NEW YORK STATE Corrections and Community Supervision **DIRECTIVE**	TITLE **Inmate Newspapers and Newsletters**		NO. 4521 DATE 07/21/2015
SUPERSEDES DIR# 4521 Dtd. 05/09/2014	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY		

I. PURPOSE: The Department permits the publication of inmate newspapers (intended for the entire population of a correctional facility) and inmate newsletters (intended as communication vehicles for individual inmate groups and organizations). This directive establishes the policy and required procedures for such publications.

II. RESPONSIBILITIES: The publication of facility inmate newspapers and inmate organization newsletters must be approved by the Superintendent. The Deputy Superintendent for Program Services will be responsible for the publication of the newspaper and newsletters. On an ongoing basis, the Deputy Superintendent for Program Services will obtain the approval of the Deputy Superintendents for Administration and Security in all matters related to their areas of responsibility.

III. GENERAL GUIDELINES

A. Private citizens may not subscribe to inmate publications.

B. Copies of inmate publications are not to be mailed to other facilities of the Department, other correctional systems, community groups or organizations, or private citizens without the authorization of the Superintendent of the facility. Superintendents may also order the return of inmate publications received from other facilities.

C. Advertising for an inmate publication will not be accepted.

D. Facility staff involved with any publication should feel free to contact the Department's Public Information Office for suggestions regarding format or technical aspects of publication.

E. The inmate newspaper and inmate organization newsletters will conform to general principles of journalism and must contain articles designed to be of interest to the inmate population. If articles from other sources are to be included in their entirety, they must include a release from the original publisher.

F. The inmate newspaper shall not promote the interest or cause of any individual or particular group; however, inmate organization newsletters may promote their particular organization and its activities.

G. Articles prepared by inmates and approved for inclusion in the newspaper and/or newsletters must conform to the guidelines which govern literature and related materials which are received by inmates from outside resources. (See Directive #4572, "Media Review.")

H. Recruitment of community staff and volunteers to assist with newspaper or newsletter assignments is the responsibility of the supervisor of Correctional Volunteer Services/Volunteer Services Assistant or Contact Person. Each volunteer assignment/position requires a job description (Volunteer Services Form #3075 can be used) which is to be filed in the Office of Volunteer Services.

I. Supervision of volunteers is the responsibility of the staff directly involved in this activity.

J. A consent form must be completed in cases where an identifiable photograph of any inmate is to be used in a facility newspaper or inmate organization newsletter. An example from which a consent agreement can be produced may be found in Directive #0401, "Release of Information to the News Media."

K. The use of computer equipment to prepare inmate publications must conform with the guidelines of Directive #2810, "Information Security Policy."

IV. NEWSPAPERS - SPECIFIC GUIDELINES

A. Each facility is allowed to publish one inmate newspaper.

B. Facility staff and inmates who wish to participate in the production of the newspaper must have the prior approval of the Deputy Superintendent for Program Services.

C. Printing, formats, contents of each issue, publication schedules, and the internal distribution plan must be approved by the Deputy Superintendent for Program Services prior to printing.

D. If approved, it will be necessary for each facility to have an annual budget, and appropriate work space for the facility newspaper, with assignment of the cost to the "Miscellaneous - Education Budget."

E. The inmate newspaper will be printed utilizing available equipment and materials, when feasible, or through an outside vendor.

F. Whenever possible, copies may be made available for inmates and interested employees. Copies will also be available for visitors to inmates as well as official visitors to the facility.

G. Superintendents and their staff are encouraged to contribute articles to the facility newspaper as a means of ensuring effective communications with the inmate population.

H. Whenever possible the inmate newspaper will include translated text of articles for the benefit of monolingual Spanish-speaking inmates.

V. INMATE ORGANIZATION NEWSLETTERS - SPECIFIC GUIDELINES

A. Inmate organizations' newsletters will adhere to the General Guidelines (Section III) governing facility newspapers as outlined above.

B. Each inmate organization, approved pursuant to Directive #4760, "Inmate Organizations," may publish a newsletter. Request for approval of special projects and appropriate review forms (Forms #3089, "Request for Approval of Special Projects and/or Events," and #3090, "Review of Request-Special Projects and/or Special Events") must be submitted according to Directive #4760.

C. Newsletters will be produced under the direct supervision of the Staff Advisor assigned to each inmate organization.

D. Distribution of newsletters is limited to organization members, key facility personnel, and the outside sponsoring organization or person(s).

E. Inmate newsletter publishers desiring further distribution (i.e., full population) may request space for the printing of specific articles in the facility newspaper.

F. In the event that broader distribution is desired (e.g., Departmental, public news media, etc.), the inmate organization may submit the articles to the Superintendent who will review the article(s) and forward them to the Public Information Office at Central Office with his or her recommendations relative to impact on the facility and/or Department.

G. All costs of printing and postage fees will be the responsibility of the organization approved to publish the newsletter.