

**CHAPTER 19**

**NEWS MEDIA AND PUBLIC INFORMATION  
DISSEMINATION**

**Authority**

N.J.S.A. 2C:49-7, 30:1B-6, 30:1B-10, 30:4-123.47c  
and 47:1A-1 et seq.

**Source and Effective Date**

R.2004 d.29, effective December 19, 2003.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

**Chapter Expiration Date**

Chapter 19, News Media and Public Information Dissemination,  
expires on December 19, 2008.

**Chapter Historical Note**

Chapter 19, Public Information, was adopted as R.1989 d.440, effective August 21, 1989. See: 21 N.J.R. 1490(a), 21 N.J.R. 2517(a).

Pursuant to Executive Order No. 66(1978), Chapter 19, Public Information, was readopted as R.1994 d.255, effective April 25, 1994. See: 26 N.J.R. 1287(b), 26 N.J.R. 2129(b). Pursuant to Executive Order No. 66(1978), Chapter 19 expired on April 25, 1999.

Chapter 19, Public Information, was adopted as new rules by R.1999 d.310, effective September 7, 1999. See: 31 N.J.R. 1739(a), 31 N.J.R. 2622(a).

Chapter 19, News Media and Public Information Dissemination, was readopted as R.2004 d.29, effective December 19, 2003. See: Source and Effective Date. See, also, section annotations.

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**SUBCHAPTER 1. GENERAL PROVISIONS**

**10A:19-1.1 Purpose**

(a) The purpose of this chapter is to establish policies and procedures for:

1. Disseminating information to the public; and
2. Photographing, interviewing, recording, filming and/or videotaping inmates for public dissemination by the news media.

**10A:19-1.2 Scope**

This chapter is applicable to all administrative units within the New Jersey Department of Corrections.

**10A:19-1.3 Definitions**

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Freelancer” means an individual who is not under contract with a news service or publication and whose writings and/or services regarding the Department of Corrections are scheduled to be published or broadcast by a news service or publication as verified by the Office of Public Information.

“News media representative” means an individual with valid press credentials who provides any means of communication to the public.

Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

**10A:19-1.4 Forms**

(a) The following forms related to public information shall be reproduced by each correctional facility from originals that are available by contacting the Administrative Rules Unit:

1. 283-I Inmate Consent for the News Media; and
2. 283-II News Media Representative/Freelancer Agreement.

Administrative change.  
See: 35 N.J.R. 1137(a).  
Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

**SUBCHAPTER 2. PUBLIC INFORMATION  
DISSEMINATION**

**10A:19-2.1 Office of Public Information**

(a) The Office of Public Information, within the Office of the Commissioner of the New Jersey Department of Corrections, is responsible for:

1. Maintaining and increasing public knowledge of the Department of Corrections by developing and disseminating information relative to correctional philosophy and programming to the following:

- i. The news media;
- ii. The general public;
- iii. Governmental agencies;
- iv. Community and social organizations; and
- v. Department of Corrections personnel.

2. Publicizing the effectiveness of innovative programs;

3. Responding to public inquiries and complaints; and

4. Coordinating all public communications including, but not limited to:

- i. Speaking engagements;
- ii. Interviews;
- iii. Press releases;
- iv. Tour groups;
- v. Annual reports; and
- vi. Department of Corrections pamphlets.

#### **10A:19-2.2 Responsibilities of the Director of Communications**

(a) The Office of Public Information, New Jersey Department of Corrections, is managed by the Director of Communications or designee who shall be responsible for:

1. Being accessible to information sources within the Department of Corrections in order to receive and gather information;
2. Keeping abreast of major trends and events within the Department of Corrections;
3. Disseminating accurate and often instant information concerning emergencies, Departmental plans, programs, services and activities to the following:
  - i. The news media;
  - ii. The general public;
  - iii. Governmental agencies;
  - iv. Community and social organizations; and
  - v. Department of Corrections personnel.
4. Preparing news releases, fact sheets and reports describing and explaining events, policies and activities of the Department of Corrections;
5. Conferring regularly with the Department of Corrections Commissioner or designee;

6. Arranging for news media representative and/or freelancer interviews with personnel and inmates within the Department of Corrections; and

7. Ensuring that current and accurate information is available on the Department of Corrections website at [www.state.nj.us/corrections](http://www.state.nj.us/corrections).

Amended by R.2004 d.29, effective January 20, 2004.

See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

In (a), inserted "or designee" following "Director of Communications" in the introductory paragraph and added 7.

#### **10A:19-2.3 Release of information**

Employees of the Department of Corrections shall not impart information to news media representatives, freelancers or other persons not officially connected with a correctional facility or the Department of Corrections without prior authorization from the Office of Public Information except as provided in N.J.A.C. 10A:22. This section shall not restrict the right of employees to comment on public policy or other issues of public concern in a manner which will not interfere with the security or orderly operation of a correctional facility, or result in a breach of necessary confidentiality.

Amended by R.2004 d.29, effective January 20, 2004.

See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

Rewrote the section.

#### **10A:19-2.4 Newsworthy events**

(a) The Office of Public Information, New Jersey Department of Corrections, shall be notified of upcoming newsworthy events at least one week before the event.

(b) The Office of Public Information shall evaluate the newsworthiness of events and provide for appropriate news coverage.

(c) Events considered newsworthy shall include, but are not limited to:

1. Supervisory staff appointments;
2. Approval of Federal grants;
3. New construction;
4. Expansion or addition of services;
5. Significant changes in programs;
6. Opening of new correctional facilities;
7. Open houses;
8. Inspection tours;
9. Special events;
10. Volunteer activities and social functions of a commemorative or programmatic nature;
11. Public appearances by Department of Corrections personnel;