

**PROCEDURE 404-1**  
**SOLICITATION AND DISTRIBUTION PROCEDURES**  
Effective 05-01-2021, Resolution No. 014-21

**Solicitation and Distribution Inside Employee's Department/Agency/Office**

Employees who wish to solicit or distribute materials to employees within their own department/agency/office for purposes allowed by the Solicitation and Distribution Policy must obtain permission from their department/agency/office leader. Leaders may impose reasonable time, place, and manner restrictions as they deem appropriate or necessary to ensure that the activity does not interfere with normal operations or reduce employee efficiency.

To prevent misunderstandings and perceived conflicts of interest, employees who supervise the work of other employees may not solicit from or distribute materials to their subordinates where the solicitation or distribution is unrelated to County business.

**Bulletin Boards and Information Technology**

Bulletin boards and display areas reserved or designated for County use are to be used for County business only. At the discretion of department/agency/office leaders, internal bulletin boards and display areas may be designated for personal use provided that any displayed materials are not visible to the public and do not violate any County policy, procedure, or rule and are consistent with established business norms and good judgment.

Use of County information technology resources for solicitation or distribution must be consistent with this procedure.