

INTERNAL DOCUMENT

GUIDANCE DOCUMENT

RESIDENT PUBLICATIONS

The purpose of this document is to provide guidance concerning the review and approval process for resident publications, including newspapers, newsletters, magazines, or similar periodicals.

NEW PUBLICATIONS

1. Inmates shall request the approval of the facility Superintendent before beginning work on any resident publication, using the [Request to Produce Resident Publication Form](#). The request to produce such a publication shall include:
 - a. The name of the proposed publication;
 - b. A description of the publication's purpose;
 - c. An explanation of what types of information the proposed publication will provide to inmates that is not already available through existing resident or Vermont Department of Corrections (DOC) publications;
 - d. The names of the inmates proposed as the publishers or editors of the publication; and
 - e. A method by which replacement publishers or officers shall be chosen.
2. The facility Superintendent shall review all requests to publish a resident publication and either approve or deny the request.
 - a. The Superintendent shall not approve any request if the publication, in his or her opinion:
 - i. Poses a threat to the safety, security, operations, or pro-social living environment of the facility; or
 - ii. Would be disapproved under the administrative directive on inmate mail, incoming publications, and audio/visual regulations if it were produced by any other source.
 - b. In cases when the Superintendent denies the request, he or she shall provide a reason for the denial. In cases when the request was denied for a reason other than concerns that it may pose a threat to the safety, security, or operations of the facility, the inmate who initiated the request may amend it to meet the concerns of the Superintendent and reapply for permission to produce the publication.
 - c. In cases when the Superintendent approves the request, inmates may produce the publication, in accordance with the directions provided below.

APPROVED PUBLICATIONS

All approved resident publications shall adhere to the following:

1. All resident publications shall display the following disclaimer prominently on the first page, with the name of the appropriate correctional facility inserted in place of the phrase "{Insert name of facility here}":

ANY ARTICLE, EDITORIAL, OR OTHER WRITING APPEARING IN THIS PUBLICATION SHOULD NOT BE CONSIDERED THE POLICY OR OPINION OF THE COMMISSIONER OF CORRECTIONS, THE

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VERMONT DEPARTMENT OF CORRECTIONS, *{INSERT NAME OF FACILITY HERE}*, OR ANY OTHER DOC OR STATE OFFICIAL OR EMPLOYEE.

2. The facility Superintendent shall establish an advisory committee for each approved resident publication, consisting of at least two staff members.
 - a. The advisory committee for a resident publication shall inform the inmates producing the publication of their responsibilities and requirements outlined in this guidance document.
 - b. The advisory committee for a resident publication shall review each issue of the publication, within fifteen days of submission, to ensure that it meets the requirements of this guidance document and that it:
 - i. Does not pose a threat to the safety, security, operations, or pro-social living environment of the facility; or
 - ii. Would be approved under the administrative directive on inmate mail, incoming publications, and audio/visual regulations if it were produced by any other source.
 - c. In cases when the advisory committee finds that all or part of the issue fails to satisfactorily meet the requirements of its review, the advisory committee shall order that the publication be temporarily halted, and provide a written explanation to the publishers or editors including the reasons for the committee's decision.
 - i. The publishers or editors of the publication may appeal the decision of the advisory committee, in writing, to the Superintendent. The Superintendent shall review the appeal and affirm or reverse the decision of the advisory committee, in whole or in part, within fifteen days of receiving the appeal.
 - ii. In cases when the publishers or editors of the publication do not appeal the decision of the advisory committee within fifteen days, the decision of the advisory committee to disallow publication and dissemination of the issue, in full or in part, is final.
3. The advisory committee for a resident publication or Superintendent shall not halt publication or disallow the publication and dissemination of any material that:
 - a. Does not pose a threat to the safety, security, operations, or pro-social living environment of the facility; or
 - b. Would be approved under the administrative directive on inmate mail, incoming publications, and audio/visual regulations if it were produced by any other source.
4. In cases when inmates cease the production of new issues of a resident periodical, production shall not be resumed unless the publishers or editors of the publication reapply to the facility Superintendent, using the [Request to Produce Resident Publication Form](#), and receive approval to resume production.

RECORD MAINTENANCE

The Superintendent or designee shall maintain a record of all written correspondence and documentation related to:

1. Requests to publish a resident publication; and
2. Reviews of issues of approved publications.