

**Oklahoma Department of Corrections
Request for Broadcast Form**

Today's date: _____

Broadcast Type:

- Change of address and/or phone numbers for facility, unit, etc.
- Communication Unit updates, i.e., Director's Updates, news releases, COVID-related preventative and vaccine information
- Facility-need for inmates with specific skills
- Fundraiser for employee committees
- Funeral service information (immediate family)
- Governor's Executive Orders
- Information Technology updates/interruptions of service
- Missing field files
- Obituaries (current/retired employee)
- Personnel information affecting all ODOC employees and protocol information, i.e., new letterhead, and how-to information
- Power outages resulting in interruption of e-mail and phone services
- Promotions/Appointments
- Retirements
- Training, programs/conferences, and other events or activities available to all ODOC staff

Broadcast area:

- Administration Complex (OKC)
- OKC Metro Area
- Probation and Parole (statewide)
- Statewide (all employees)

APPROVAL TO BROADCAST

(Must be signed by an executive staff member or their designee. Designees must be on the approval list on file with the social media manager.)

I have confirmed the information submitted meets the guidelines specified in OP-020107 for the broadcast indicated above.

Name of Executive Staff or Designee (Please print)

Signature/Date

Please submit information to be broadcast along with this form to the social media manager.