



- 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

