

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 15-09</p>	<p align="center">Policy #3.14</p>
<p>Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: State Personnel Board Rules 478-1-.08 Political Activity and 478-1-.07 Outside Employment O.C.G.A. §45-10-70, §45-11-10, §16-10-9, §21-4-10, §45-2-1(4), §50-19-8, §16-11-5, §16-11-13 Federal Hatch Political Activities Act (5 U.S.C.A. 1501-1508) ACA Standards: 3-JDF-1A-33; 3-JDF-1C-01; 4-JCF-6C-01 4-JCF-6G-06</p>	
<p>Chapter 3: PERSONNEL</p>	<p>Effective Date: 7/1/15</p>	
<p>Subject: POLITICAL ACTIVITY</p>	<p>Scheduled Review Date: 7/1/16 Replaces: 8/15/12</p>	
<p>Attachments: A – Political Activity Request Form</p>	<p>Department of Human Resources APPROVED:  Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall comply with all applicable federal and state laws and rules that protect Department employees from undue political pressure, influence, or coercion. In accordance with these laws and rules, employees shall have the right to participate in the political process as citizens of the United States of America, subject to the provisions and limitations set forth in this policy.

II. DEFINITIONS:

Ethics Officer: The Department official designated by the Commissioner to ensure that employees are aware of applicable ethics laws, policies, and Executive Orders.

III. PROCEDURES:

- A. No applicant or employee will be discriminated against for any voluntary disclosures of his/her political opinions or affiliations. However, applicants and employees will be required to answer questions required by the Sedition and Subversive Activities Act of 1953, O.C.G.A. §16-11-13, regarding their affiliations with any organization that has as one of its objectives, to overthrow of the government of the United States or the State of Georgia.
- B. No applicant or employee will be asked any questions in any examination, application, or other proceedings that are meant to elicit his/her political, social, or religious affiliations.
- C. An applicant who seeks, uses, or attempts to use any coercive political pressure to secure an advantage in the examination, appointment, or promotion process will be disqualified from appointment or promotion.

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- D. An employee may seek and hold any elective or appointive office of a political subdivision of the state, political party, or political organization if the office is not full-time, does not conflict with the performance of the employee's official duties, and is not otherwise prohibited by law.
- E. Each employee is personally responsible for ascertaining if he/she is eligible for appointment or election to a public office, political party office, or an office of a political organization. As part of this responsibility, the employee must determine if his/her position is funded in whole or in part by federal loans and/or grants.
1. Unless certain that there are no legal impediments, employees should seek the advice of the Ethics Officer before accepting appointment to or taking any action to further a personal candidacy for a public office, political party office, or an office of a political organization.
 2. An employee must submit the Political Activity Request Form (Attachment A) and obtain the approval of the Ethics Officer, via the chain of command, before accepting a political appointment or seeking election to a public office, political party office, or an office of a political organization as specified in this policy. The completed form will be filed in the employee's personnel record.
- F. An employee will be considered a candidate for public office when he/she personally engages in any political meetings, canvassing, solicitation of votes, solicitation of campaign funds, or any other activity that may reasonably be construed as offering a personal candidacy for office.
- G. An employee will resign from employment or be terminated from employment upon becoming a candidate for any:
1. Full-time elective office of a political subdivision of this state or any other state;
 2. Full-time elective state office of a political party or political organization;
 3. Elective state office of this state or any other state; or
 4. Elective civil office of the federal government.
- H. An employee whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency is covered by the Federal Hatch Political Activities Act (5 U.S.C.A. 1501-1508) and may not:
1. Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

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2. Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
 3. Be a candidate for public elective office in a partisan election (which may include some part-time offices of local subdivisions of the State).
- I. Any question(s) concerning the interpretation and/or application of this policy should be referred to the Director of Human Resources or designee.
- J. An employee who violates any provision of this policy and/or related laws, rules, or policies shall be subject to disciplinary action up to and including dismissal.
- K. Employees shall not engage in the following political activities:
1. Political activities of any nature during work hours;
 2. Political activities of any nature while on work premises;
 3. Solicitation of subordinate employees for any political purpose, whether or not during work hours or on work premises;
 4. Holding or being a candidate for any political office, except as provided in Section D. above;
 5. Directing, managing, controlling, or participating in a political campaign for state office or for office in the county of the employee's employing unit, except as provided in Section D. above;
 6. Serving as a watcher, challenger, or similar partisan worker in any election;
 7. Seeking, using, or attempting to use any coercive political pressure to secure for themselves or any other person an appointment, promotion, salary increase or any other employment advantage;
 8. Using or promising to use, directly or indirectly, any official authority or influence to influence the political action of any other person, or to affect the results of a nomination, campaign, or election to any public office, political party office, or an office of a political organization;
 9. Using or promising to use, directly or indirectly, any official authority or influence to influence the political action of any other person, or to affect the results of a nomination, campaign, or election to any public office, political party office, or an office of a political organization;
 10. Personally and knowingly endorsing or opposing candidates for state office or for office in the county of the employee's employer or residence in a political

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advertisement, broadcast, campaign literature, rally, or similar means of mass communication;

- 11. Circulating a recall petition; and
 - 12. Transporting any political campaign literature or matter, engage in soliciting votes, or transporting any person or persons soliciting votes in any election or primary while traveling in a vehicle upon which the state is paying transportation mileage.
- L. Political yard signs and bumper stickers are generally permissible; however, political bumper stickers are not permitted on any vehicle upon which the state is paying transportation mileage.
- M. Employees are prohibited from retaliating against any employee for engaging in permissible political activity.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO