3-09/170.20 - Outside Requests

Whenever any person or organization makes an inquiry relative to obtaining a member of this Department to appear as a speaker or to make any personal appearance before any group, club, organization, society or radio or television audience as an official representative of this Department, the requesting person or organization shall be advised to submit a written request to the Sheriff. The written request shall be made at least 30 days prior to the date of the appearance and shall contain the following information:

- Name of the organization;
- Nature of the appearance, including the subject;
- Date, time and requested length of the appearance;
- Location;
- Name, address and telephone number of the person making the request;
- Number of persons expected in the audience and general age group; and
- Amount of time allotted for presentation.

The requested Unit or Department member, upon receiving such a request, shall prepare an original and two copies of the Public Appearance on Behalf of the Sheriff form (SH-AD-177) and forward the forms and requesting letter to their respective Chief or Division Director through the concerned Assistant Sheriff or the Undersheriff based upon the assignment of the requested appearance.

Upon approval the Division Chief or Division Director shall, if necessary, make an assignment to a specific Unit within the Division, retain one copy of the SH-AD-177 for his files and forward the original and two copies and the requesting letter to the Unit of assignment.

The Unit Commander shall assign a qualified individual to make the requested appearance or handle the assignment himself, retain one copy of the SH-AD-177 for the file and give one copy with the requesting letter to the individual assigned to make the appearance. In the event the request is cancelled by the requesting party, both the SH-AD-177 and the requesting letter shall be filed at the Unit with the notation, "cancelled per requesting party."

Upon assignment, the individual who is to represent the Department shall contact the requesting party for confirmation of the appearance and other information that may be desired.

When there is not time for the submission of a written request, the Station or Unit Commander concerned - pending verbal approval by the Division Chief or Division Director shall be authorized to approve such request by an outside person or agency, provided that the request can be filled by Station or Unit personnel. The requesting Unit will then complete the SH-AD-177 from information received by telephone, so note on the form and forward same to the speaker for completion.

Station or Unit Commanders, at their discretion, shall be authorized to approve requests by any contract city relative to obtaining an official representative of this Department to appear at any meeting of the city council or commission. Requests by any community relative to obtaining an official representative of this Department to appear at any citizens' group or community meeting for the purpose of discussing incorporation or annexation, or Station tours, may also be authorized by the Station or Unit Commander.