

	State of Alaska Department of Corrections Policies and Procedures	Index #: 101.05	Page 1 of 2	
		Effective: 8/8/2013	Reviewed:	
		Distribution: Public	Due for Rev:	8/2017
	Chapter:	Administration, Organization and Management		
Subject:	Political Activities of Employees			

I. Authority

In accordance with AS 44.28.030, AS 33.30.011 and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes
AS 39.25.160
AS 39.25.178

III. Purpose:

To clarify statutory restrictions on certain political activities by employees of the department.

IV. Application:

All staff.

V. Definitions:

As used in this policy, the following definitions shall apply:

A. Employee

Any individual employed full or part time by the department.

VI. Policy:

Employees are encouraged to exercise their responsibilities as citizens but are prohibited from certain partisan political activities.

VII. Procedure:

A. In exercising the rights of a citizen, an employee of the department may participate in political activity including, but not limited to, the following:

1. Be a member of a national, state or local political party;
2. Take part in a political campaign;
3. Express political opinions;
4. Register party preference;
5. Serve as a delegate to a political party convention;
6. Be appointed, nominated or elected to nonpartisan political office in a local government unit; and,
7. Make contributions to a political party, organization or candidate for public office.

B. Prohibited Activity: An employee of the department may not:

1. If in the classified service, take an active part in the management of a political party above the precinct level;
2. Require that another state employee pay an assessment, subscription, contribution, or provide service for a political party;
3. Display or distribute partisan political material while on duty;

4. Seek or attempt to use a political party endorsement in connection with an appointment or promotion in the classified service;
5. Remain in a classified, partially exempt, or exempt position while a nominee or candidate for state or national elective political office. The employee's position becomes vacant on the date the employee files a declaration of candidacy for state or national elective office;
6. Take any action affecting the employment status of any applicant for employment in the classified service on the basis of the person's political beliefs; or
7. Whether in classified, partially exempt, or exempt service, campaign on behalf of a political candidate or for or against a ballot initiative or seek signatures for placing an initiative on a ballot in the workplace or while on duty.

C. Notification of Employee

Each employee shall be informed of the existence and contents of this policy at the time of initial hire or during orientation.

D. Requests for Clarification

Requests for opinions or additional information should be directed in writing to the Department's Ethics Supervisor.

E. Violations

Violations of this policy shall be considered a serious rule infraction and may be cause for disciplinary action against the employee.

F. Contract Employees

Contract employees are not allowed to:

1. Display or distribute partisan political material while on duty within or on the grounds of any department facility; or
2. Require an assessment, subscription, contribution, or service for a political party from a state employee.

VIII. Implementation

This policy and procedure is effective on the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

8/8/2013

SIGNATURE ON FILE

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

*Original: 2/18/1985
Revised: 7/2/1990
Revised: 8/29/2002*