

DEPARTMENT GENERAL ORDER 07-30

OFFICE of the CHIEF OF POLICE
REPLACES: SOP 300.48.00

DATE: January 26, 2007

SOLICITATION

I. PURPOSE.

The city and police department must be cognizant of the needs of the larger community, yet at the same time, ensure that city business activity proceeds uninterrupted and its employees are not being harangued by a multitude of solicitors. Therefore the following guidelines shall provide direction in regard to legitimate and/or acceptable charitable or other solicitation activities.

II. INTERNAL SOLICITATION.

- A. Employees are prohibited from distributing literature and/or soliciting for any purpose during work hours (including break and meal periods) on city premises.
- B. The City Manager may review and approve specific charitable campaigns determined to be appropriate for employee participation, such as the annual United Way campaign.
- C. Collections for gifts for fellow employees on special occasions such as retirements may be authorized by the supervisor or commander of that employee's bureau or division. Employee donations are strictly voluntary.

III. EXTERNAL SOLICITATION.

Persons who are not employees of the City of Clayton are prohibited from distributing literature and/or solicitation of city employees or others on city premises during employee work hours without prior consent of the City Manager. In general, consent will only be granted for activities deemed to be related with city business.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld
CALEA Reference: None