

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER ONE: ADMINISTRATION AND MANAGEMENT
POLICY 1.13: PUBLIC INFORMATION AND MEDIA ACCESS

PAGE 1 OF 4

I. POLICY:

- A. The Oklahoma County Juvenile Bureau (OCJB) recognizes the importance of keeping the public and the media informed of events, programs, trends, etc. that are of interest and concern to the community and encourages this interaction **(3-JDF-1A-30)**.
- B. The OCJB will communicate with the public and media while preserving the juveniles' rights to privacy, upholding order and security, and maintaining the confidentiality of juvenile records, as authorized by 10A O.S. § 2-6-101. This policy is reviewed annually and updated if needed **(3-JDF-1A-30) (3-JDF-1A-31) (2-7020)**.

II. DEFINITIONS:

- A. **Director of the Oklahoma County Juvenile Bureau (OCJB):** The Director of the OCJB is the Chief Administrative Officer **(2-7003)**. The Director's authority, responsibilities, and functions are authorized by 10A O.S. § 2-4-102, 10A O.S. § 2-4-103, and 10A O.S. § 2-4-104. The Director is appointed and supervised by the Presiding Judge of the Juvenile Division, and subject to the general administrative authority of the Board of County Commissioners. The Director is delegated the authority by the Presiding Judge of the Juvenile Division to appoint and supervises the Detention Facility Administrator. The Director coordinates all fiduciary matters with the Board of County Commissioners **(2-7023) (2-7024) (2-7025)**.
- B. **Detention Facility Administrator:** The sole employee responsible for organizing and managing the Oklahoma County Juvenile Detention Center. The Facility Administrator reports directly to the OCJB Director.
- C. **Executive Staff:** Refers to the Director, Chief of Court Services, Internal Affairs Supervisor, Detention Facility Administrator, Human Resources Manager, Business Manager, and Executive Assistant.
- D. **Human Resources Manager:** Assists in planning, organizing, and directing agency personnel matters, and performs advanced managerial and supervisory skills. Acts as an internal consultant for all supervisory and administrative staff on all personnel matters.

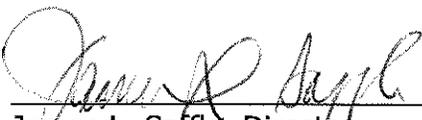
- E. **News Media Representative:** Any person whose employment is to gather or report news for a newspaper, magazine, news service, radio/television news program, or other media platform.
- F. **Presiding Judge:** The supervising or Chief Administrative and/or District Judge of the Juvenile Division of the District Court, who directs and supervises the appointed Judges of the Juvenile Division and the operations of the OCJB.
- G. **Senior Staff (Court Services):** Refers to the Chief of Court Services, Intake and Diversion Services Manager, Intake Officer Supervisor(s), Training Manager, Probation Officer Supervisor(s), Accreditation/Policy/Records Manager, Program/Volunteer Coordinator, and Data Analyst II.
- H. **Senior Staff (Detention Facility):** Refers to the Facility Administrator, Assistant Facility Administrator(s), and Executive Administrative Assistant.

III. PROCEDURE:

- A. The Presiding Judge and the Director of Oklahoma County Juvenile Bureau (OCJB) are responsible for issuing press releases to the media, approving press releases before they are issued, and communicating with the public and the media regarding special events and emergency situations **(3-JDF-1A-31-1) (2-7020-1)**.
- B. The Presiding Judge and the Director of Oklahoma County Juvenile Bureau (OCJB) are responsible for speaking with the media and the public on behalf of the agency **(3-JDF-1A-31-1) (2-7020-1)**.
- C. The Human Resources Manager shall act as the contact person for routine requests for non-emergency information **(2-7020-1)**.
- D. The Human Resources Manager shall maintain current information on the OCJB's website, www.oklahomacounty.org/jjc/, and on social media platforms that are assessable to the public and the media **(3-JDF-1A-30) (3-JDF-1A-31-1) (2-7020) (2-7020-1)**.
- E. OCJB information is provided through the issuance of monthly and annual reports and the OCJB monthly newsletter.
- F. The Director may approve any employee to participate in community events and job fairs.
- G. Persons and agencies having legitimate interests, including college and university classes, legislators, County Elected Officials or their designees, may be allowed to tour the OCJB, including the Detention Center **(2-7019)**. The Presiding Judge, a member of Executive Staff, or a member of Senior Staff must approve and schedule the tour.
- H. Media Access to the Juvenile Bureau Complex **(3-JDF-1A-31) (3-JDF-1A-31-1) (2-7020-1)**:

1. All public areas of the complex are accessible to the media with the exception of court hearings, which may be closed to the media and the public for purposes of confidentiality.
 - a. Representatives of the media may have access to the Juvenile Courts consistent with the preservation of the juvenile's right to privacy, if approval is granted by the judge presiding over a hearing or trial.
2. Access to the Oklahoma County Juvenile Detention Center (OCJDC) must be pre-arranged for security purposes and to ensure that confidentiality is maintained. A news media representative who wishes to visit the detention facility or conduct an interview with a resident must submit a written request using the "Media Request for Interview Form," Attachment A, to the Detention Facility Administrator who shall **(3-JDF-3D-05)**:
 - a. Ensure that there are no security concerns;
 - b. Seek written consent from the:
 - i. Juvenile;
 - ii. Juvenile's parent/legal guardian/custodian;
 - iii. Juvenile's attorney;
 - iv. All workers assigned to the juvenile;
 - (a) Residents may have workers assigned from the Office of Juvenile Affairs (OJA), the Department of Human Services (DHS), and/or an Intake/Probation Officer from the OCJB.
 - v. The Presiding Judge; and
 - vi. The Director of the OCJB.
 - (a) A request for an interview is denied if written consent is not obtained from any above listed parties **(3-JDF-3D-05)**.
 - c. Provide the news media representative justification if the request is denied **(3-JDF-1A-31-1) (2-7020-1)**.
- I. Media representatives visiting the OCJB complex public access areas must be escorted by an Oklahoma County Sheriff's Deputy (OCSO).
- J. A juvenile shall not be made to give interviews or to be photographed for news coverage connected with his/her delinquency charge against his/her will.
- K. A juvenile may not receive compensation or anything of value for an interview.
- L. No information regarding a juvenile or his/her charges shall be given to the media without proper consent.
- M. A juvenile shall not to be personally identified in by identifiable description, photographing, filming, or recording of anything that could reveal his/her identity unless permitted in writing by the:
 1. Juvenile;

2. Juvenile's parent/legal guardian/custodian;
 3. Juvenile's attorney;
 4. All workers assigned to the juvenile;
 5. The Presiding Judge; and
 6. The Director of the OCJB.
- N. A juvenile may initiate a request for a personal interview by informing the staff of the OCJB or OCJDC in writing.
1. The OCJB or OCJDC staff in receipt of the request shall notify the juvenile's parent/legal guardian/custodian and the juvenile's attorney of such a request and inform them that the news media must obtain written consent from them and the approval of the Presiding Judge prior to conducting interview.
 2. The assigned worker shall provide all parties with the "Media Request for Interview Form," Attachment A, and obtain all necessary signatures, when possible.
 3. It shall be the responsibility of the juvenile, his/her parent/legal guardian/custodian, and/or his/her attorney to contact a news media representative and arrange for an interview.
 4. The assigned worker shall document the reasons for the denial of an interview, if applicable. The interview may be denied for any of the following reasons:
 - a. Refusal or failure of any necessary party to adhere to any of the forgoing conditions;
 - b. It is determined that notice of the juvenile's whereabouts would endanger his/her safety or interfere with his/her right to privacy;
 - c. The juvenile is physically, emotionally, or mentally unable to participate. His/her condition shall be substantiated in writing by the medical and/or psychological staff and a copy of the findings shall be placed in his/her record;
 - d. The juvenile is involved in a pending court action and the court having jurisdiction has issued an order forbidding such interviews; and/or
 - e. The interview, in the opinion of the Presiding Judge, would endanger the health or safety of the interviewer or would adversely affect the safety and security of the OCJB.

Approved:  10/19/15
James L. Saffle, Director Date

Attachment A, "Media Request for Interview Form"

Oklahoma County Juvenile Bureau
Media Request for Interview Form

Date of Application: _____

As representatives of the media platform _____, we hereby make application for an interview on the ____ day of _____, _____ with _____, who is a resident of the Oklahoma County Juvenile Detention Center.

By affixing their signatures below, all media representatives acknowledge that they must abide by all applicable confidentiality laws.

By affixing their signatures below, the juvenile, his/her parent/legal guardian/custodian, his/her assigned worker, his/her attorney, and the Presiding Judge of the Juvenile Division of the District Court and the Director of the Oklahoma County Juvenile Bureau (OCJB) consent to participate in or allow participation of the juvenile in an interview with the above listed media platform. By affixing their initials below next to either "yes" or "no," the juvenile, his/her parent/legal guardian/custodian, his/her assigned worker, his/her attorney, and the Presiding Judge of the Juvenile Division of the District Court and the Director of the Oklahoma County Juvenile Bureau (OCJB) consent to or refuse the filming and recording of the interview with the understanding that the juvenile may be identified and/or implicated as a result of consent.

Signature of media representative

Juvenile Signature
Consent to be identified: Yes: ___ No: ___

Signature of media representative

Parent/Legal Guardian/Custodian Signature
Consent to identification: Yes: ___ No: ___

Signature of media representative

Assigned Worker Signature
Consent to identification: Yes: ___ No: ___

Signature of media representative

Juvenile Attorney Signature
Consent to identification: Yes: ___ No: ___

Signature of media representative

Director of the OCJB Signature
Consent to identification: Yes: ___ No: ___

Signature of media representative

Presiding Judge Signature
Consent to identification: Yes: ___ No: ___