

Inmate Interview Procedures for the media:

To request an interview with an inmate, the media will need to:

- Make the request in writing directly to the inmate via U.S. mail.
- The inmate must mail his/her consent in writing back to the media.
- Upon the inmate's agreement, the media must send the request for interview with the inmate's written consent via e-mail to the Public Information Officer (OCCDPIO@ocfl.net).
- Upon receipt of the e-mail, the PIO will contact the shift supervisor of the inmate's housing unit.
- If approved, the PIO will contact the media to schedule the interview advising that interviews may only be conducted Monday-Friday between the hours of 9 a.m. and 4 p.m..
- The inmate interview will be conducted at the Video Visitation Center.
- **No recording devices are allowed (only note pad, pen or pencil).**

RULES:

- Interview topic areas must be external to the jail system.
- Inmate must not be on suicide watch, psychological observation, protective custody or in the hospital.
- Interviews are limited to 45 minutes.
- Safety and security for the reporter, staff, and inmate have priority over all other concerns.
- An interview may be canceled or denied for any reason.

NOTE: No right exists for inmates to be interviewed by the news media while in custody.

Helpful Media Links

JAIL & INMATE SERVICES	EMPLOYMENT OPPORTUNITIES
Bonding Out Of Jail (Arrange and pay jail bond...)	PREA (Prison Rape Elimination Act)
Community Corrections Programs (Pretrial release, Probation, etc...)	Public Information (Tours, Media, and Guest speakers...)
Corrections Contacts (Contact info for Jail Services...)	Sending Mail To Inmates (Rules and regulations...)
Corrections Dept Map (Located at John Young Pkwy and I-4...)	Video Visitation (How to visit an inmate...)
Current Inmate Database (Find out who's in jail...)	VINE (Victim information and notification...)
Facilities (Buildings in the jail...)	

Find Inmate Information and Booking Photos at:

www.BestJail.com
(Click on "Current Inmate Database")



CORRECTIONS DEPARTMENT MEDIA RELATIONS GUIDE



Office (407) 836-0326
P.O. Box 4970, Orlando, FL 32802-4970

Email: OCCDPIO@ocfl.net
Email After Hours & Weekends:
InmateRecordsRequest@ocfl.net
www.BestJail.com

SHORTCUTS TO INFORMATION



Booking and Release Center

Statement of Media Policy in General:

The primary duty of Orange County Corrections is the secure care and custody of inmates. We will:

- Provide information available under the Florida Public Records Law.
- Provide orderly and fair access.



Video Visitation Center

General Information: Visit our website at www.BestJail.com.

Media Relations (normal business hours): Email OCCDPIO@ocfl.net

After Hours: Email InmateRecordsRequest@ocfl.net (include your fax number)

General Public Records Requests: Email OCCDRecords@ocfl.net.

Group Tour Requests: Email OCCDTours@ocfl.net

Booking Photos: Inmate booking photos of currently incarcerated inmates are available on our website (www.BestJail.com) via the inmate search engine. Booking photos of inmates who are no longer in custody, but booked on November 7, 2005 or later, may be obtained during regular business hours from the Jail's Media Relations Office by making a request via email at OCCDPIO@ocfl.net.

After Hours: please contact InmateRecordsRequest@ocfl.net.

For booking photos taken prior to November 7, 2005, please contact the Orange County Sheriff's Office at (407) 254-7350.

VINE: Victim Information and Notification Everyday

News media representatives can now find out the custody status of an inmate and register to be notified by phone if any change of custody occurs. To register for notification, all you need to know is the inmate's name, jail number or case number (available on the Internet on our website). Once you have this information, simply register via the Internet at www.vinelink.com or call (877) 846-3435 and follow the recorded instructions.

Arrest Documents: The Orange County Jail has no case information. We do have arrest affidavits and warrants. We also have Incarceration Orders which detail the Initial Appearance Judge's actions for each inmate. The best place to get information about most arrests will be from the arresting agency's Public Information Officer. To get arrest documents directly from the jail, make a request via email at OCCDPIO@ocfl.net.

After Hours: contact InmateRecordsRequest@ocfl.net (Be sure to include a fax number). **Note: Documents requiring complex redactions may not be available after hours.**

Initial Appearance Info:

The lists are available from the jail's website. There are two initial appearance sessions on weekdays at 9 a.m. and 1 p.m. If there are a low number of bookings, the sessions may be merged into one morning session. On weekends and court holidays, there is only one session at 11 a.m. **(Note: Session start times may change based on the needs of the court.)** These sessions are streamed on the Internet by the court system at www.ninthcircuit.org.