

FLORIDA DEPARTMENT OF CORRECTIONS
Videography and Photography Requests from Non-Media Volunteer Visitors
(“Volunteer and Special Event” Procedure, 503.004)

Name of Volunteer Organization: _____

Organization Address: _____

Organization Phone Number: _____

Name of Event Leader: _____

Event Leader Phone Number: _____

Event Leader Email Address: _____

Date: _____

Requesting photography, videography, or both? _____

Facility(ies) requesting to take photos and/or videos at including date and time for each: _____

Please answer the following questions, regarding your request for videography and photography for the requested Special Event:

1. Specifically explain and justify the intention of the videography/photography and the intended uses of and audience for the resulting recorded material: _____

2. Describe the medium in which the material will be shown (such as on an organization’s social media platforms, at fundraising events or within the organization): _____

3. Provide an anticipated date, time and duration of the videography/photography, which shall not take place outside of the normal program time(s) and in any case shall not exceed four hours: _____

4. Provide an itemized equipment list detailing each piece of equipment being brought in to the institution and the purpose of said equipment. This list may not include specialty equipment such as drones, or equipment capable of sending or receiving messages such as smart watches or cell phones: _____

5. Indicate whether FDC staff members will be shown in the recorded material including photos, video and/or interviews with staff or administration (this is subject to further consideration and review and may cause the final approval to be delayed): _____

6. Express consent for all videos and photos to be reviewed and approved by FDC prior to departure or dissemination of the material, if requested by FDC Regional Director, Warden or Volunteer Coordinator:

I, volunteer _____ (print name) _____, express consent for all videos and photos to be reviewed and approved by FDC prior to departure of the material, if requested by FDC Regional Director, Warden or Volunteer Coordinator.

_____ (sign name) _____ (Date) _____

All requests should be provided in writing and then emailed to the FDC Statewide Volunteer Coordinator when turning in the Special Event Application. The organization must have a track record of adherence to FDC procedures and policies and must be considered in good standing with the Statewide Volunteer Coordinator, in the Office of Programs and Re-Entry.

Once the request has been received and reviewed for compliance with the standards above by the initial FDC point of contact, the request must then be approved by the Warden, then Regional Director. The Statewide Volunteer Coordinator will be notified of the request being approved or denied. All requests for videography or photography within FDC Correctional Institutions shall be sent to the Office of Communications (Public Affairs) for final approval.

Upon approval, the Warden shall be present and supervise the entire duration of the visit. If the Warden will not be available, the Warden may appoint a Duty Warden as the designee. The approved request and name of this assigned designee must then be sent to the Regional Director for final approval.

If final approval is granted, the Warden or Duty Warden designee will personally accompany the person conducting the videography or photography to ensure the following conditions are adhered to:

1. Every outside visitor, film producer, or volunteer who enters the facility must undergo the standard background check required for media/family member visitors prior to entering the facility. This must be done in advance of the visit.
2. Videography or photography shall not take place anywhere outside of the locations specified in the initial request approved by the Warden and Regional Director.
3. All efforts should be made to conduct filming in program areas such as the chapel, education building or visitor park.
4. Staff who agree to be photographed or video recorded shall have signed (in advance and not during the visit) Form DC1-402A, Visitor/Employee Communications Release. Each employee's participation must be pre-approved by the Warden. Additionally, participating employees must be discipline free for two years and not under any pending OIG investigation.
5. Inmates who agree to be filmed shall have signed (in advance and not during the visit) Form DC1-402, Inmate Communications Release indicating specific consent to be photographed or video recorded.
6. Inmates who do not want to be photographed or video recorded must be afforded an opportunity to attend the program and such inmates may not be photographed or video recorded during the visit. Inmates who decline to provide written consent shall be grouped together during the program visit, and volunteers shall be advised not to photograph or video record this group during the visit. The Duty Warden shall immediately stop any interview or program visit if it is discovered that a volunteer is disregarding the wishes of an inmate who has not consented to being on camera.

Form completed by: _____ Date: _____

FDC USE ONLY

ADDITIONAL NOTES: _____

Regional Director: _____

Facility: _____

Date: _____

Approved: _____ **Denied:** _____

WARDEN: _____

Facility: _____

Date: _____

Approved: _____ **Denied:** _____

WARDEN: _____

Facility: _____

Date: _____

Approved: _____ **Denied:** _____

WARDEN: _____

Facility: _____

Date: _____

Approved: _____ **Denied:** _____

WARDEN: _____

Facility: _____

Date: _____

Approved: _____ **Denied:** _____

Communications Office: _____

Facility: _____

Date: _____

Approved: _____ **Denied:** _____