case basis. No additional action will be taken at the Detachment level without first conferring with Headquarters and the Communications Director.