

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>NO. 01.10 DATE: October 15, 2024 SUBJECT: General Administration TITLE: News Media FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: AD 01.04, 03.01, 05.02, 08.01: JRDC OD 02.07; ORCC OD 02.07: MCCS .05L
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines regarding news media access to the facility and inmates.
- IV. Policy:
  - A. Access to the Department and inmates by news media representatives shall be allowed to the greatest extent possible, ensuring inmates' right to privacy is preserved and facility order and security are maintained.
  - B. Requests by news media representatives to visit the AACDDF for the purpose of interviewing an inmate must seek approval by the Correctional Facility Administrator (CFA) or Assistant Correctional Facility Administrator (ACFA). Requests to visit for the purpose of reporting on an activity or event must seek approval by the Superintendent.
  - C. The Superintendent shall serve as the Department's Public Information Officer (PIO) responsible for releasing information to the news media. The Superintendent may delegate this responsibility to a CFA, ACFA or any other employee as determined appropriate.
- V. Procedure:
  - A. Coverage of Events and Incidents
    - 1. In cooperation with the Anne Arundel County (AAC) Executive's PIO, the Superintendent may inform the news media of events that are of interest to the public and may be worth reporting; e.g., program initiation and completion ceremonies; facility openings, etc. Upon request, media may be allowed access and permitted to interview and photograph inmates in accordance with the procedures detailed in section V.C. of this directive. Information regarding inmates involved in the event shall only be released in accordance with AD 08.01.

2. Press Releases shall be issued through the AAC PIO following the death of an inmate in custody. Requests for information relating to other sensitive Departmental matters shall be decided by the Superintendent, who may seek input from the AAC Office of Law and AAC PIO.

B. Emergency Access

1. The Superintendent shall notify the news media of emergencies as required in Operational Directives.
2. Access to the Department during emergencies listed in AD 05.02 shall be approved by the Superintendent in accordance with Operational Directives relating to the emergency.
3. Access shall be limited as necessary to maintain order and security during the emergency. Where facility access is denied, the Superintendent shall designate a location to meet with the media.

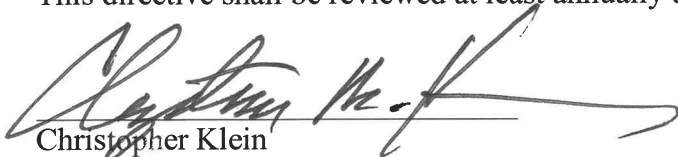
C. Access to Inmates

1. News media representatives are permitted to visit inmates during scheduled visiting hours in the visiting area without prior authorization and in accordance with applicable Operational Directives. Cameras, tape recorders, video cameras and other such devices are not allowed. Each media representative shall be counted as one visit.
2. News media representatives wishing to pre-arrange an interview with an inmate may contact the CFA or ACFA. The CFA/ACFA shall request the inmate's Correctional Program Specialist (CPS) notify the inmate, encouraging discussion of the matter with his/her attorney before agreeing to an interview.
3. Inmates have the right to refuse to be interviewed and/or photographed. Inmates agreeing to a pre-arranged interview shall be required by the CPS to sign a News Media Waiver Form (Appendix 1), documenting consent to be interviewed, only or interviewed and photographed. The CPS shall forward the form to the CFA/ACFA, who shall contact the media representative to schedule the interview.
4. Authorization of use of cameras, tape recorders, video recorders and other such devices shall be at the discretion of the CFA/ACFA. The News Media Waiver Form shall be maintained in the inmate's

Programs File and a copy shall be forwarded to the Compliance Unit for inclusion in the Standards File. The inmate and media representative shall be provided a copy upon request.

5. Inmates shall have the right to refuse or terminate a visit with a news media representative at any time, whether pre-arranged or during routine visiting hours.
- D. Inmate Access to Media - Inmates shall be permitted unrestricted access to news media representatives through the United States Postal Service or through telephones in the inmate housing areas.

This directive shall be reviewed at least annually and revised as necessary.



Christopher Klein  
Superintendent

Rescinds: AD 01.10 dated March 13, 2000  
AD 01.10 dated July 1, 2009  
AD 01.10 dated August 25, 2021

Appendix 1 – News Media Waiver Form

