



GUIDELINES REGULATING THE CONDUCT OF MEDIA AT INSTITUTIONS

In accordance with Office of Juvenile Affairs (OJA) policy 377:3-1-47, the following regulations will be observed when media is on campus:

1. All juveniles have the option to decline to be interviewed or filmed.
2. No filming is to occur which would result in the juvenile(s) being identified through facial exposure unless written permission is obtained from the juvenile, parent/guardian, or, if the parent is unavailable, the executive director or deputy director of OJA, or judge from the county of jurisdiction; and OJA's communications director or designee.
3. Media outlets agree to:
 - Not photograph or videotape any resident or staff member. (This includes images of residents' feet or other general anatomy shots.)
 - Not interview any resident or staff member.
 - Comply with range of access granted.
 - Show raw footage, videos to OJA staff, with the understanding that confidential, misleading footage must be deleted before leaving the premises.
4. A member from the OJA communications office and/or a ranking staff person is to accompany media crews and intercede in any filming effort, which could identify a juvenile, i.e., facial exposure.
5. Activities of media personnel while on campus are to be conducted in a manner that is consistent with the maintenance of order and security. Efforts to the contrary shall be interceded.
6. Media access to the institutions may be postponed if OJA or the institution personnel determines the media's presence would interfere with operations or activities.

**I HEREBY AGREE TO FOLLOW THE ABOVE-STATED REGULATIONS OF
THE OFFICE OF JUVENILE AFFAIRS.**

Signature of Member of Media

Media Represented

Date