



MEDIA VISITS

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to provide inmates with reasonable access to visit with members of the media. Corrections staff will balance the inmate's freedom of speech right with the interest to maintain a safe, secure and orderly jail for the inmates, staff and public when considering approval of media visit.

PURPOSE.

The purpose of this policy is to establish visiting procedures that enable inmates to visit members of the media.

OREGON JAIL STANDARDS:

- D-210 Special Visits

REFERENCES:

- United States Constitutions, 1st Amendment (freedom of speech)
- ORS 169.076, Standards for Local Correctional Facilities

DEFINITIONS.

Media visit. A visit between an inmate and a person working in the communications industry, such as television, radio, newspaper or book publishing.

PROCEDURES.

SECTION A: GENERAL GUIDELINES

- A-1. Visit with Members of the Media.** Face-to-face visits with members of the media are an inmate privilege. Inmates can use telephone calls and mail to communicate with the media.
- A-2. Inmate-Initiated Media Visits.** Inmates will use an *Inmate Message Form No.103* to ask for a media visit. Pretrial inmates must also provide written approval from their attorneys with their requests.

- A-3. Media-Initiated Media Visits.** Media need to contact the Corrections Captain, or designee, at least 24 hours before a desired visit. An inmate will sign a Consent for Media to Interview Form No. 375 to visit. A pretrial inmate must also provide written approval from his attorney along with the written consent.
- A-4. Media Visit Approval and Scheduling.** The Corrections Captain or designee must approve or deny all media visit requests. The Captain may attach conditions to the visit, such as time, place, length, and property allowed in. The Captain will inform the administrative staff of all approved media visits.
- A-5. Challenges to Denied Media Visits.** Inmates may grieve denied media visits using normal grievance procedures. The media may seek a review of the decision with the Sheriff.

SECTION B: LEDS AND JAIL COMPUTER SYSTEM CHECKS

- B-1.** Media visitors must have an initial check in both the Law Enforcement Data System (LEDS) and the Jail Management System (JMS) on record before they may visit an inmate. Administrative staff will do the checks and record that it was done in the remarks field for the visitor in the Professional Visit module of JMS. They will notify a corrections supervisor of any factors that exist that may make a person ineligible to visit. (See policy [CD-12-2, Inmate Visiting Control](#), for possible ineligibility factors.) A corrections supervisor may have staff run a LEDS and JMS check on media visitors at anytime.

SECTION C: MEDIA VISIT CHECK IN

- C-1** When a member of the media checks in, administrative staff will do the following:
- a. Confirm the identity of the visitor with picture identification.
 - b. Have the visitor present a media agency identification card as proof of media status.
 - c. Verify the visitor is there for an approved visit.
 - d. Brief the visitor on the conditions of the visit.
 - e. Have the visitor sign the *Release and Hold Harmless Agreement Log*.
 - f. Assign media badge.
 - g. Contact the control deputy and a shift supervisor.
 - h. Document the start of the visit in the daily log in JMS
 - i. Document the stop of the visit in the daily log in JMS
- C-2. Visiting Location.** A media visit will normally take place in the corrections visiting area, unless it is an approved contact visit.

C-3. Standard Visiting Controls. Corrections staff will refer to policy [*CD-12-2, Inmate Visiting Control*](#), for guidance on standard visiting controls that apply to all visitors, such as dress standards, contraband, searches and visiting rules.

FORMS USED:

- Incident Report Form No. 102
- Inmate Message Form No. 103
- Consent for Media to Interview Form No. 375
- Release and Hold Harmless Agreement Form No. 380