I. PURPOSE:
To provide a system that permits employees to speak about official departmental business at organized public speaking events.

II. APPLICABILITY:
To all employees

III. POLICY:
It is the policy of the Department of Corrections to take every opportunity to better inform the public concerning the Department by speaking at public, civic, school or other groups as requested. It is also the policy of the Department to present a coordinated message when speaking in public.

IV. PROCEDURE:
A. Requests for Speakers
1. The Public Information Officer will review all requests for public speakers.
2. An employee that is invited to speak before the public or an organized forum about the Department of Corrections must inform the Commissioner’s Office prior to speaking at the event. The employee shall provide the name and location of the group, the nature of the speaking engagement and the general/specific subject matter so that the Department’s message is coordinated appropriately.

B. Approval of Speakers
1. The Department will maintain and update a list of employees that will be available to speak to organizations and groups upon request.
2. Individuals that are not on the list can be approved to speak before a legitimate organization by the Commissioner or Public Information Officer.
C. Presentations
   1. The speaker shall provide the Public Information Officer a summary of the
      information that will provided to the audience prior to attending speaking
      engagement.
   2. The employee shall refrain from sharing personal opinions about Departmental
      policy, procedures, and practices during the speaking engagement.
   3. The employee shall not discuss confidential information during the speaking
      engagement.

D. Record Keeping
   1. The Commissioner’s Office shall maintain and update a record of speaking
      engagements using the Public Speaking Engagement Log (attachment 1). The
      information shall include the dates of the request and the speaking engagement; the
      group/organization’s name; location; contact person; topic; the employee who will
      be speaking and the Commissioner’s Office notice of approval.
   2. Procedures for media interviews are covered in PPD 1.13 (Public Information
      Policy).

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

PPD 1.13

LYONS/clr

Attachment
# PUBLIC SPEAKING ENGAGEMENT LOG

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Engagement Date</th>
<th>Group/Organization</th>
<th>Location</th>
<th>Group Contact Person</th>
<th>Topic</th>
<th>Speaker</th>
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