

# ISLAND COUNTY PROSECUTING ATTORNEY

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## **ELECTION YEAR DOs AND DON'Ts**

(2020 Edition)

### **As a county employee, what are the rules for getting involved in an election campaign?**

Washington State has strict rules about using public resources for political campaigns and ballot measures. This year will see four county offices on the ballot, not to mention state legislative and congressional contests, statewide judicial races, ballot measures and a presidential race. We hope this memo outlining the basic Dos and Don'ts will help you stay within the rules, without discouraging you from participating in the political process, and, most of all, without discouraging you from voting.

### **What's the basic rule about employees participating in political campaigns?**

**All county employees are prohibited from using any “facilities of a public office or agency” to assist any campaign for election, or support or oppose any ballot measure. See [RCW 42.17A.555](#).<sup>1</sup>**

Besides being state law, this rule is also in the [Island County Personnel Policies and Procedures Manual](#), at Section VIII.8.

<sup>1</sup> [RCW 42.17A.555](#), says, in part:

No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.

## What are “facilities of a public office or agency?”

“Facilities of a public office or agency” are any publicly funded resources, and, *at a minimum*, include the following items when owned, maintained, or paid for by the County (or other government agency):

- Employees’ time during working hours
- Cell phones or cell phone service plans
- County email or social media accounts
- Computers and non-public computer networks (including Wi-Fi)
- Paper and stationery
- Office machinery, equipment, and supplies
- Vehicles, tools, equipment, and materials
- Postage and postage machines
- Public funds
- Office space
- Lists of persons served by the office or agency
- Uniforms paid for by the agency (including by clothing allowance)
- Meeting rooms and other building spaces (unless used on the same non-discriminatory terms as permitted for any community group).

## What can happen if someone breaks the rules?

Violations of campaign rules could result in sanctions ranging from employee discipline to fines of up to \$10,000 per violation, or even criminal prosecution.

## What are the rules for elected officials and department heads?

### **DOs:**

- The Board of County Commissioners can officially endorse or oppose a ballot measure by enacting a resolution. “Ballot measures” are initiatives, referendums, or tax measures, and not candidates running for office.
- Any elected official can make a statement in support or opposition to a ballot measure at an open press conference, or in response to a specific question about the measure.
- Elected officials and department heads may attend a campaign function at any time of day, and voice their personal opinions, so long as they are not being compensated by the campaign and are not using public resources. They must clarify that they are speaking on their own behalf, and not on behalf of their agency.

### **DON'Ts:**

- Elected officials cannot solicit contributions from their employees at any time for ballot measures or candidates.
- Elected officials and department heads cannot appear to pressure or coerce employees to take a position or participate in any campaign for a ballot measure or candidate.
- Elected officials and department heads cannot use any “facilities of a public office or agency” to support or oppose any ballot measure or candidate.

## **What rules apply to all county employees?**

### **DOs:**

- Employees may fully participate in campaign activities during non-work hours, as long as no public resources are used.
- Employees may speak in their official capacity at public forums, even during work hours, so long as it is a neutral, factual presentation that does not appear to support or oppose a candidate or ballot measure.
- Employees may answer questions about ballot measures during work if doing so is consistent with their regular duties and the answers are neutral and factual.
- Employees may display campaign bumper stickers and signs on their privately-owned vehicles, even when parked in County-owned parking spaces during the work day.
- Employees may wear campaign buttons at work, except as prohibited by lawful dress codes and uniform requirements. EXCEPT, no employee wearing a uniform issued by the county or reimbursed by clothing allowance may wear campaign buttons on their uniforms at any time.

### **DON'Ts:**

- No employee may use any “facilities of a public office or agency” to support or oppose any ballot measure or candidate.
- No employee wearing a uniform issued by the county or reimbursed by clothing allowance may wear campaign buttons on their uniforms at any time.
- No employee is allowed to promote or oppose a candidate or ballot measure during work hours (such as by encouraging others to support or oppose, gathering signatures, distributing materials, arranging events, managing campaign organizations, or fundraising).
- Employees may not, whether on or off work hours, wear uniforms issued by the county or reimbursed by clothing allowance, when they are supporting or opposing a candidate or ballot measure (such as at forums, fundraising events, party meetings, etc.).
- Supervisory employees may not pressure, or coerce employees to participate in campaign activities at any time. However, during non-work hours, they may inform employees of opportunities to participate in campaign activities.

**A couple final tips:**

- Regardless of your job title, whenever you express your opinion in public about a candidate or ballot measure, we recommend stating loudly and clearly that your position is a personal one and is not an official county or department position, especially if it is obvious that you are a county employee.
- If any political campaign talk comes up at work, the safest course is to end the discussion, and suggest that you take it up after hours, and away from county facilities.
- Even permitted activities could be violations under some circumstances. Consider how your actions might be perceived by someone who is not supportive of your position or activity on behalf of a candidate or ballot measure.

We hope you find this guidance useful.

There is more help on the Internet. The Washington Public Disclosure Commission has a lot of resources and answers to specific questions at [www.pdc.wa.gov](http://www.pdc.wa.gov).

There is a comprehensive “Interpretation” of RCW 42.17A.555, regarding use of public facilities in campaigns, at:

[https://www.pdc.wa.gov/sites/default/files/04-02Revised052213.rev\\_.pdf](https://www.pdc.wa.gov/sites/default/files/04-02Revised052213.rev_.pdf).

We have attached a portion of a table of permitted and prohibited activities from the PDC for your reference.

This memo and the links to other information are meant to assist county employees in complying with the law. They are not intended to be legal advice to any individual, candidate or campaign. Answers to specific questions may require formal legal advice from your own attorney, or consultations with the Washington State Public Disclosure Commission.



EXCERPT FROM PDC INTERPRETATION 04-02  
AS AMENDED MAY 22, 2013

Full document available at:

[https://www.pdc.wa.gov/sites/default/files/04-02Revised052213.rev\\_.pdf](https://www.pdc.wa.gov/sites/default/files/04-02Revised052213.rev_.pdf)

**Public Disclosure Commission**  
**Guidelines for Local Government Agencies in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<b>Local Elected Legislative Body*</b>	<ul style="list-style-type: none"> <li>May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, where opponents of the measure are given an equal opportunity to express views.<sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>Shall not pressure or coerce agency management to participate in campaign activities.</li> <li>Shall not explicitly include passage of a ballot measure in the agency's annual goals.</li> </ul>	

<sup>6</sup> [RCW 42.17A.555\(1\)](#) provides that action may be “taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;”.

\* The term “elected” modifies the term “body,” connoting that the body itself must be elected. “We therefore conclude that bodies composed in any of the three ways you suggest in your question are not elected bodies for purposes of RCW 42.17.130 [the former codification of [RCW 42.17A.555](#)]. Bodies containing a combination of elected or appointed members, bodies whose members serve ex officio by virtue of being elected to another office, or informal groups of elected officials from different jurisdictions are not “elected” for purposes of this analysis.” ([AGO 2005 No. 4, Page 4](#))

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<p><b>Local Government Elected Officials</b></p>	<ul style="list-style-type: none"> <li>• May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. If the elected legislative body has adopted a resolution, the official can then speak on behalf of the agency.)</li> <li>• May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures.</li> <li>• Shall not use public facilities or resources to engage in political activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the elected official using staff time, a public vehicle, or other public resources?</li> <li>• Has the agency adopted a resolution? If yes, the elected official can speak on behalf of the agency. If not, has the elected official made it clear that he or she is not speaking on behalf of the agency?</li> <li>• For considerations regarding uniforms and related equipment, see pages 14-18.</li> <li>• For considerations regarding officials' calendars, see pages 27 - 28.</li> </ul>

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<p><b>Appointed Officials</b>  <small>(Boards, Commissions, and similar appointed positions)</small></p>	<ul style="list-style-type: none"> <li>• May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. An appointed official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency.</li> <li>• May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures.</li> <li>• Shall not use public facilities or resources to engage in political activities.</li> <li>• Shall not use public facilities to express a collective decision or actually vote upon a motion or resolution to support or oppose a ballot proposition.</li> <li>• Shall not use public facilities to make a statement at a press conference or responding to an inquiry in support or opposition to any ballot proposition.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the appointed official using staff time, a public vehicle, or other public resources?</li> <li>• Has the appointed official made it clear that he or she is not speaking on behalf of the agency?</li> <li>• For considerations regarding uniforms and related equipment, see pages 14-18.</li> <li>• For considerations regarding officials' calendars, see pages 27-28.</li> </ul>
<p><b>Management Staff or Their Designees</b></p>	<ul style="list-style-type: none"> <li>• May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.<sup>7</sup></li> <li>• May fully participate in campaign activities, including meeting with citizens' campaign committees to plan strategies, during non-work hours and without the use of public resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure.</li> <li>• Shall not use public resources to promote or defeat a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the management staff using public resources in a manner that promotes or opposes a candidate or a ballot measure?</li> <li>• Does the presentation accurately present the costs and other anticipated impacts of a ballot measure?</li> </ul>

<sup>7</sup> Agencies may set the definition of work hours for their employees. For example, to the extent that a agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from agency facilities are permitted during the lunch hour.

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<p><b>Management Staff or Their Designees</b> (continued)</p>	<ul style="list-style-type: none"> <li>• May inform staff during non-work hours of opportunities to participate in campaign activities.</li> <li>• May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.</li> <li>• May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons.</li> <li>• May place window signs or bumper stickers on their privately-owned cars, even if those cars are parked on government property during working hours.</li> <li>• Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure.</li> <li>• May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not pressure or coerce employees to participate in campaign activities.</li> <li>• Shall not use agency resources to organize the distribution of campaign materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the agency have a policy permitting employees to wear political buttons?</li> <li>• For considerations regarding agency employees' calendars, see pages 27- 28.</li> </ul>

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<p><b>Agency Employees</b></p>	<ul style="list-style-type: none"> <li>• May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.</li> <li>• May inform staff during non-work hours of opportunities to participate in campaign activities.</li> <li>• May engage in campaign activities on their own time, during non-work hours and without using public resources.</li> <li>• May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.</li> <li>• May wear campaign buttons or similar items while on the job if the agency's policy generally allows employees to wear political buttons.</li> <li>• May, during non-work hours, make available campaign materials to employees in lunchrooms and break rooms that are used only by staff or other authorized individuals.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, or fundraising).</li> <li>• Shall not pressure or coerce other employees to participate in campaign activities.</li> <li>• Shall not use agency resources to organize the distribution of campaign materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Do the presentations accurately present the costs and other anticipated impacts of a ballot measure?</li> <li>• Is the employee acting on his or her own time, during non-work hours?</li> </ul>

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<b>Agency Employees</b> (continued)	<ul style="list-style-type: none"> <li>• May place window signs or bumper stickers on their cars, even if those cars are parked on government agency property during working hours.</li> <li>• May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> </ul>		<ul style="list-style-type: none"> <li>• For considerations regarding agency employees' calendars, see pages 27-28.</li> </ul>
<b>Union Representatives</b>	<ul style="list-style-type: none"> <li>• May, during non-work hours, make available campaign materials to union members in lunchrooms and break rooms that are used only by staff or other authorized individuals.</li> <li>• May distribute campaign materials at union-sponsored meetings.</li> <li>• May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the agency's policy and the collective bargaining agreements.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use the agency's internal mail or email system to communicate campaign-related information, including endorsements.</li> <li>• Shall not distribute promotional materials in public areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Are campaign materials made available only in those areas used solely by staff or other authorized individuals?</li> <li>• Does such distribution occur during non-work hours?</li> </ul>

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<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>• Agency employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs.</li> <li>• Agency employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours.</li> <li>• Citizens' campaign committees and other community groups shall not use agency equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?</li> </ul>
<b>Uniforms and Related Equipment<sup>8</sup></b>	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• Agency employees may use or wear their own uniforms to assist a campaign including to support or oppose a ballot proposition. This use includes any part of the employee's own uniform (shirt, pants, shoes, hat, etc.). This use includes clothing that may not appear to be a uniform (example, detective's suit). "Own uniform"</li> </ul>	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• Agency employees shall not use or wear their agency-issued, agency-purchased, agency-owned or agency-replaced uniforms to assist a campaign or to support or oppose a ballot proposition.</li> <li>• This prohibition applies to use of any part of such a uniform (shirt, pants, shoes, hat, etc.).</li> </ul>	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• Are any public funds used to purchase, reimburse, or replace the uniforms or related equipment? See footnote 9.</li> </ul>

<sup>8</sup> For members of the judiciary subject to the Code of Judicial Conduct, see [PDC Interpretation 00-03](#).

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<b>Uniforms and Related Equipment</b> (Continued)	<p>means: The employee has purchased the uniform. The agency has not issued, purchased or replaced the uniform, or has not reimbursed the employee for the employee's purchase of the uniform, in whole or in part (such as reimbursement to the employee through a clothing allowance used to pay for the item).<sup>9</sup></p> <ul style="list-style-type: none"> <li>• These same provisions apply to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; hats; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	<ul style="list-style-type: none"> <li>• This same prohibition applies to clothing that may not appear to be a uniform (example, a detective's suit).</li> <li>• This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; shoes; agency patches, logos, insignias, emblems; and radios.</li> <li>• Prohibited uses include but are not limited to using or wearing those uniforms at campaign functions or in political advertisements such as TV commercials.</li> <li>• Exceptions for attending campaign functions in uniform may be made on a case-by-case basis under exigent circumstances.<sup>10</sup></li> </ul>	

<sup>9</sup> An agency's reimbursement for or other means of providing for cleaning/maintenance of uniforms or related equipment does not convert the privately-purchased item to a public facility.

<sup>10</sup> For example, in examining all the surrounding circumstances, the Commission may determine that an enforcement action will not proceed when public safety and the demands of the public employee's office with respect to an ongoing law enforcement matter unexpectedly required the official to remain in uniform at a campaign function, and if that uniform use is part of the agency's "normal and regular" activities under those circumstances. However, the Commission anticipates these situations will be rare and isolated. This exception does not apply when campaigns or employees may seek to use agency uniforms and related equipment under other circumstances, or for other campaign activities such as in political advertising.

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<p><b>Uniforms and Related Equipment</b> (Continued)</p>	<p><i>Former Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• When a uniform or piece of related equipment was previously purchased, issued, replaced or reimbursed by the agency and is no longer used by the agency, the item may be used by a campaign to assist a campaign, or support or oppose a ballot measure.</li> <li>• “No longer used by the agency” means the employee or agency has documented that:               <ul style="list-style-type: none"> <li>○ The uniform or equipment has exceeded its life expectancy as defined by the agency and/or has been officially retired by the agency;</li> <li>○ The uniform or equipment has been given or sold to an employee or another person following agency procedures; and,</li> <li>○ The agency has no expectation the uniform or equipment will be returned to or used by the agency in the future.</li> </ul> </li> </ul>		<p><i>Former Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• Has the employee or campaign documented that the uniform or piece of related equipment is no longer used by the agency?</li> </ul>

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<p><b>Uniforms and Related Equipment</b> (Continued)</p>	<p><i>Uniforms and Related Equipment in Agency Photos/Videos</i></p> <ul style="list-style-type: none"> <li>• Agency photos and agency videos depicting agency employees wearing agency uniforms may be used by a campaign to assist a campaign including to support or oppose ballot proposition, if the photos or videos: (1) were made in the ordinary course of the agency’s business, (2) were not “staged” for campaign purposes and, (3) are made available to a campaign on the same terms and conditions as any other member of the public would receive the photos or videos. For example, agency photos or agency videos could be provided in response to a public records request, or by other authorized agency policy.</li> <li>• This same provision applies to agency photos and agency videos depicting agency personnel wearing or using related equipment, including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	<p><i>Uniforms and Related Equipment in Agency Photos/Videos</i></p> <ul style="list-style-type: none"> <li>• Agency employees shall not make special arrangements for or “stage” the taking of an agency photo or agency video of an employee in uniform so the photo or video can be used for campaign purposes.</li> <li>• This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	<p><i>Uniforms and Related Equipment in Agency Photos/Videos</i></p> <ul style="list-style-type: none"> <li>• Was the agency photo or agency video taken in the ordinary course of agency business, and not “staged” for a campaign?</li> <li>• Was a campaign provided an agency photo or agency video of an employee wearing a uniform in the same manner, and under the same conditions, as any other member of the public requesting the photo or video? For example, was the agency providing it in response to a public records request, or pursuant to authorized agency policies?</li> <li>• Does the campaign’s ad make it clear to voters that the public agency is not endorsing or supporting the candidate or ballot measure, even though an employee in the photo/video is wearing a uniform? It is suggested that a disclaimer be added to the advertising to clarify that the photo/video has been obtained in the manner prescribed by the agency.</li> </ul>

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<b>Uniforms and Related Equipment</b> (Continued)	<p><i>Uniforms and Related Equipment Purchased with Non-Public Funds</i></p> <ul style="list-style-type: none"> <li>• Agency employees and campaigns may use uniforms that are not the property of the agency and are rented or purchased with non-public funds (such as campaign funds), to assist campaigns including to support or oppose ballot propositions.</li> <li>• These same provisions apply to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	<p><i>Uniforms and Related Equipment Purchased with Public Funds</i></p> <ul style="list-style-type: none"> <li>• Public funds shall not be used to rent or purchase uniforms to assist campaigns, or to support or oppose ballot propositions.</li> <li>• This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	

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<b>Meeting Facilities</b>	<ul style="list-style-type: none"> <li>• Agency meeting facilities, including audio visual equipment, may be used by campaign committees for activities on the same terms and conditions available to other community groups, subject to the provisions of the agency's policy.</li> <li>• Use of agency meeting facilities is permitted when the facility is merely a "neutral forum" where the activity is taking place, and the public agency in charge of the facility is not actively endorsing or supporting the activity that is occurring.</li> </ul>		<ul style="list-style-type: none"> <li>• Can community groups typically use agency facilities?</li> <li>• Are facilities made available to all groups on the same terms?</li> <li>• Has the agency adopted a policy regarding the distribution of campaign materials on agency property?</li> <li>• Is the meeting facility customarily made available on an equal access, nondiscriminatory basis for a variety of uses?</li> </ul>

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<b>Lists</b>	<ul style="list-style-type: none"> <li>• Lists of names (such as agency vendors or customers) that a agency has obtained or created in the course of transacting its regular public business are subject to public disclosure requirements; thus, unless otherwise exempt, the lists must be released subject to public records requests.</li> <li>• Agencies may charge a pre-established fee to cover the costs of providing copies of such lists on an equal access, nondiscriminatory basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Agencies shall not sell copies of such lists (though they may charge a pre-established fee to recover the costs of providing copies of the lists).</li> <li>• If a list is generally available as a public record, it cannot be denied to a person or group on the grounds that it might be used in a campaign.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the list obtained or created in the course of the agency transacting its public business?</li> <li>• Are the fees charged no greater than necessary to cover the costs of providing copies?</li> <li>• Has the agency complied with established policy in responding to any public record requests?</li> </ul>
<b>Voting Information</b>	<ul style="list-style-type: none"> <li>• Agency personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> <li>• Public facilities may be used to register people to vote and to do periodic poll checking.</li> </ul>	<ul style="list-style-type: none"> <li>• Agencies shall not pressure or coerce employees to vote.</li> <li>• Agencies shall not organize an effort to encourage staff to wear campaign buttons or display campaign materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?</li> </ul>