



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: OPA
Number: 1310.1
Date: December 21, 2008
Supersedes: 4082.2 (6/14/74)
Subject: Guest Speakers

1. **PURPOSE AND SCOPE.** To establish guidelines for regulating the appearance of guest speakers and services rendered by outside agencies or non-government groups to the D.C. Department of Corrections (DOC).
2. **POLICY.** It is DOC policy to supplement training and professional development for employees and personal enrichment for inmates through involvement of external resources to include guest speakers.
3. **GENERAL SELECTION CRITERIA**
 - a. The subject matter shall have a positive impact on the objectives of the DOC.
 - b. The services offered are not presently available through activities or programs provided through the DOC.
 - c. The external source request shall be established and shall have demonstrated previous experience and/or expertise related to the topic being discussed.
 - d. The services offered do not require the excessive use of time by staff, or compromise the security safety and treatment of staff, inmates and property.
4. **PROGRAM OBJECTIVES.** The expected results of this directive are:
 - a. Guest speakers and services by external sources will reflect the mission, philosophy and goals of the DOC.
 - b. The subject matter of a guest speaker contributes in a positive manner to the education of employees and/or the rehabilitation of the inmate population.

5. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action
- b. DOC prohibits discrimination against inmates when making administrative decisions and in providing access to programs.

6. DIRECTIVES AFFECTED

a. Directive Rescinded

DO 4082.2 Guest Speakers and Services of Outside Agencies
(6/14/74)

b. Directive Referenced

- 1) PS 1340.2A Media Relations
- 2) PS 5020.1A Entrance and Exit Procedures

7. AUTHORITY

DC Code §24-211.02 Powers; Promulgation of Rules

8. STANDARDS REFERENCED

None

9. PROCEDURES

- a. DOC employees, supervisors and managers may request guest speakers for special events to include but not be limited to:
 - 1) Graduation and other celebratory ceremonies for staff and inmate activities,
 - 2) Subject matter expertise to supplement annual employee In-service training, and

- 3) Subject matter expertise to supplement inmate program and reentry transition.
- b. Special interest groups or individuals may request approval to speak on specific topics.
 - c. Employees or persons submitting a request to provide an oral presentation shall submit the written request to the Office of Public Affairs at least ten (10) business days in advance of the event. The request shall include a outline and description of topics that will be presented.
 - d. The request shall include any media devices needed for the presentation. For security purposes, DOC shall provide media equipment such as laptops and projectors and thus avoid the speaker's need to introduce such items into the secure facility.
 - e. OPA shall contact the appropriate program/operational manager to confirm that the proposed speaker and subject content meets DOC needs and the selection guidelines set forth in this directive and make recommendation.
 - f. The Director has approving authority.
 - g. The Public Information Officer (PIO) in the Office of Public Affairs (OPA) shall forward written notification to the facility Warden/ Administrator to confirm approval for a guest speakers' appearance and/or services by external sources.
 - h. The PIO, with support from the Warden/Administrator where the event will occur shall coordinate the logistics for all guest speaker appearances.
 - i. Guest speaker(s) and/or services from an external source shall follow procedures for entrance and exit to the CDF in accordance with PS 5020.1 *Entrance and Exit Procedures*. The procedures for entrance into CDF shall include, but not be limited to:
 - 1) Present valid official photo identification (i.e. driver's license, non-driver's identification card, official press identification, etc.);
 - 2) Adhere to proper dress code;
 - 3) Adhere to DOC policy concerning contraband items;
 - 4) Submit to a pat down search upon entry into the CDF; and
 - 5) Sign the "Official Visitors Log" at the checkpoint or designated staff entrance post.

- j. The Warden/Administrator shall designate an employee to escort and monitor the guest speaker(s) while in the facility.


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Director