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| INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES | | |
| Policy Number: EA-7 | Effective Date: October 1, 2024 | Version: 3.0 |
| POLICY TITLE: SPEAKING ENGAGEMENTS, GUEST APPEARANCES, AND PUBLIC PRESENTATIONS | | |
| <p>OVERVIEW: All public speaking engagements related to a person’s position, role, or work with the agency must be pre-approved by the Director of Communications or designee unless the engagement is a routine part of the Indiana Department of Child Services (DCS) employee’s job duties and involves delivering routine program/service information or information that previously has been approved by the Communications Division. The employee must represent the mission, vision, and values of DCS in all public speaking engagements related to their work with the agency.</p> | | |

I. DEFINITIONS

- A. Honorarium: A payment for a public speaking engagement, a speech, or an article.
- B. Public speaking engagement: Presentation or speech to external audiences, including, but not limited to, legislators, constituents, or partner organizations and the public, including at conferences or other child welfare gatherings, delivered both in-person or virtually. This excludes events and trainings solely for internal staff.

II. REFERENCES

- A. [42 IAC 1-3-12: “Honorarium” defined](#)
- B. [42 IAC 1-5-1: Gifts; travel expenses; waivers](#)
- C. [EA-3 DCS Media Contact Policy](#)
- D. [EA-6 DCS External Publications Policy](#)
- E. [HR-3-2 DCS Ethics Policy](#)

III. STATEMENTS OF PURPOSE

- A. An employee who accepts a public speaking engagement related to a person’s position, role, or work with the agency must represent the mission, vision, and values of DCS. An employee is not to discuss the employee’s personal opinions while representing DCS.

Note: An employee may face disciplinary action, up to and including dismissal, if the employee inaccurately represents DCS or expresses personal opinions that oppose those of DCS while officially representing DCS.

- B. Employees will obtain appropriate approval from their supervisor if a request is part of typical job duties. If the public speaking engagement is related to the employee’s position, role, or work with the agency, the employee will obtain appropriate approval from the Director of Communications or designee prior to accepting the public speaking engagement.
- C. The Director of Communications or designee shall be notified and approve of all engagements that may have media coverage prior to acceptance.

Note: If the public speaking engagement involves the presence of legislators, the

Legislative Director shall also be notified prior to acceptance of the engagement.

- D. Employees will not engage directly with media without prior approval from the Director of Communications or designee per policy [EA-3 DCS Media Contact Policy](#).
- E. Any request that addresses matters of DCS policy, Indiana or federal law, legislation, or that has the potential to touch on topics receiving significant media attention must be forwarded to the Director of Communications for consideration prior to acceptance. Additionally, any request to appear before a national audience and/or key partners including, but not limited to, the Governor, the Governor's Cabinet, the Commission on Improving the Status of Children, and/or legislators must be forwarded to the Director of Communications for approval.

Note: This does not include attorneys presenting at Continuing Legal Education (CLE) trainings. This does not apply to executive staff when performing their regular job duties.

- F. An employee IS NOT permitted to accept an honorarium for any activity, including a public speaking engagement, that could be considered part of the employee's official duties, is done on state time, and/or when state resources are used.
- G. An employee may accept payment or reimbursement for actual travel expenses when those have not been paid by the state, even when the employee is not permitted to receive an honorarium.
- H. DCS employees who speak publicly as part of a volunteer community opportunity must ensure they do so only in their personal capacity and are not referenced as a DCS employee. All such appearances must occur on the employee's non-work time.

IV. PROCEDURE

- A. All public speaking engagements related to a person's position, role, or work with the agency are to be pre-approved by the employee's supervisor and the Director of Communications or designee. The only exception is an engagement that is a routine part of the employee's job duties, whereby the employee delivers routine program/service information (e.g., "How to Report" or DCS 101 overviews).
- B. All requests received at the program or local level shall be forwarded to the appropriate Regional or Program Manager for assignment and then to the Director of Communications or designee for approval. The only exception is an engagement that is a routine part of the employee's job duties.
- C. The speaker should attempt to determine whether media will be present at the event and notify the Director of Communications prior to acceptance. If advance notice is not possible, the Director of Communications shall be notified of media presence as soon as possible.
- D. If it is determined in advance that media will be present, the Director of Communications or designee will provide guidance on media interactions. Employees should adhere to [EA-3 DCS Media Contact Policy](#) barring other instructions.
- E. The Director of Communications or designee will provide assistance, including, but not limited to, developing presentations and reviewing talking points.
- F. All presentations should be presented on the official [DCS PowerPoint Template](#)

- unless a conference has a required template.
- G. Requests for assistance with talking points or PowerPoint development or review should be submitted to the Communications Division at least two (2) weeks prior to the event using the [DCS Communications Request](#) form on DCS Community.

V. FORMS AND OTHER DOCUMENTS

- A. [DCS Communications Request](#)
B. [DCS PowerPoint Template](#)

DATE: September 16, 2024
Jennifer O'Malley, Director of Communications
Department of Child Services