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| TITLE | POLICY NUMBER | |
| External Speaking Engagements | DCS 01-06 | |
| RESPONSIBLE AREA | EFFECTIVE DATE | REVISION |
| Office of the Director | 03/26/2026 | |

I. POLICY STATEMENT

The Department of Child Safety (DCS) establishes this policy regarding the approval process for participation in speaking engagements.

II. APPLICABILITY

This policy applies to all DCS full-time, part-time, intermittent, and temporary employees as well as all students, interns, and volunteers who receive requests to participate in speaking engagements.

III. AUTHORITY

[A.R.S. 8-453](#) Powers and duties

[A.R.S. 8-807](#) DCS information; public record; use confidentiality; violation; classification; definition

[DCS 04-02](#) Professionalism and Ethics

IV. DEFINITIONS

DCS Senior Leadership Team or SLT: The Director of the Department of Child Safety, the Chief Operations Officer, the Deputy Director of Administration, and General Counsel.

Department or DCS: The Arizona Department of Child Safety.

Director: The Director of the Arizona Department of Child Safety.

Employee: DCS full-time, part time, intermittent, and temporary employees, as well as all students, interns, and volunteers.

Speaking engagement: A scheduled event, either in-person or virtual, where a DCS employee addresses an audience of external stakeholders or the general public. Speaking engagements may include presentations, keynote addresses, seminars, workshops, and panel discussions.

V. POLICY

A. Confidential Information

As stated in [DCS 04-02](#), DCS employees will not disclose confidential and non-public information without proper authorization.

B. Director Approval

All requests to participate in speaking engagements shall be approved by the Director before materials are sent to Learning and Development and the Policy Unit for review.

C. Providing Copies of the Presentation

Hard copies of the presentation that are given to members of the audience shall not include instructor notes.

VI. PROCEDURES

A. Presentation Approval

DCS employees intending to participate in a speaking engagement must adhere to the following procedure to obtain approval for their participation and presentation materials, including talking points:

1. Email the Director to obtain approval to deliver to participate in the speaking engagement. Provide the following information in the email request:
 - a. the presenter's name and whether the presenter is DCS instructor certified;
 - b. the name of the organization or office to whom the presentation will be given;
 - c. date and location of the presentation or speaking engagement;
 - d. length of time that the presentation or speaking engagement is expected to run; and
 - e. the objective of the presentation or speaking engagement – what the audience is expected to learn.
2. Forward the Director's written approval and presentation slides or materials to Learning and Development at LearningandDevelopment@azdcs.gov as soon as possible but not later than 10 days, excluding weekends and holidays, prior to the speaking engagement.
3. Learning and Development will review within two days, excluding weekends and holidays, and send a draft to the Policy Unit at PolicyUnit@azdcs.gov for review.
4. The Policy Unit will review within two days, excluding weekends and holidays, and provide feedback to the presenter, as necessary. The presenter will review, edit and provide the materials back to Learning and Development and the Policy Unit within two days, excluding weekends and holidays.
5. If indicated in the Director's written approval, the Policy Unit or Learning and Development will send the presentation materials to the Assistant Director of Communications for review and feedback.
6. The Policy Unit or Learning and Development will send the updated

materials to the DCS Senior Leadership Team (SLT) for review and approval.

7. A member(s) of SLT will review and provide feedback to the presenter, as applicable. The presenter will have two days, excluding weekends and holidays, to make edits and provide the materials back to the member(s) of SLT. The member(s) of SLT will inform the presenter, Policy Unit and Learning and Development when the presentation materials are approved.
8. Learning and Development will provide the presenter with a final version of the presentation materials to submit to the event organizer.

VII. FORMS INDEX