



Oregon Department of Corrections Media Access Request Form

This form is for media use to request access to Oregon Department of Corrections' facilities, programs, staff and/or inmates. DOC Rule 291-204 governs access. **Please submit this form at least 24 hours in advance** to the Public Information Officer at the facility you wish to access or to the DOC Communications Manager. Contact information is listed at: www.oregon.gov/DOC/PUBAFF/doc_news_room.shtml#Prison_Public_Info_Officers.

1. Person requesting access: _____ Date: _____

2. Office phone: _____ 3. Cell phone: _____

4. E-mail: _____

5. Employer/Affiliation: _____

6. Access requested on: (Provide as many options as possible, including dates and times.)

Possible dates and times: _____

7. What type of media organization do you represent? _____

- a) A newspaper that qualifies as a general circulation newspaper in the community in which it is published.
- b) A magazine that has a national circulation and is sold by newsstands.
- c) A national or international wire service.
- d) A radio or television program whose primary purpose is to report new, of a station holding an FCC license.
- e) An Internet Web site affiliated with the organizations described in the above sections a – d.
- f) Unaffiliated. Project has been contracted for purchase by (specify): _____
- g) Other (specify): _____

8. For the purpose of this request, you are:

- Reporter Freelance writer Producer Book author Photographer Independent filmmaker
- Other (specify): _____

9. Are you (leave blank if you have no DOC affiliation):

- DOC staff member DOC contractor DOC volunteer Affiliated with a DOC program (Specify: _____)

10. Please describe the purpose of this request for access: _____

11. Please indicate the access you request and the people with whom you want contact. Check all that apply. For each category checked, please indicate if you request authorization to take photographs or conduct interviews.

DOC Facility: _____ Area(s) within the facility: _____

	<i>Photograph</i>		<i>Interview</i>	
<input type="checkbox"/> General tour with no specific story in mind	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> DOC Program: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DOC Staff/Volunteers/Contractors

	<i>Photograph</i>		<i>Interview</i>	
<input type="checkbox"/> Random	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Selected by DOC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Program Facilitator(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Specific – Who? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DOC Inmates

	<i>Photograph</i>		<i>Interview</i>	
<input type="checkbox"/> Random	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Selected by DOC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Program Participant(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Specific – (Also, please complete the section below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Who? _____ SID#: _____

Interviews with designated inmates: When authorized by the Department, an interview with a designated inmate is permitted neither as a matter of right nor as a privilege of the inmate or the media; rather, an interview may be approved by the Department when, in its sole judgment, the interview furthers the Department's mission and goals, is consistent with the safe, secure and orderly management and operation of the facility, and is not inconsistent with the inmate's correctional planning and rehabilitation.