

GENERAL ORDER, ADMINISTRATION, NUMBER 18
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Outside Speaking Engagements

B. PURPOSE:

To provide guidelines for scheduling outside speaking engagements, including the assigning of employees and the record keeping of same.

C. POLICY:

It is the policy of the Department that employees shall comply with the following guidelines prior to lending themselves to outside speaking engagements.

D. PROCEDURES:

1. Definition - Outside Speaking Engagement

An outside speaking engagement shall be a speaking engagement, a presentation or demonstration requested by a person or organization from outside the Department, but shall not include training sessions conducted by the Training Unit of the Department or personnel who are independently employed as instructors by outside agencies.

Engagement shall mean herein, a speech, presentation or demonstration.

2. Engagements that are requested by persons or organizations from outside the Department and involve employees not assigned to the Community Services Section shall only be scheduled if two weeks advance notice is given for the engagement.

3. If the engagement involves employees from within the Community Services Section, it may be scheduled without two weeks notice if employees will be available at the requested time.

4. Prior to making a commitment for an engagement that involves employees not from the Community Services Section, the Community Services Section shall obtain all pertinent information and complete the Officer Appearance Request (OAR) form. The OAR will then be sent to the appropriate Division Commander for consideration, who will then decide if manpower is available. Within forty-eight (48) hours, the Division Commander shall return the OAR to the Community Services Section. The OAR will indicate whether the

request has been accepted or denied. If the request is accepted, the OAR will bear the name of the employee who will give the presentation. At that time, the Community Services Section shall contact the person or organization requesting the engagement and either make the commitment or advise that the Department cannot take care of their request for whatever reason.

5. Whenever Department employees are contacted by persons or organizations from outside the Department with requests for speaking engagements, they shall contact their supervisor for authorization to act in that capacity. Upon getting authorization to do the speaking engagement, the officer will complete the OAR form and will forward it to the Community Services Section. The OAR will explain the details of the engagement. This shall be done prior to the speaking engagement.
6. The Community Services Section shall keep all records of speaking engagements conducted by employees of the Department.
7. Employees who are authorized to fulfill an outside speaking engagement will appear in "Class A" uniform as defined in General Order, Uniforms, Equipment, and Supplies, Number 1, D.21.a,b,c.

By order of:

Thomas J. Jennings
Chief of Police