

IDAHO STATE POLICE PROCEDURE

02.05.01 MEDIA INTERVIEWS

I. Purpose

This procedure establishes guidelines for Idaho State Police (ISP) employees when participating in interviews, providing statements, and engaging in direct communication with the media. The goal is to ensure accurate, timely, and consistent public information while protecting investigative integrity, operational security, and individual privacy.

All public communications shall comply with [EHF 02.05 - Public Affairs and Communications](#), including the provisions governing information authorized and prohibited from release.

II. Spokesperson Authority

- A. The ISP Director is the official spokesperson for the ISP.
- B. The Communications Director is authorized to speak on behalf of the Director and coordinate agency-wide media messaging.
- C. District Captains serve as the primary PIO in their respective districts unless another individual is designated.
- D. The Public Affairs Office (PAO) manages statewide media relations and coordinates interviews, media responses involving multiple districts, major incidents, or significant issues of public interest.

III. Employee Interaction with Media

- A. Troopers may provide media interviews or statements at incident scenes only when:
 - 1. The incident falls within their area of responsibility;
 - 2. A situation is active or time-sensitive and public information is necessary;
 - 3. Their chain of command has issued approval; and
 - 4. The PAO is notified as soon as practicable.
- B. When providing media interviews, troopers shall:
 - 1. Ensure sufficient resources remain available to manage the incident;
 - 2. Utilize a safe media staging or filming area when practical; and
 - 3. Ensure the interaction does not interfere with emergency response operations, law enforcement activities, or investigative processes.
- C. Employees who are not authorized to provide media interviews shall refer all media requests to the PAO and notify the PAO as soon as possible. Notification should include:
 - 1. The nature of the request,

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2. The incident involved; and
 3. Any known deadlines or topic concerns.
 - D. Aside from troopers at a scene, prior to participating in an interview, employees shall coordinate with the PAO to ensure consistent messaging and awareness of any related investigations or agency concerns.
 - E. Only property owners or their authorized representatives may grant media access to their private property. However, media presence shall not interfere with emergency response operations, law enforcement activities, or investigative processes.
- IV. Investigative Coordination
- A. Employees shall coordinate with the PAO when responding to media requests involving active, complex, or high-profile investigations to ensure consistency and align public messaging.
- V. Major Incidents
- A. During major incidents or unusual occurrences, media inquiries shall be referred to the PAO for coordination.
 - B. The PAO shall establish a unified communication strategy and may designate a spokesperson for the duration of an incident.
- VI. Media Requests from National or Entertainment Organizations
- A. Requests from national media outlets, documentary producers, entertainment production companies, or non-routine media organizations shall be referred to the PAO for review and coordination.
 - B. Employees shall not independently participate in or coordinate with these organizations without prior approval from the PAO.
- VII. Professional Conduct
- A. ISP employees shall maintain a professional and courteous demeanor during all interactions with the media.
 - B. Employees shall not speculate, offer personal opinions, or comment beyond their knowledge or authorized role regarding the cause of an incident, assignment of fault, or potential criminal or civil liability.