

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION

NO. 92- 5

PURSUANT to the authority vested in the Jefferson County Commission by law the following Administrative Order is hereby issued.

PURPOSE

To establish the Jefferson County policy and procedure regarding solicitations of County employees and the public in County buildings and on County property.

DEFINITION

"Solicitation(s)" as used herein shall mean and include the following:

To speak to, petition orally, to approach, interrupt or otherwise solicit the attention of any County employee or member of the public occurring within any County building or County property where County business is conducted for the purpose of selling any item, product or service or obtaining any donation, grant or contribution. The foregoing shall include solicitations by sign or other written signage. The foregoing shall not include solicitations for official County business or purpose.

GENERAL POLICY

Jefferson County desires to provide an efficient working environment for its employees and for the public in the conduct of its business with County departments and agencies located in County buildings and on County property.

It is the intention of this policy to minimize the interruption and distraction of such County employees from performing their duties to the public and to minimize the

interruption and delay of the public resulting from unauthorized personal solicitations, whether for sales, donation, contribution or other such activity.

PROHIBITION

Unless authorized by the County Commission in accordance herewith, the following activities are hereby expressly prohibited and violations hereof may result in disciplinary action for County employees and ejection from County property by others.

1. Unauthorized solicitation of County employees or members of the public within any County building or County property where County business is conducted.
2. County employees are hereby requested to report to the President of the Jefferson County Commission solicitation activity observed in any County building or on County property where County business is conducted.

AUTHORIZATION PROCEDURE

Approval for access to County employees and County buildings for the purpose of solicitation as defined herein may be requested as follows:

1. Submission of a written request to the President of the Jefferson County Commission. Such request shall include the following:
 - (a) The name and/or legal description of the requester.
 - (b) The purpose of the requested solicitation.
 - (c) The individual(s) to be solicited.
 - (d) The time and place of such solicitation.
 - (e) The requested duration required for the solicitation.
 - (f) Any other information in support of the request.

2. The President is hereby authorized to approve or disapprove requests in accordance with the stated Purpose and Policy herein. Such approvals shall be in writing and may include specific instructions and limitations.
3. The President's disapproval may be appealed to the County Commission. The County Commission may uphold a disapproval or grant an approval with such restrictions and limitations as it may impose.

Ordered at the Jefferson County Courthouse to be effective October 28, 1992.

Mary M. Buckelew
President, Jefferson County
Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 10-27-92
MINUTE BOOK: 100
PAGE(S): 301-33