3-09/170.25 - Internal Requests

Department personnel desiring to participate in any group, club, organization, society, radio or television program as an official representative of this Department shall submit, through channels, a Sheriff's Department Office Correspondence (SH-AD-32A) giving all necessary details. The memo shall be addressed to the Sheriff and marked "Attention: Sheriff's Headquarters Bureau."

The concerned division chief or division director, or his designated subordinate, shall confer with the Sheriff's Headquarters Bureau concerning the request. This bureau shall submit the request and any recommendations to the Sheriff for approval or denial.

Personnel will be guided in such requests by the above and will not independently accept any speaking engagements for themselves or for other members of the Department under their command except as indicated below:

- Ranking members of the Department, lieutenant and above, are encouraged to seek speaking engagements and avail themselves of any opportunity where they may speak on behalf of the Department and its role in public service. Such personnel shall not avoid extemporaneous speeches on behalf of the Department at any public or social meeting; and/or
- Ranking personnel speaking in spontaneous situations shall complete a Public Appearance on Behalf of the Sheriff form (SH-AD-177) to be retained at the unit for record purposes.