DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE:	USE OF PUBLIC RESOURCES OR FACILITIES FOR POLITICAL ACTIVITIES	POLICY 10.02

Authority: Hatch Act - 5 U.S.C. § 1501-1508
RCW 41.06.250 *Political Activities*
RCW 42.17A.555 *Use of Public Office or Agency Facilities in Campaigns - Prohibition - Exceptions*
RCW 42.52.180 *Use of Public Resources for Political Campaigns*

Reference: DSHS Administrative Policy 18.68, *Employee Participation in Political Activities*

BACKGROUND

Federal and state laws prohibit the use of public facilities and state resources for politically-related activities.

PURPOSE

This policy provides guidance on issues of political and political-related activities at facilities owned, leased, and/or operated by the Developmental Disabilities Administration (DDA).

SCOPE

This policy applies to all DDA offices and facilities.

DEFINITIONS

Facility means any facility, including Residential Habilitation Centers (RHC), or offices owned, leased, or operated by the Department of Social and Health Services.

Hatch Act means the federal law restricting political activities of certain federal, state, and local employees whose duties involve programs financed in whole or in part by a federal loan or grant.

POLICY

A. DSHS employees at all DSHS facilities must be familiar with and adhere to the requirements contained in DSHS Administrative Policy 18.68, *Employee Participation in Political Activities*. Note: this policy is accessible only on the DSHS Intranet website.

    DSHS Administrative Policy 18.68 describes what activities are permissible and which are prohibited. Employees are encouraged to consult with their supervisors if they have any questions concerning the policy or management expectations.

B. RCW 42.17A.555 and RCW 42.52.180 prohibit the use of any public facility, underline 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. This includes, but is not limited to, use of the following:

    1. DSHS/DDA/RHC stationery/letterhead;
    2. Postage;
    3. Machines (telephones, copiers, fax machines, etc.);
    4. Equipment (computers, email accounts, voicemail systems);
    5. Employees of the office during working hours;
    6. State vehicles;
    7. Offices and meeting spaces, including conference rooms;
    8. Publications of the office or agency; and
    9. Client lists of persons served by the office or agency.

C. Meetings for political purposes or for the solicitation of funds for political campaigns on behalf of or against any candidate for public office or in support of or opposition to any ballot proposition are prohibited at all DDA facilities and offices.

D. No facility or employee work address may be used as a mailing address or return mailing address for political purposes or for the solicitation of funds for political campaigns on behalf of or against any candidate for public office or in support of or opposition to any ballot proposition.

E. The Regional Administrators and RHC Superintendents are responsible for the administration, implementation, and monitoring of this policy. Consultation with the Deputy Assistant Secretary and the DSHS Human Resources Division should be sought whenever questions or issues arise.

PROCEDURES

A. Organizations or individuals or organizations requesting to use a facility must complete DSHS 03-415, *DSHS Facility Short Term Use Application and Agreement for Outside Organizations and Individuals* (available only on the DSHS Intranet website).

B.   A copy of this policy must be provided to the organization or individual at the time of the request.

EXCEPTION

No exception to this policy may be granted without the prior written approval of the DDA Assistant Secretary.

SUPERSESSION

DDD Policy 10.02
Issued September 4, 2012

Approved: _/s/ Donald Clintsman_   Date: December 1, 2015
                    Deputy Assistant Secretary
                    Developmental Disabilities Administration