



**DOUGLAS COUNTY**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**

<b>TITLE</b> Procedures for County Employee Testimony Presented to Non-County Organizations	<b>Approval Date</b> 6/24/96
<b>POLICY CUSTODIAN</b> County Manager	<b>Revision Date</b>

**PURPOSE:** To establish procedures for county employees who give testimony to non-county organizations and to ensure that the county position on issues is conveyed clearly and accurately.

**DEPARTMENT RESPONSIBLE:** County Manager

**DEPARTMENT(S) AFFECTED:** All Board Departments

**POLICY:** As part of job duty requirements, county employees are sometimes asked to give testimony or present county information to other organizations, particularly other governmental agencies. Examples of such requirements may include requests for staff testimony at municipal hearings or presentation of county information to the state legislature or other state agencies, but would not include testimony at Board of County Commissioner or Planning Commission hearings. It is important to ensure that the county’s position on an issue is conveyed clearly and accurately and to ensure that the Board of County Commissioners and the County Manager are aware of information/testimony that is given to outside organizations.

Therefore, any county employee who is requested to present information or provide testimony to another jurisdiction (or who wishes to provide such testimony, whether solicited or not) on behalf of the county must receive approval by the County Manager before making the presentation or testifying. Any county employee who does not receive County Manager approval before giving testimony and portrays himself or herself as representing the county will be subject to disciplinary action.