

A. **PURPOSE.** To outline employee responsibilities when speaking on behalf of the Police Department

B. **SPECIFIC RESPONSIBILITIES**

1. Police Personnel shall:

a. Obtain prior written approval of the Service Area or Unit Commander at least 24 hours in advance if requesting to speak to any group as a representative of the Department, or in a manner which can reasonably be construed to represent the Department.

b. Email a request to the appropriate Unit Commander. The request shall contain the following information:

(1) Name of the speaker

(2) Group to be addressed

(3) Location

(4) Date and time

(5) Topic

2. The Service Area or Unit Commander shall:

a. Review and approve the request if appropriate.

b. Respond by email to the originator with the approval or denial and forward the response to the Office of the Chief of Police.