

IDAHO STATE POLICE PROCEDURE

02.05.02 NEWS RELEASES

I. Purpose

This procedure establishes guidance for preparing and distributing Idaho State Police (ISP) news releases to provide accurate and timely public information about incidents, investigations, and agency activities.

All news releases must comply with [ISP Procedure 02.05 – Public Affairs and Communications](#), including the provisions governing information authorized and prohibited from release.

II. Responsibility

- A. The primary assigned or investigating trooper is responsible for the content, accuracy, and timely completion of the news release.
- B. Supervisors shall review, revise, or assist with news releases to ensure clarity and completeness.
- C. The Public Affairs Office (PAO) will assist with wording, messaging, coordination and distribution when:
 - a. The incident involves significant public interest;
 - b. The situation is complex, sensitive, or likely to generate substantial media attention; or
 - c. Assistance is requested.

III. Preparation of News Releases

- A. News releases should provide factual, concise, and objective information regarding an incident or agency activity.
- B. A typical incident release may include:
 - 1. Date, time, and general location of the incident;
 - 2. Age, gender, and hometown of individuals involved;
 - 3. Type or nature of the incident or crime;
 - 4. A general overview of events or circumstances;
 - 5. Arrests and criminal charges;
 - 6. The location where those arrested were booked;
 - 7. General condition of injured people using broad terms such as fatal, critical, serious, minor, or non-life-threatening;
 - 8. General descriptions of vehicles or property involved;
 - 9. Assisting law enforcement or public safety agencies; and
 - 10. If appropriate, requests for public assistance.

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- C. News releases shall not include information prohibited from release under [ISP Procedure 02.05 – Public Affairs and Communications](#).

IV. Suspect Identification

- A. The identity of a suspect shall not be released prior to initial court arraignment, when the information becomes publicly available through the court system, unless release is necessary to protect public safety or to assist in locating or apprehending a suspect after reasonable investigative efforts have been exhausted.
- B. Releases shall be coordinated with investigative employees and the PAO.

V. Incidents Involving ISP Employees

- A. News releases involving incidents where an ISP employee is the subject of public reporting shall be prepared by the District Captain, or designee, in coordination with the PAO.
- B. Information released will be limited to that which is authorized under [ISP Procedure 02.05 – Public Affairs and Communications](#).
- C. Internal notifications will be made according to established ISP procedures.
- D. No additional information will be released unless authorized by Executive Staff or the PAO.

VI. Format and Distribution

- A. News releases shall be prepared and distributed using the ISP website publishing system, which standardizes formatting and facilitates distribution through approved ISP communication channels.
- B. Approved communications channels include:
 - a. Agency website publication;
 - b. Official Social Media Accounts; and
 - c. Other approved communication platforms.
- C. The Regional Communication Center (RCC) may assist with preparation in accordance with their applicable operating procedures.