



# ADMINISTRATIVE REGULATION (AR)

EMPLOYEE PARTICIPATION IN CAMPAIGNS INVOLVING BALLOT  
MEASURES

FESSAM #1A.8 & 7C.4

Effective: 01/01/2016

## I. POLICY:

This Administrative Regulation is intended to provide general information to Loveland Fire Rescue Authority (LFRA) employees related to permissible and impermissible activities as outlined by the Fair Campaign Practices Act (FCPA). The FCPA's restrictions apply to employees when local or state ballot measures have had a title set, or when referred measures or measures for the recall of an officer have been placed on an election ballot.

Employees will comply with the FCPA and will at all times refrain from efforts during working hours to urge others, including other employees, to vote for or against a ballot measure.

Employees are free to participate in activities involving ballot measures, but will do so *only on their own time and with their own resources (including money, equipment, and supplies such as, but not limited to: phones, electronic mail, vehicles, and furniture)*. Employees may discuss ballot measures while in LFRA buildings **only** on non-paid time (such as lunch or break times), but even then may not urge others to be in support of or in opposition to a proposed ballot measure.

LFRA employees may respond to unsolicited questions or requests for information about a ballot measure. The response must be limited to the specific question and in no way attempt to influence the passage or defeat of the issue.

If there are any requests for information that the employee cannot answer without rendering an opinion in favor or against a proposed ballot measure, s (he) will refer these requests to the Fire Chief.

Employees are required to consult with the LFRA Attorney with any questions not addressed in this Administrative Regulation prior to any action that could be perceived as a violation of the FCPA.

## II. PROCEDURE:

Any employee who is personally engaged in efforts involving ballot measures will document that these activities were done on his or her own time. Therefore, time sheets and all other relevant payroll records will at all times accurately reflect the use of vacation, floating holidays, administrative leave and/or time off without pay when the employee leaves his or her public duties to participate in activities involving ballot measures.



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Failure to comply with this Administrative Regulation will result in disciplinary action.

**LFRA FIRE CHIEF SIGNATURE:**

  
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**MARK MILLER, FIRE CHIEF**