

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: EA-7

Effective Date: October 1, 2022

Version: 2.0

POLICY TITLE: SPEAKING ENGAGEMENTS AND GUEST APPEARANCES

OVERVIEW: All speaking engagements and guest appearances related to a person's position, role, or work with the agency must be pre-approved 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, and the employee must represent the mission, vision, and values of DCS. Any employee who has questions relating to a speaking or appearance request, or who needs assistance in preparing for such an engagement, should contact the Director of Communications.

I. DEFINITIONS

Honorarium: Payment for a guest appearance, a speech, or an article.

II. REFERENCES

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

III. STATEMENTS OF PURPOSE

- A. An employee who accepts a speaking engagement or guest appearance 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. 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 and programs or local offices will obtain appropriate approval prior to accepting a speaking engagement related to a person's position, role, or work with the agency.
- C. The Director of Communications shall be notified of all engagements that will have media coverage prior to acceptance.
- D. Any request that addresses matters of DCS policy, Indiana or Federal law, and/or legislation are to be forwarded to the Director of Communications for consideration. Additionally, any request to appear before a national audience and/or key stakeholders including, but not limited to, the Governor, the Governor's Cabinet, 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.

- E. An employee IS NOT permitted to accept an honorarium for any activity, including a speaking engagement, which could be considered a part of the employee's official duties, is done on state time, and/or when state resources are used.
- F. 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.

IV. PROCEDURE

- A. All speaking engagements and guest appearances related to a person's position, role, or work with the agency are to be pre-approved by the employee's work unit director. 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.
- B. All requests received at the program or local level shall be forwarded to the appropriate Regional or Program Manager for assignment. The only exception is an engagement that is a routine part of the employee's job duties.
- C. Local management will report any media-related requests to the Director of Communications prior to acceptance. If advance notice is not possible, the Director of Communications shall be notified as soon as possible.
- D. If local management or speakers need assistance, the Director of Communications will help coordinate preparation.

V. FORMS AND OTHER DOCUMENTS

N/A

DATE: August 22, 2022
Noelle Russell, Director of Communications
Department of Child Services