District of Columbia

DEPARTMENT OF CORRECTIONS

Washington, D.C. 20001

Office of the Director

DEPARTMENT ORDER

OPI: PIO
Number: D.O. 1310.2B
Effective Date: March 11, 1991
Chapter: General Administration

Subject: Speaking Engagements

I. Purpose: To establish procedures governing public speaking engagements.

II. Policy: It is the policy of the Department of Corrections to foster community relations and keep the public informed regarding its mission, goals, and programs. This shall be accomplished by making agency spokespersons available to the public upon request, and through various other forms of public communications.

III. Applicability: This order applies to persons acting or serving as agency spokespersons.

IV. Authority: The Communications Officer, Department of Corrections, is delegated the authority to maintain records and coordinate all requests for D.C. Department of Corrections spokespersons.

V. Directives Affected: This order rescinds Department Order 1310.2A, "Guest Speaker Engagements" dated January 26, 1979.

VI. Definitions: For the purposes of this order, the following definition applies:

Designated Agency Spokesperson - A person with the appropriate authority to speak as an official representative of the Department of Corrections regarding its policies, programs, and operations.

VII. Procedures:

A. The Office of Communications shall be notified of all requests for Department of Corrections spokespersons.

B. Individuals designated to serve as spokespersons for the Department of Corrections must have the appropriate approval of their supervisors.

C. Speakers who have completed public speaking training and are members of the Department's Speakers Bureau, shall be given priority consideration when requests for speakers are honored.

D. The Communications Officer shall coordinate and schedule guest speaker engagements for employees of the Department of Corrections.

E. Inmates shall not act as official spokespersons for the Department of Corrections. During speaking engagements, the opinions or viewpoints expressed by inmates do not necessarily reflect the opinions or official position of the Department of Corrections or the District of Columbia Government.

F. Speaking engagements will be honored in accordance with the security interests of the Department of Corrections.

G. Records:

Within ten days after a speaking engagement, each speaker will complete the attached Speaker's Report Form and send it to the Communications Officer.

VIII. References:

Department Order 1300.1A, "D.C. Freedom of Information Act" dated April 5, 1978.

Department Order 1300.2, "Consent to Release Information" dated August 9, 1976.

American Correctional Association Standard: 3-4021

Walter B. Ridley
Director

Attachment:
Speaker's Report Form

ATTACHMENT

SPEAKER'S REPORT FORM

Speaker(s): _____

Topic: _____

Host Organization: _____

Program Date: _____

Summary of Speech: _____

_____

_____

_____

Approximate Number in Attendance: _____

Special Guests or Officials in Attendance: _____

_____

What suggestions/changes would you make if you could make this presentation again? _____

_____

_____

_____

_____

_____

Additional Comments: _____

_____

Speaker's Signature _____

Date _____

Within ten days following a presentation, return this form to:

Communications Officer
DCDC Office of Communications
1923 Vermont Avenue, N.W. Room N-119
Washington, D.C. 20001
(202) 673-7300 Fax: (202) 673-6677