

Title: Solicitation
Policy Number: 505
Effective Date: July 1, 2009
Revision Date:
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to prohibit solicitation and distribution of materials on County premises by non-employees and to permit solicitation and distribution by employees only as outlined below.

Comments:

- (1) The County limits solicitation and distribution on its premises because those activities can interfere with its normal operations, reduce employee efficiency, annoy customers, and pose a threat to security.
- (2) Individuals not employed by Pottawattamie County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on County premises.
- (3) The Department Head may authorize a limited number of departmental fund drives by employees on behalf of charitable organizations or for employee gifts. Countywide distribution must have prior approval from the Board of Supervisors.
- (4) The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:
 - (a) Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution or the targeted employee is prohibited. The term "working time" does not include an employee's authorized meal period, rest break or other times when the employee is not required to be working.
 - (b) Distribution of literature is prohibited in public work areas at all times.
 - (c) Distributing literature in a way that causes litter on County property is prohibited.

- (5) The County maintains various communication systems to communicate County information to employees and to disseminate or post notices required by law. These communication systems (including bulletin boards, electronic mail, County website and intranet, voice mail, facsimile machines, and personal computers) are for business use only and may not be used for employee solicitation or distribution of literature. In particular, bulletin boards are for the posting of County information and notices only. The unauthorized use of the communication systems or the unauthorized distribution or posting of notices, or other materials on any County property is prohibited.