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

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

APPLICABILITY: All facilities and the communications office.

DEFINITIONS:

Communications Office – communications staff at Central Office.

Representative of the 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.

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

PROCEDURES:

- A. Incarcerated Person Access to News Media
Incarcerated people may communicate with media representatives in accordance with this policy and policies 302.020 "Mail," 302.022 "Incarcerated Person/Resident Kiosk Services," and 302.210 "Telephone Use."
- B. News Media Requests for Interviews with Incarcerated People
 - 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.
 - 2. Requests must be made in writing.
 - 3. If the request is approved, the DOC facility's media liaison provides the incarcerated person with a copy of the Media/Social Media Agreement form (attached). The facility's media liaison must advise the incarcerated person that they may contact an attorney before agreeing to an interview and may have the attorney present during the

interview.

4. If the incarcerated person declines the interview, communication office staff will notify the media representative and, upon request, provide the media representative with a copy of the denial.
5. If the incarcerated person agrees to the interview, both the incarcerated person and the media representative must sign the Media/Social Media Agreement Form. The facility's media liaison retains the Media/Social Media Agreement Form electronically.

C. Interview Parameters

1. Interviews with incarcerated people normally occur Monday through Friday between the hours of 8:00 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.
2. The interview must not interfere with the incarcerated person's program assignments.
3. The scheduling of interviews is dependent on the availability of communications office and facility staff.
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 of Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC persons," and Policy 301.030, "Contraband," and must comply with security procedures and department policies. If any representative of the news media is denied access to a correctional facility, communications staff must provide the reasons in writing, if requested. The representative may appeal against the denial to the commissioner of corrections.

- E. 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

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 Communications Office staff.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

REFERENCES: [Minn. Stat. § 241.251](#)

Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC persons,

[Policy 302.020, "Mail"](#)

[Policy 302.022, "Incarcerated Person/Resident Kiosk Services"](#)

[Policy 302.210, "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](#) (303.110A)

APPROVALS:

Commissioner of Corrections