



Administrative Policy Manual

Policy No: A-23

Date: 12-1-10

Approved: Dan Martinez

SUBJECT: POLITICAL ACTIVITIES

PURPOSE: Employees shall have the right to perform his/her duties without being pressured to support specific Council or other political candidates, propositions or other political measures. Employees shall interpret regulations consistently for all candidates and measures.

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GENERAL POLICY:

Employees and Council members strive to promote public confidence in the integrity of City government, making decisions on the merit of the issue and not political loyalties.

PROVISIONS:

1. While on active duty or when wearing clothing or articles which identifies the person as a City employee, Officers or employees shall not:
  - a. Request or solicit contributions or anything of value for any political candidate or cause.
  - b. Participate in any political campaign by:
    - i. Speaking in favor of any candidate or cause.
    - ii. Distributing literature.
    - iii. Picketing or demonstrating on behalf of or in opposition to any political candidate or cause.
    - iv. Organizing, planning, or in any other way participating in the administration of any political campaign.
    - v. Displaying a badge, button, sign or sticker promoting or opposing any political cause or candidate.
    - vi. Using public funds, property, or any other instrumentality or object of value belonging to the city to promote or oppose any political cause or candidate.
  - c. Nothing in this policy shall be interpreted as prohibiting an employee from stating any opinion regarding any political issue in ordinary conversation during working hours providing that such a conversation does not interfere with the employee's assigned job duties.

2. Officers or employees shall not use his/her public office or position for the purpose or with the effect of:
  - a. Coercing or intimidating any employee with respect to contributing to, opposing or promoting, or refraining from contributing to, any political cause or candidate.
  - b. Obtaining a benefit as a result of any political activity by:
    - i. Intentionally committing an unauthorized act under the law.
    - ii. Intentionally refraining from performing a duty imposed upon him/her by law.
3. Officers or employees shall not engage in any political activity which is prohibited by state or federal law. Activities including but not limited to the following:
  - a. Electioneering, circulating cards or handbills, soliciting signatures, interfering with voting or the administration of a polling place, or conducting an exit or public opinion poll within 300 feet of a polling place.
  - b. Obstructing or preventing access to a polling place.
  - c. Removing a ballot from a polling place or soliciting a voter by menace, force, threat or corrupt means.
  - d. Attempting to intimidate, influence or bribe a voter to vote or not to vote, directly or indirectly, by menace, force, threat or corrupt means.
  - e. Directly or indirectly offering a bribe or reward to induce a voter to vote for or against a person or proposition.
  - f. Hindering, disturbing, persuading, threatening or intimidating any person from giving his/her vote.
  - g. Knowingly and willfully make a false assertion or propagating a false report concerning a candidate which would reasonably prevent his/her election.
  - h. Giving a bribe or object of value to secure a vote or soliciting, bribing, or offering any preference or other valuable consideration to give or refuse a vote.
4. Any Officer or employee whose position is funded totally or primarily with federal funds shall be governed by the rules, in addition to those contained in this policy, established by the United States Civil Service Commission and/or the Office of Personnel Management. Any person who administers federal funds under a

contract which limits the political activities of the administrator or which incorporates U.S. Civil Service rules shall comply with applicable restrictions imposed by such a grant or the Officer or employee shall be subject to disciplinary action.

5. The City shall not forbid or prevent employees from engaging or participating in politics or from becoming candidates for public office in other agencies.
6. The City shall not control or tend to control or direct the political activities or affiliations of employees.