

GEORGIA DEPARTMENT OF CORRECTIONS
INTERVIEW CONDITIONS & AGREEMENT FORM

Media representatives do not have the automatic right to visit a facility, center or office. However, access may be granted through the approval of the Public Affairs Office (PAO). Interviews must adhere to the following conditions:

1. Interviews will be conducted Tuesday-Thursday and will be limited to one hour in length.
2. Offender interviews must be arranged at least 48 hours in advance through PAO. Media representatives must submit such requests in writing, via email.
3. Media representatives will be accompanied by a member of the PAO staff, facility, center, or Regional Office representative.
4. Interviews with offenders may be prohibited when such interviews would, at the discretion of the Warden, Superintendent, Regional Director, or Assistant Commissioners, jeopardize the security of the facility or center or the well being of the offender or staff. Factors to be taken into consideration when making this determination include, but are not limited to:
 - Offender has had one (1) or more disciplinary reports that resulted in the imposition of sanctions within the past 24 months;
 - Offender has had one (1) or more disciplinary reports for the possession of contraband, including cell phones, that resulted in the imposition of sanctions;
 - Offender has had one (1) or more disciplinary reports for acts of violence against another offender, a visitor, or a GDC employee that resulted in the imposition of sanctions;
 - Offender is under a sentence that prohibits contact with any person, such as a victim or witness;
 - Offender is under investigation, indictment, or a sentence for an offense that relates to the introduction of contraband, including cell phones, into a prison, jail, or similar facility;
 - Offender is under sentence for an offense that relates to tampering with witnesses, tampering with evidence, obstruction of a law enforcement officer, or similar conduct;
 - Offender is a juvenile, under a death sentence, has a security classification of “Close” or higher, or is housed in isolation, segregation, the Tier program, in diagnostic status, or any other specialized living unit;

Retention Schedule: Upon completion, the form will be retained in the Public Affairs Office for five (5) years.

- Offender is under investigation, indictment, or a sentence relating to criminal conduct allegedly committed while in GDC custody;
 - Offender has had one (1) or more prior visitors who introduced or attempted to introduce contraband into a GDC facility;
 - Media representative is found to be uncooperative and an undue disruption to the facility/center at the time of entering said location or at any time during granted access;
 - Proposed project will be used in a documentary entertainment production that glorifies, promotes, or sensationalizes criminal activity;
 - Proposed project would cause unrest, disturb the good order of the institution, or bring notoriety to an offender or a specific offense;
 - Proposed project would capture images within our medical units and/or offenders receiving medical care;
 - Offender is a confirmed member of a security threat group.
5. An offender may not receive any form of compensation for interviews of any type.
 6. Offenders shall not be allowed to hold news conferences.
 7. Media representatives shall visit only those locations of the facility/center, or regional office previously approved by the PAO and the facility head.
 8. All media representatives must present proper identification and wear proper attire as determined by the facility, center, or regional office. It is suggested that no short pants, short skirts, suggestive or revealing clothing be worn. When necessary, a facility or center may require and/or provide an appropriate change of clothes.
 9. All cameras, video and audio recording equipment will be subject to normal search procedures and shall only be allowed in facilities/centers, or regional offices by permission of the Director of Public Affairs of designee, Regional Director, and Warden/Superintendent. Some items, including but not limited to knives, keys, and certain tools shall not be allowed inside facilities or centers.
 10. Disregard for GDC policy or procedure of facility/center and security safeguards or the conditions of the visit shall result in the immediate termination of the visit and may result in refusal of future access to the facility/center for that particular media representative.
 11. Media access to any facility, center or regional office may be suspended during a facility/center critical incident or emergency and for a reasonable time after the incident.

Exceptions: The Commissioner of the Georgia Department of Corrections or his/her designee and the Director of Public Affairs of GDC reserve the right to make exceptions to specific areas of this policy. Requests for specific exceptions should be directed to the Director of Public Affairs or a designee.

I, the undersigned, agree to abide by these requirements while in any facility or center regulated or run by the Georgia Department of Corrections. I understand that at any time my visit or interview may be terminated if I refuse to abide by these requirements or if my behavior or circumstances beyond my control make my presence in a GDC facility or center disruptive or dangerous to myself, offenders, GDC staff, the facility, center or the community.

Name of Media Representative

Media Outlet

Date of Visit

Facility Visited