

SPEAKERS' CADRE

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-2-101, dated 11/10/17
- FORMS:** [Speakers' Cadre Interest Form](#) (F057-10070)
- PURPOSE:** To outline the procedure for processing requests from outside groups for speakers, presenters, or panel participants in matters related to the Orange County Probation Department.

I. GENERAL INFORMATION

- A. The Speakers' Cadre was created to promote the Probation Department's services to the community and to manage all speaking engagements that are requested of the Department by the public, various civic organizations, non-profit organizations, schools, and other similar groups.
- B. Any staff, Volunteer Probation Officers (VPOs) and/or Volunteers in Probation (VIPs) who are interested in participating in the Speakers' Cadre must receive supervisory and Division Director's approval.
- C. The Public Information Officer (PIO) will maintain a current database (i.e. roster) of staff **in the Speakers' Cadre**.
- D. **Members of** the Speakers' Cadre may be required to attend an orientation which is designed to cover key skills on public speaking and how to positively represent the Probation Department when speaking to groups.
- E. The Speakers' Cadre participant list will be reviewed annually by their respective Division Directors for approval of continued participation. If circumstances occur that would make it inappropriate for a staff person to continue with the Speakers' Cadre, the staff will be notified of their removal from the active participants' roster.
- F. General Guidelines
 1. Interested staff, VPOs and/or VIPs, must fill out the Speakers' Cadre Interest Form. The completed form will be forwarded to their assigned supervisor to obtain approval for their participation in the Speakers' Cadre. The form will be forwarded to the respective Division Director for approval. All approved requests will be forwarded to the PIO, who will notify the staff of the approval and their addition to the Speakers' Cadre roster.
 2. All speaking requests received by the Department will be routed to the PIO. The PIO will review the request and identify appropriate candidates

for filling the request for a speaker. Once a specific staff is identified, the PIO will inform the staff and their assigned supervisor of the request.

3. If a staff, VPO or VIP, is contacted directly to speak on a specific topic by the requesting party, he or she will route the request to the PIO. If the staff is identified to be appropriate for the requested speaking engagement, the PIO will inform the staff and their supervisor of approval of the request. If another Speakers' Cadre participant is more appropriate, both staff members and their respective supervisors will be informed of the decision.
4. Any staff contacted directly will notify the requester that it will normally take one to two weeks to facilitate the assignment of speech requests. Assurances cannot be given that a speaker will be available on shorter notice.
5. All presentation requests, including but not limited to, career days and community/school presentations are to be routed to the PIO for processing and assignment.
6. All student requests for telephone interviews will be routed to the PIO. Typically students make these requests on short notice. The PIO will identify candidates and inform the staff and their assigned supervisor of the request as quickly as possible.
7. All materials used in presentations (i.e. PowerPoint presentations, handouts, etc.) should be approved by the PIO prior to the presentation, unless the materials have been previously approved.

II. PROCEDURE

- A. All speaking requests are to be forwarded to the PIO.
- B. The PIO will maintain a log of requested speeches and staff assigned to fill those requests.
- C. Upon approval of a speaking request and staff assignment, the PIO will forward the name of the speaker to the appropriate staff and their supervisor.
- D. Supporting materials that may be needed for the presentation may be available in archived **files** kept by the PIO.
- E. Assigned staff will then contact the organization or individual making the request to confirm scheduling details and topics to be covered.
- F. Once staff completes the speaking assignment, the staff should forward a copy of all materials/presentations used during the speaking assignment to the PIO, who will archive the materials for future use or reference as applicable.
- G. Public Information Officer's Responsibilities
 1. Create and maintain the Speakers' Cadre database (e.g. Speakers' Cadre roster and archived presentation materials).

2. Conduct Speakers' Cadre orientation as needed.
3. Provide write-ups, PowerPoint presentations, bullet points, and/or handouts on all areas of interest from archived materials for making presentations, as needed or requested.
4. Ensure incoming requests are reviewed, approved, and assigned no later than two weeks upon receipt.

REFERENCES:

Policy:	A-7	Employees as Departmental Representatives
	A-9	Requests for Information and Assistance (Except Media Request; See A-10)
	A-11	Departmental and Private Property, Use or Distribution via Publications, Speeches, Public Appearances
	A-13	Acceptance of an Honorarium
	A-19	Gifts
	A-20	Political Activities

Attachment

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APPROVED BY: