

University of Chicago Police Department

GENERAL ORDER

		Effective Date: September 24, 2018	Number: GO 406
Subject: News Media Access			
References: CALEA: 54.1.3, IACLEA: 12.3.4			
Reevaluation Date: Annually			No. Pages: 2
Amends: 11 MAY 2018 Version 25 SEPT 2013 Version (O.D.P.)		Rescinds:	
Approved By: Kenton W. Rainey, Chief of Police		Signature: Original signed document on file in Accreditation Office.	

406.1 PURPOSE

The purpose of this order is to establish policies and procedures for news media access and information release.

406.2 ON-SCENE ACCESS BY MEDIA PERSONNEL

Requests for information at the scene of a newsworthy incident including, but not limited to, major fires, natural disasters, catastrophic events, or major crime scenes, shall be referred to the Public Information Office or University Communications Office. If the incident is a unified command response, the PIO from another agency may handle those inquiries.

- A. Media representatives and media inquiries shall be referred to the Public Information Officer or the Chief of Police. Other UCPD personnel shall not provide information to the media, unless directed to do so by the Chief of Police.
- B. Perimeters may be established to prevent persons from entering the area of a serious incident or crime. Media members may be allowed access inside outer perimeters depending upon the situation; however, the private property rights of persons must be safeguarded. Normally, a specific area for media access and meeting will be established in order to provide a cooperative and accurate flow of information concerning the incident. Where possible, media personnel should be restricted to public property.
- C. Safety for members of the news media is a concern and allowing unfettered access could result in serious injury, or compromise of law enforcement operations.

406.3 MEDIA REPRESENTATIVES

- A. The University of Chicago Police Department recognizes official press identification naming the individual as a representative of a news or media service. Proper

identification is required at the scenes of incidents where the media are present to gather information.

- B. The Department shall deny access to the scene of an incident or information to any media representative who:
 - 1. Interferes in an investigation while at the scene of an ongoing incident.
 - 2. Interferes with the effective operation of the Department or any of its members.
 - 3. Obtains or publishes restricted information.
- C. In cases where a media representative is requesting information by phone from an employee of this Department, they will be referred to the PIO or University Communications Office. No information, beyond what is normally given to the public, will be provided to the media by any employee without the permission of the Chief of Police, with the exception of:
 - 1. The Public Information Officer.
 - 2. The Records Manager providing information regarding how the media may request copies or inspection of crash reports.

406.4 MEDIA REQUESTS MADE TO AGENCY PERSONNEL

Media requests made to agency personnel will be referred to the University Communications Office (773-702-0689). This will include requests for information:

- A. At the scene of an incident;
- B. From Department files;
- C. Concerning ongoing investigations;
- D. Concerning victims, witnesses, or suspects, and
- E. For other information that is not readily available to the media.

Any other release of information to the media may be made by the Chief, or their express designee, only.