

CHAPTER: 100

Agency Administration/Management

DEPARTMENT ORDER:

111 – Solicitation

OFFICE OF PRIMARY  
RESPONSIBILITY:

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# Arizona Department of Corrections

## Department Order Manual

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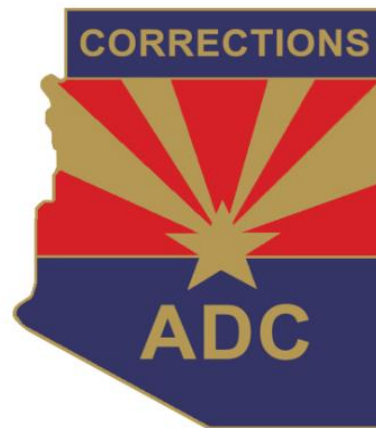
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Charles L. Ryan, Director

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## **PURPOSE**

This Department Order establishes criteria for allowable solicitation on Department property, identifies prohibitions and establishes procedures for request and approval.

## **PROCEDURES**

### **1.0 GENERAL REQUIREMENTS AND PROHIBITIONS**

- 1.1 The distribution of handbills or advertising in buildings or on grounds is prohibited, in accordance with Arizona Administrative Code (A.A.C.), Title 2, Chapter 11, Article 3. Solicitation.
- 1.2 Employees, volunteers, contractors, subcontractors, visitors or any person entering the work areas shall not:
  - 1.2.1 Conduct solicitations without the express, advance written approval of agency management, the Director, or the Arizona Department of Administration (ADOA) Director.
    - 1.2.1.1 Agency management includes the following:
      - 1.2.1.1.1 Deputy Director
      - 1.2.1.1.2 Division/Assistant Directors
      - 1.2.1.1.3 Regional Operations Directors
      - 1.2.1.1.4 Wardens
      - 1.2.1.1.5 Deputy Wardens
      - 1.2.1.1.6 Bureau Administrators
  - 1.2.2 Sell, exchange or give personal items, cosmetics, toiletries, confectioneries, kitchenware or other items.
  - 1.2.3 Conduct advertising of any kind except in designated areas or on designated bulletin boards.
  - 1.2.4 Use any state materials, supplies, or equipment or other resources, such as payroll stuffing or interoffice mail, for solicitation purposes.
  - 1.2.5 Post or distribute obscene, sexually harassing or libelous materials.
  - 1.2.6 Conduct lotteries, sports pools or similar activities.
- 1.3 Solicitation shall be conducted in a manner which does not interfere with the work of any public employee, with the passage in or out of a public building or with another approved solicitation activity that is scheduled to be conducted at the same time and location as the proposed activity.

- 1.4 Extensions of solicitation activity may be requested by submitting a new application for the extended time period.

## **2.0 SOLICITATION WITHIN AN INSTITUTION/FACILITY, UNIT OR BUREAU**

- 2.1 Employees shall make a request to solicit within their specific work area, by submitting a memo to their supervisor for the following activities:
  - 2.1.1 Social solicitations, which includes, but not limited to:
    - 2.1.1.1 Donations for farewell acknowledgments
    - 2.1.1.2 Birthday gifts
    - 2.1.1.3 Bereavement memorials
  - 2.1.2 Activities directed toward organizing employee participation in sports or recreational activities sanctioned, sponsored or otherwise representative of the institution, facility or bureau.
  - 2.1.3 Employee recognition events such as Administrative Professionals Week and employee award ceremonies.
  - 2.1.4 Announcement and recognition of personal or family tragedies of employees.
  - 2.1.5 Bulletin board solicitation, including employee announcements of personal items, such as cars, used uniforms, equipment or animals, offered for sale, exchange or free of charge.
- 2.2 Agency management shall, in writing, approve or disapprove the requests for solicitation activities listed in sections 2.1.1 through 2.1.5 in a timely manner.

## **3.0 INTRA-DEPARTMENTAL SOLICITATION ACTIVITIES**

- 3.1 Employees who want to solicit throughout the Department (i.e., occurring outside of a specific work area or among multiple Department work areas) or volunteers, contractors, subcontractors, visitors or other persons wanting to solicit shall:
  - 3.1.1 Complete an Intra-Departmental Solicitation Request and Approval, Form 111-1, and attach clear and complete copies of all materials to be used in the solicitation activity.
  - 3.1.2 Submit completed forms and attachments to the appropriate agency management member at least 15 workdays prior to the requested solicitation date. Incomplete or late forms shall be disapproved.
- 3.2 Agency management shall forward solicitation requests with an attached recommendation for approval or disapproval, through their chain of command, to the Director within three workdays of receipt.

3.3 Approval by the Director or designee is required for the following intra-departmental solicitation activity requests:

3.3.1 Social solicitations, which includes, but not limited to:

3.3.1.1 Donations for farewell acknowledgments

3.3.1.2 Birthday gifts

3.3.1.3 Bereavement memorials

3.3.2 Activities directed toward organizing employee participation in sports or recreational activities sanctioned, sponsored or otherwise representative of the Department.

3.3.3 Employee recognition events conducted by the Department or a component thereof, such as, but not limited to, Administrative Professionals Week and employee awards ceremonies.

3.3.4 Employee recognition of personal or family tragedies of employees.

3.3.5 Literature from organizations previously approved by the ADOA Director that would be included in informational packets for new employee orientation.

3.4 A copy of all approved and disapproved solicitation requests shall be forwarded to the appropriate agency management staff member and to the requester within five workdays of receipt.

**4.0 ADOA REQUIRED APPROVAL** - For solicitation requests concerning matters other than those listed in sections 2.0 and 3.0, the appropriate agency management staff member shall forward the Intra-Departmental Solicitation Request and Approval form, through the Director, to the ADOA Director for approval or disapproval within three workdays of receipt.

**5.0 MARKETING OF AFFORDABLE EMPLOYEE HOUSING** – As part of the Department’s effort to assist in providing affordable housing and to provide a positive impact in retention efforts the Director may approve the marketing of affordable employee housing, subject to the following conditions:

5.1 Equal access shall be provided by the Department to all developers, builders and/or real estate agents offering affordable employee housing in close proximity to institutions where a shortage of affordable housing currently exists.

5.2 Any such developer, builder or real estate agent may submit a solicitation request to the Director to market the available affordable housing. The Director's approval is required prior to the commencement of such marketing efforts.

5.3 The Director retains the right to approve or disapprove marketing efforts, which may include but are not limited to; paycheck stuffers, posters and flyers, and notices in Department publications such as the "ADC DIRECTIONS" newsletter.

5.4 Any company or individual who is approved to solicit in accordance with this section shall bear the direct, out-of-pocket expenses associated with their marketing efforts.

**6.0 POSTING** - Complex Wardens or designee shall assign a Bulletin Board Coordinator and designate the official location(s) for bulletin board(s) in each unit.

6.1 The Bulletin Board Coordinator shall:

6.1.1 Post all approved material on the bulletin board, subject to availability of space.

6.1.1.1 All personally identifiable information must be redacted when posting an approved Intra-Departmental Solicitation Request and Approval form.

6.1.2 Date all posted material to reflect the date of posting and the date of expiration.

6.1.3 Remove any obscene, libelous and outdated material from the bulletin board.

6.1.4 Approved advertising or solicitation materials in work areas shall be posted only on official bulletin boards.

## **7.0 EMERGENCY APPROVAL**

7.1 Activities of employees addressing matters of public concern shall not be prohibited. If the matter of public concern is of an urgent nature and is included in the provisions of section 3.0, it may receive immediate, preliminary approval from an agency management member, who shall consult the Chief Human Resource Officer or designee before granting approval.

7.1.1 Employees shall complete the Intra-Departmental Solicitation Request and Approval form as outlined in section 3.0.

**8.0 EMPLOYEE ORGANIZATION SOLICITATION ACTIVITIES** – Employee Organizations are permitted to participate in solicitation activities at the work site provided the recognized association is comprised principally of employees of state government, in accordance with Department Order #501, Employee Professionalism, Ethics and Conduct.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **FORMS LIST**

111-1, Intra-Departmental Solicitation Request and Approval

## **AUTHORITY**

A.A.C. Title 2, Chapter 11, Article 3. Solicitation