

CITY OF ALPENA

STANDARD OPERATING POLICY

SUBJECT: City Policy Regarding Political Activities of City Employees and Use of City Property for Political Activities	SOP No.	<u>12</u>
	Date Issued	<u>11/29/93</u>
	Effective Date	<u>12/01/93</u>
	Revised Date	<u>7/12/99</u>
	Revised Date	<u>8/15/00</u>

Copies to: City Council, All City Employees, File.

STATEMENT OF POLICY:

- I. Political Activity of City Employees
 - A. The City of Alpena encourages all City employees to exercise their right to freely participate in local, state, and national political activities through voting and/or actively supporting the candidate or issue of choice during his/her non-working hours. **However, City employees shall not use their City-given titles in any political endorsements and/or advertisements in support or in opposition to any candidate or ballot proposal.**
 - B. As employees of the City who work with and take direction from elected officials, displays of political support for particular candidates or issues during working hours is deemed inappropriate. Therefore, the following policy shall be enforced:
 1. No City employee during working hours shall engage in any political activity in support of or in opposition to any political candidate or issue before the electorate. Such activity shall include, but not be limited to, attending meetings, making phone calls, distributing literature and campaign paraphernalia, production of campaign ads, and preparing mailings on behalf of a candidate or issue.
 2. No political literature, posters, signs, buttons, or similar items shall be displayed or worn by employees during working hours.

SOP No. 12

II. Use of City Property for Political Activities

- A. No political literature, posters, signs, buttons, or similar items shall be affixed to or displayed on any City-owned property, vehicle, or building except during an authorized event as defined in Paragraph B. below.
- B. City equipment, buildings, or portions thereof, not normally accessible to the general public (see Paragraph III.A.), shall not be used for political activities. All other City grounds and buildings normally utilized by the general public (see Paragraph III.B.) may be used for political activities with the approval of the City Manager. Approval shall be based on the following:
 - 1. Use of the facility shall not conflict or disrupt the normal operations of the City.
 - 2. Any existing fees or rental charges presently in place for the use of the City facility shall be paid prior to its use.
 - 3. The candidate or political entity shall be responsible for any costs beyond the ordinary (personnel or material) borne by the City due to the use of a City facility for political activity.
 - 4. The candidate or political entity utilizing the City facility shall in no way imply that the City of Alpena supports either the candidate or issue espoused during use of the City facility.
 - 5. All trash or debris shall be removed from any City grounds and/or buildings used for political activities, and the premises shall be left in the same condition as existed prior to its use.
 - 6. Additional requirements may be instituted by the City as deemed necessary to protect its legal and fiscal interests.

III. Accessibility of City Buildings and Grounds

- A. Facilities not normally accessible to the general public
 - 1. Public Safety Building (except main lobby)
 - 2. DPW Buildings and on-site equipment and materials storage areas
 - 3. Wastewater Treatment Plant and grounds (except front lobby)
 - 4. Water Treatment Plant and grounds

SOP No. 12

5. Individual City Hall offices
- B. Facilities normally accessible to the general public
 1. City Hall main floor corridor and City Council Chambers and grounds
 2. Public Safety Building main exterior entrance areas
 3. All City parks
 4. Civic and Community Convention Center (public meeting rooms) and grounds
 - C. Other City facilities or portions thereof may be added or deleted from Paragraphs A. and B. above at the discretion of the City Manager.
- IV. It shall be the responsibility of the City Manager and department heads to ensure compliance with this policy.
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