



**North Carolina Department of Correction**  
**Division of Prisons**  
**Policy Summary Sheet**

**Public Relations**

Chapter : D

Section : .0500

**Current Review Date:** September 10, 2007  
**Reviewed By:** DOC Public Affairs Office  
**Next Review Due:** **September 10, 2008**

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**Current Revision Date:** September 10, 2007  
**Supersedes Revision Dated:** October 3, 2005

**Current Revision Summary (if applicable):**

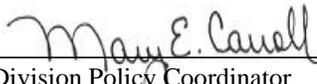
The following change(s) are effective:

.0503 (a) General Responsibilities - The Public Affairs Office (PAO) in Raleigh, a section of the office of the Secretary of Correction, will be the primary point of contact for news media on issues of departmental or division policy and budgetary matters. The Public Affairs Office will also serve as the point of contact for national and international media. The public affairs staff is available to advise and consult with facility staff and managers on media or public relations issues and will conduct periodic training in media relations for facility managers and selected staff. Responses to media and public inquiries will be made in a timely manner. Statements or news releases are issued as soon as all information is cleared for accuracy. Responses to inquiries from the public are made via phone, email or mail as soon as issues are researched and information is confirmed. The Public Affairs Office may be contacted as follows:

Telephone: Main Line (919) 716-3700  
Keith Acree, Director (919) 716-3727  
Mike Stater, PAO (919) 716-3733  
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FAX: (919) 716-3795  
Email: [info@doc.state.nc.us](mailto:info@doc.state.nc.us)

**.0508 ANNUAL REVIEW AND UPDATE**

This policy will be reviewed annually by the Department of Correction Public Affairs Director or designee and updated as necessary.

 9/10/07  
Division Policy Coordinator Date