



**CITY OF SANTA ANA
ADMINISTRATIVE
POLICIES AND PROCEDURES**

David A. Ream
CITY MANAGER'S AUTHORIZATION

SECTION

POLITICAL ACTIVITY

DATE

2-28-95

NUMBER

PURPOSE

To provide clear guidelines for city employees regarding participation in political activities.

POLICY STATEMENT

It is the policy of the City of Santa Ana that no restrictions shall be placed on the political activity of any officer, employee or volunteer of this agency except as otherwise provided for in this policy or as stated in Federal, State and local laws.

POLICY GUIDELINES

1. "No one who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use, any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any individual person, or to aid or obstruct any individual person in securing, or to prevent any individual person from securing, any position, nomination, confirmation, promotion, or change in compensation or position, within the state or local agency, upon consideration or condition that the vote or political influence or action of such person or another shall be given or used in behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration. This prohibition shall apply to urging or discouraging the individual employee's action." (Government Code Section 3204)
2. "No officer or employee of the city and no candidate for any city office shall; directly or indirectly, solicit any assessment, subscription, or contribution, whether voluntary or involuntary, for any political candidate, for Santa Ana municipal office from anyone on an eligible list, or, with the exception of elective officers and members of appointive boards and commissions, anyone holding a position in the service of the city." (City Charter Article X Section 1010)



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3. No officer, employee, or volunteer shall participate in any political activity during his/her working hours or display any political buttons or similar signs.
4. No officer, employee, or volunteer shall participate in any political activity while in any city facility, riding in any city provided equipment, in city uniform, or while displaying city badge or identification.
5. No officer, employee, or volunteer shall utilize his/her status as an officer/employee to promote any political activity.
6. No officer, employee, or volunteer shall permit entry of anyone in any city facility for the purpose of soliciting or receiving funds for political activities.
7. No officer, employee, or volunteer shall utilize any city resources such as city paid time, telephones, paper, computers, copy machines, etc. to promote any political activity or viewpoint.
8. Violation of the above policy and its intent may result in appropriate disciplinary action up to and including termination.