

THE MILITARY DEPARTMENT POLITICAL ACTIVITY POLICY

In order to preserve the public trust and comply with the State Elections Enforcement Code, it is essential that the Governor's appointees maintain and other state employees maintain the highest standards of ethical conduct – including compliance with the state's Elections Enforcement Code. In keeping with the Governor's firm adherence to a strict ethical standard, please be advised that the following policy has been adopted, in light of the Governor's election campaign. Please note that the policy set forth below applies to all political campaigns, whether state-wide, legislative, or municipal. It reflects not only state law, but also the conduct necessary to set a leading example for all state employees.

If you have any questions about the following policy, please contact the Elections Enforcement Commission at (860) 566-1776. All campaign-related questions should be referred to the campaign. It is better to ask question before getting yourself into a potentially unlawful situation.

I. Political Activity

- A. State employees shall not engage in any political activity during regular working hours unless during lunch or while on approved leave. This includes making phone calls, attending meetings etc. Sec. 5-266a(b)
- B. State employees shall not use their political authority or influence to interfere with the results of the election or to directly or indirectly coerce or attempt to coerce others to contribute to a political campaign. Sec. 5-266a(a)
- C. State employees shall not use state funds for political activity. This includes the use of the office, desk, phone, office supplies, copy machine, and computer (including e-mail). Sec. 5-266a
- D. No official or employee of the state or a political subdivision of the state shall authorize the use of public funds for a television, radio, movie theater, billboard, bus poster, newspaper or magazine promotional campaign or advertisement, which features the name, face or voice of a candidate for public office, or promotes the nomination or election of a candidate for public office, **during the five month period preceding the election** being held for the office, for the office which the candidate described in this subdivision is seeking. Sec. 9-333l(d)(2)
- E. No incumbent shall, **during the three months preceding an election** use public funds to mail or print flyers or other promotional materials intended to bring about his election or reelection. Flyers or promotional materials include: agency annual reports, newsletters, websites, state maps, program brochures, official statements, proclamations and training videos. Sec. 9-333l(d)(1).

If such materials are in circulation prior to three months before an election, agencies can continue to disseminate them in the normal course of business.

If such materials are in production but not yet in circulation, agencies cannot distribute any of the materials until after the general election.

In addition, no new authorizations for the expenditure of public funds for flyers or promotional materials should be made until after the general election.

- F. Promotional Items: Any promotional items featuring the Governor's name (such as pins and pens) can be distributed by agency staff at conferences as long as their distribution is not intended to bring about the Governor's election or reelection.
- G. Annual reports, newsletters, and state maps, featuring the Governor's name or picture are permissible according to the State Elections Code, so long as they do not include any language that mentions the Governor's candidacy, political affiliation or that compliments the Governor's record in particular areas.
- H. State employees shall not wear political name badges or other paraphernalia while on duty.
- I. State employees shall not display political paraphernalia in their offices with respect to current or upcoming political campaigns.
- J. State employees in receipt of correspondence regarding campaign-related matters should refer all individuals to the appropriate campaign.
- K. State employees are strictly prohibited from soliciting campaign contributions even if done on free time, from any individual, organization, public official or state employee with whom they have done business with in their official capacity.

II. Political Contributions

- A. State employees shall not solicit political contributions from other employees or anyone with whom their department regularly conducts business, nor shall they encourage others to attend fundraising events. Sec. 5-266a(a)
- B. Department heads or deputy department heads shall not solicit a contribution on behalf of, or for the benefit of, any candidate for state, district or municipal office or any political party. This prohibition includes, but is not limited to, sponsoring fundraisers and appearing as an invited guest on a fundraising invitation in an effort to entice others to attend. Sec. 9-333x(11).
- C. Absolutely no political contributions should be accepted at the Governor's Office, the Governor's Residence, or any other state office. If a contribution is mistakenly received, you may refer it to the appropriate campaign.