





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 1 - Administration, Organization, and Management

Policy Number:	1.04
Policy Name:	Relationships with Public, Media, and Other Agencies
Authority:	
Replaces:	1.11 Relationships with Public, Media, and Other Agencies (05/01/2000)
Effective Date:	January 1, 2019
Revision Number, Date:	December 16, 2018
Related Policies and Procedures:	5.04 Access to the Media
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The Juvenile Probation Department encourages interaction with the public and the media. Representatives of the media are granted access to the facility consistent with preserving youth rights to privacy and maintaining order and security. The Department is committed to informing the public and the media of events within the facility's areas of responsibility. The procedures address emergency and non-emergency responses to the media and, at a minimum, include the following:

- A. The identification of areas within the facility that are accessible to media representatives.
- B. The contact person for routine requests for information.
- C. Identification of data and information protected by federal or state privacy laws or federal and state freedom of information laws.
- D. Special events coverage.
- E. News release policy.
- F. The designation of individuals or positions within the facility authorized to speak with the media on behalf of the facility.

II. PROCEDURES

A. Coordination of Communication

The Chief Probation Officer, or designee, is the Juvenile Probation Department's public information officer.

- i. All requests for information, interviews, and access to the facility shall be routed to the Office of the Chief Probation Officer.

B. Communication Standards

- i. Youth may not be interviewed or photographed for news coverage connected with their delinquency charges.
- ii. Youth may be interviewed for news coverage of the facility programs, with the signed consent of the youth, their parent/legal guardian, and their attorney upon approval of the Chief Probation Officer.
- iii. No information on youth or their charges shall be given to the media.

C. Tours

In accordance with the established policy, the following specific procedures are required for tours:

- i. Approval shall be given by the Chief Probation Officer, or designee.
- ii. A designated staff person will conduct approved tours.
- iii. Request for tours must be in writing, including a specific date and time, listing the first and last names of all participants, and stating the reason for the request.
- iv. Tours will be limited to a schedule and scope that provides the least interference to the operations of the facility.
- v. Tours will exclude juveniles, as determined by state law.