

<b>2761 PUBLIC INFORMATION</b>	
Chapter: <b>General Administrative Operations</b>	Section: <b>Information</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: <b>August 1, 2008</b> Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): _____ Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): _____ Bridges' Screen(s) and Attachment(s): _____

In order to establish and maintain its reputation for integrity and credibility with federal, state, and local officials, the stakeholders in the juvenile justice system, and the public, the Division shall ensure that requests for information about residents or operations of the Division are responded to timely, accurately, and in a manner that is consistent with laws governing resident confidentiality. It is important to the Division to engage in interaction with the public and media.

<b>Purpose</b>
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The purpose of this policy is to establish the Division for Juvenile Justice Services' Public Information policy.

<b>Policy</b>
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- I. Authorization to Release Information: Any staff at the Division for Juvenile Justice Services (DJJS) who receives a request for information about the Division and its clients from federal, state, or local officials, stakeholders of the Juvenile Justice System, or the public shall obtain authorization from the Director or designee prior to providing the information.
  
- II. Adherence to the Department of Health and Human Services Policies: In providing information about the Division or its clients, the Director and DJJS staff shall follow any policies or procedures of the Department of Health and Human Services (DHHS) concerning the response to request for information.
  
- III. Collaboration with the DHHS Office of Public Information: The DJJS Director or designee shall collaborate with the DHHS Office of Public Information to develop and maintain a public information program that encourages interaction with federal, state, and local officials, stakeholders in the juvenile justice system, the public, and the media.
  
- IV. Access to the Division's Clients: Access to the Division's clients shall be provided only with the express authorization of the Director or designee and in a manner that maintains the security of the SYSC facility and/or District Offices and is consistent with relevant DHHS policy and the residents' rights to confidentiality. Approved interviews with youth will not pose an undue hardship on, nor jeopardize the safety of, youth or employees. The following will guide youth interviews:
  - A. Youth will not receive any compensation for media interviews.
  - B. Youth will not be permitted to hold press conferences with the media.

- C. No youth will be photographed or videotaped in any identifiable way without an appropriate Court Order. The Court Order must be provided to the Director or designee for review more than 72 hours from the proposed event. Further, prior to any filming or photographing, the youth and parent/guardian must sign the DJJS Parent/Guardian Release and for if the youth is to be photographed or videotaped in any identifiable way. The form must be notarized.
  - D. The media representative will be required to sign the DJJS Media Agreement Form prior to any filming or photographing.
  - E. A court order shall be issued prior to any access to the Division's clients.
- V. Access to Facilities: Media Representatives will not be allowed to enter any Division facility, program and/or office without approval from the Director or designee. Media requests for interviews or other contact with youth or employees will be communicated to the Director immediately by phone and confirmed by facsimile or email. The following will guide all media contacts:
- A. At least 24 hours advance notice will be required for visits to facilities, programs and/or offices, except in emergency situations.
  - B. Media representatives will be required to sign the DJJS Media Agreement prior to the visit.
  - C. Media representatives visiting Division facilities, programs, and/or offices will be accompanied by the Director or designee. Designated escorts will be present during interviews.
  - D. Media representatives will visit only those facilities, programs, and/or offices previously approved and must present picture identification. Media representatives will be subject to all policies related to visitors, including search procedures and signing the Visitor Search Consent form.
  - E. Media representatives will be subject to all applicable policies and procedures. Disregard for security safeguards will result in termination of the visit.
  - F. Media access to any facility or program may be suspended during an emergency situation for a reasonable period of time following the emergency.