

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR 3-3

Effective Date: July 1, 2005

Version: 1.0

POLICY TITLE: POLITICAL ACTIVITY

OVERVIEW: In accordance with federal and state law, DCS employees may not engage in any political activities when on duty or acting in an official capacity. Furthermore, both federal and state law restrict an employee's participation in certain political activities that might interfere with job performance and/or the provision of services. Questions surrounding political activity should be directed to the State Ethics Commission.

I. DEFINITIONS

- a. The Hatch Act: The Hatch Act is a federal statute that restricts the political activity of an individual whose principal employment is in connection with an activity which is funded wholly or in part by federal funds or grants. Nearly all DCS employees have duties relating to programs that are federally funded.

II. REFERENCES

- a. [Federal Hatch Act](#)
- b. [IC 4-15-10-2](#)
- c. [42 IAC 1-5-4 Political Activity](#)
- d. [Indiana State Ethics Commission: Political Activities of State Employees](#)

III. POLICY

- a. DCS employees may not engage in any political activity when on duty or acting in an official capacity. This includes soliciting political contributions from another employee, posting or displaying political materials, wearing political buttons and using state equipment or resources for political activities.
- b. Outside of work hours, DCS employees may:
 - i. Express political opinions by voting; wearing political buttons; displaying stickers and posters on personal property;
 - ii. Run for public office in nonpartisan elections;
 - iii. Campaign for and hold an office in political clubs and organizations;
 - iv. Actively campaign for candidates for public office in partisan and nonpartisan elections;
 - v. Contribute money to political organizations and attend political fundraising functions
- c. At all times DCS employees are prohibited from:
 - i. Becoming a candidate for public office in a partisan election;
 - ii. Using official authority or influence to interfere with or affect the results of an election or nomination;
 - iii. Directly or indirectly coercing contributions from subordinates in support of a political party or candidate;
 - iv. Soliciting political contributions at any time from persons or entities whom the employee knows to have a business relationship with DCS; and

- v. Soliciting political contributions at any time from state employees directly supervised by the employee.
- d. No employee will be appointed to, demoted, or dismissed from any position, or in any way favored or discriminated against with respect to employment because of political opinions or affiliations.
- e. Failure to comply with the above policies may result in disciplinary action as well as violation of state and federal law.

IV. PROCEDURE

- a. It is the responsibility of every employee to seek guidance from the [DCS Ethics Officer](#) or the [Indiana Ethics Commission](#) in regards to political activities not specifically referenced in this policy.
- b. Any employee suspecting violations of this policy should report them to his/her direct supervisor, the [work unit director](#), the [DCS Ethics Officer](#) or the [Indiana Ethics Commission](#).
- c. It is the responsibility of managers and supervisors to intervene, and if necessary engage in corrective and/or disciplinary action if an employee is in violation of this policy.

DATE: 06/08/05
James W. Payne, Director
Department of Child Services

A signed copy is on file.

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