


Chapter:	Public Relations	Classification:	Public Document
Subject:	Photographs and Filming		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

1.1 It is the policy of Correctional Services that photographing and filming of Correctional Services' offices, correctional facilities, staff or individuals in custody may be permitted on a case-by-case basis with due consideration for the restrictions in law, the privacy of those in custody and the security of the workplace.

2. Authorization for Photographs or Filming

2.1 The photographing, filming or video taping of any Correctional Services' office, correctional facility, staff person or individual(s) in custody by the media or any other source requires the authorization of the superintendent or senior probation officer. The superintendent or senior probation officer will consult with the appropriate director prior to making any decision.

2.2 No photographs or film will be taken that detail alarm systems, security devices, or in any way compromise the security of the workplace unless by a person authorized to do so by the superintendent or senior probation officer for training, investigation or inspection purposes.

3. Photographs

3.1 With the exception of photographs or film of adult and young persons permitted by law, adults in custody will be

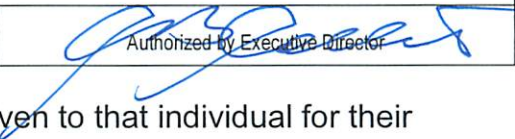
- 3.1.1 informed when they are being photographed or filmed
- 3.1.2 given an opportunity to decline being photographed or filmed
- 3.1.3 remove themselves from the area where practical

3.2 Where a young person agrees to be photographed or filmed, the young person's identity will be obscured.

3.3 Care will be taken during the photographing and filming to ensure that the picture's background or content does not provide identifying information.

3.4 Group pictures taken of those in custody by staff, e.g., cultural day events, recreational outings, will remain at the Correctional Services' office or

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correctional facility. Pictures may be given to that individual for their personal use.

4. Photographs Regarding Escape

4.1 The release of photographs to a person engaged in the administration of justice to facilitate the apprehension of an escaped individual is permitted by law.

5. Standard Operating Procedures

5.1 Superintendents will establish such local standard operating procedures (SOP) as may be required to ensure processes are put in place to ensure compliance with this Policy and Procedure.