



## Campaign Activity by Officeholders and City Staff

With the Election season ahead, public servants must stay aware of the laws that apply to City employees and officials who are engaging in campaign or ballot measure-related work! The Public Ethics Commission is providing this additional reminder so that you don't inadvertently violate the law. Please take the time to review the attachments as well for information on prohibited campaign activity, ballot measures, and new solicitation reporting requirements for employees.

- **Do not engage in political activities while on duty, in uniform, or in a City-owned building**  
City officials and employees may participate in political activities or campaigns while off duty and on their own personal time.
- **Do not use City resources for any campaign-related activity**  
City resources cannot be used to campaign for or against candidates and ballot measures (once the measure is qualified for the ballot). City resources include City-owned computers and software, City email and contact lists, City equipment such as printers and copiers, City property such as vehicles and office space, and employees' work time. Organizing, coordinating, planning or otherwise setting-up campaign meetings or events using City property such as telephones or City offices is prohibited. This rule always applies, even after work hours or when a staffer is on break.
- **Do not directly or indirectly solicit campaign contributions from other City officials or employees**  
This includes persons on City employment lists unless the request is made as part of a solicitation to a significant segment of the public that happens to include Oakland officials or employees. Candidates and City staff may not solicit campaign contributions while on City time or in City buildings.
- **Mandatory Reporting by City Officials and Staff Who Solicit Political Contributions**  
Any Oakland public servant required to file a Statement of Economic Interests (Form 700) who successfully solicits a political contribution of \$5,000 or more from any person or entity that contracts or proposes to contract with the official's department must disclose the solicitation to the Public Ethics Commission within 30 days. To report a solicited contribution, use the online [OCRA Form 303](#).
- **City resources may only be used to prepare an objective, fact-based analysis of the effect of a ballot measure on the agency and those the agency serves.**  
Do not encourage voters to adopt the agency's views or vote one way or another on a measure.

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