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**Policy Number:** 303.110  
**Title:** Incarcerated Person Access to News Media and DOC Social Media  
**Effective Date:** 6/29/26

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**PURPOSE:** To provide guidelines for incarcerated people's-offender access ~~to to~~ the public news media and granting permission to appear on DOC's social media sites.

**APPLICABILITY:** All facilities and the communications office.

**DEFINITIONS:**

**Communications Officeunit** – communications staff at Central Office.

**Representative of the public news media** – a person employed by and authorized to represent any television or radio station licensed by the Federal Communications Commission (FCC), national wire services, or any newspaper or periodical having a monthly statewide circulation of at least 1,000 copies, and others as approved by the commissioner or the communications office-unit.

**DOC social media** – DOC social media accounts such as like Facebook, YouTube, and LinkedIn used to highlight DOC news, programs, and events.

**PROCEDURES:**

- A. Offender Incarcerated Person Access to News Media  
Incarcerated people Offenders may communicate with media representatives ~~in the same ways as they communicate with others~~ in accordance with this policy and policies ~~DOC policies;~~ 302.020; "Mail," 302.022; "Incarcerated Person Offender/Resident Kiosk Services," and 302.210; "Offender Telephone Use."
- B. News Media Requests for Interviews with Incarcerated People Offenders
1. Media representatives may:
    - a) Initially contact the incarcerated person to determine their willingness to participate in an interview. If the incarcerated person agrees, the media representative should contact the communications office for scheduling.
    - b) Contact the communications office to start a request. If the incarcerated person agrees, the communications office will schedule the interview.  
Media representatives may ~~initially contact the incarcerated person~~ offender to determine the ~~their~~ offender's willingness to participate in an interview or email the Communications Office to initiate a request. If the incarcerated person agrees, the Communications Office will schedule the interview. and then direct the request for the interview with the offender to the communications unit.

~~1-2.~~ Requests must be made in writing ~~and are reviewed on a case-by-case basis.~~

~~2-3.~~ If the request is approved, the DOC facility's media liaison ~~asks the offender if the offender would like to participate, and~~ provides the incarcerated person/offender with a copy of the ~~Incarcerated Person/Offender~~ Media/Social Media Agreement form (~~link attached~~). ~~The facility's media liaison must advise the incarcerated person/offender that they/offender may contact an attorney before agreeing to an interview and may have the attorney present during/for at the interview.~~

~~3-4.~~ If the incarcerated person/offender declines the interview, communications office staff will notify the media representative and, upon request, provide the media representative with a copy of the denial. ~~, upon request.~~

~~4.~~ If the incarcerated person/offender agrees to the interview, both the incarcerated person and the media they/offender and the media representative must ~~both~~ sign the ~~Incarcerated Person/Offender~~ Media/Social Media Agreement Form. ~~The facility's media liaison retains the Offender Incarcerated Person Media/Social Media Agreement Form s electronically and distributes hard copies as noted on the form.~~

~~5.~~

#### C. Interview Parameters

~~Offender i~~nterviews with incarcerated people/ersons normally occur Monday through Friday between the hours of 8:00\_

~~1.~~ A.M. and 4:00 P.M. and are typically limited to one hour in length. Longer interviews may be granted on a case-by-case basis. ~~A media representative conducting an in-person interview at a facility may bring a recording device (not a cell phone), paper, and a writing utensil.~~

~~1.~~

~~2.~~

~~3.~~ ~~The i~~nterviews must not interfere with the incarcerated person/offender's program ~~\_~~assignments.

~~2.~~

~~4.~~ The scheduling of interviews is

~~3.~~ Interviews are scheduled subject dependent on the availability of communications office and facility staff to the communications office's and the facility's ability to accommodate them.

~~5-4.~~ A member of the communications office or the facility's AWA must be present for the interview.

~~D.~~ Representatives of the media must follow the procedures provisions of Policy Division Directive 300.02032, "Access to Correctional Facilities and Other Department Locations by Non-DOC

~~persons~~Admittance Authorization to Adult Facilities,” and Policy 301.030, “Contraband,” and must comply with security procedures and department policies. If any representative of the ~~public~~ news media is denied access to a correctional facility, communications staff must provide the reasons in writing, if requested. ~~—~~The representative may ~~appeal~~appeal against the denial to the commissioner of corrections.

~~D. —~~ By signing the Media-/Social Media Agreement Form, incarcerated people participating in graduation ceremonies, concerts, recognitions, and other events authorize the DOC to use photos, videos, or other media of their participation in those events on DOC social media platforms~~grant approval for DOC to use their participation in an event on DOC social media.~~

E.

**INTERNAL CONTROLS:**

A. All signed media agreements are retained electronically by facility media ~~liaison~~ staff.

B. Media visits are tracked in the daily media contacts list retained by ~~Ce~~communications ~~Office~~support staff.

**STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS:** None

**ACA STANDARDS:** ~~4-4022, 4-4279, 4-JCF-3A-15, 4-JCF-6G-03, 1-ABC-1A-19, and 1-ABC-3D-05~~

**REFERENCES:** Minn. Stat. § 241.251  
Policy 300.020, “Access to Correctional Facilities and Other Department Locations by Non-DOC persons,  
Division Directive 300.032, “Admittance Authorization to Adult Facilities” Policy 302.020, “Mail”  
Policy 302.022, “Offender/Incarcerated Person/Resident Kiosk - Services”  
Policy 302.210, “Offender Telephone Use”  
Policy 301.030, “Contraband”

**REPLACES:** Policy 303.110, “Offender Access to the Public News Media,” 6/5/18.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** Media/Social Media Agreement Form~~Offender Media Agreement~~Incarcerated Person Media Agreement (303.110A on iShare)

**APPROVALS:**

~~Deputy Commissioner, Community Services~~Chief of Staff~~Deputy~~

~~Deputy Commissioner, Facility Services~~  
~~Client Services/Supports~~  
~~Commissioner of Corrections~~  
~~Assistant Commissioner, Agency Services~~  
~~Operations Support/Supports~~  
~~Assistant Commissioner, Facility Services~~