General Order

Houston Police Department

ISSUE DATE:	NO.
August 27, 2021	200-35

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-35, dated April 18, 2013

SUBJECT: SPEAKERS AT DEPARTMENT EVENTS

POLICY

Except as noted in this General Order, an individual from outside the department may serve as a speaker at a Houston Police Department event only if prior written approval is given by the Executive Chief or the Chief of Police. This policy applies regardless of the audience.

This General Order applies to all employees.

1 PROCEDURES

Prior to contacting an individual from outside the department to serve as a speaker at an HPD event, the employee coordinating the event or assisting the outside event coordinator shall forward correspondence through their chain of command to the Executive Chief. The correspondence shall request approval for the speaker and shall include a description of the following:

a. The event.

b. The speaker's intended role.

c. The speaker's academic and professional credentials.

d. Any fees that may be required and funding source.

e. Any other pertinent information.

2 EXCEPTIONS

Prior approval from the Executive Chief for an outside speaker at department events is not required for the following:

a. Positive Interaction Program (PIP). Speakers at PIP events are approved by the appropriate PIP coordinator.

b. Training Division, which has its own approval process for speakers and instructors as outlined in General Orders 300-06, **Training – Classified** and 900-02, **Training – Civilian**.

Troy Finner
Chief of Police