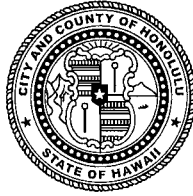


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CITY AND COUNTY OF HONOLULU

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KIRK W. CALDWELL
Acting Mayor

July 21, 2010

MEMORANDUM

TO: All City Employees
SUBJECT: Campaign Activities

The City and County of Honolulu has a dedicated and talented workforce and I am proud to serve as Acting Mayor through the Special Vacancy Election and swearing-in of our new mayor. In this election year, I am sending you this note to remind us of our duties and responsibilities regarding participation in political campaigns. These are some important points we should all keep in mind in providing the same quality of service to the public.

1. **No City employee is required or expected to work for any particular candidate for public office.** This is a matter of personal choice. Every City employee is free to choose who (if anyone) they wish to support for any and every office.

2. **City employees must not work on campaign-related matters while on City time and must not use City resources for campaign-related activities.** The Honolulu Ethics Commission's Guidelines on Campaign Activities (<http://www.honolulu.gov/ethics/campaign.htm>) expressly provide that no City officer or employee may "use City **time, equipment, material, or premises** for campaign activities or purposes" (emphasis added). Thus, any City employee who wishes to support any political campaign is free to do so as long as:
 - a. the efforts are made on City employee's own time (outside working hours, while on vacation or on leave of absence);
 - b. City-provided copying machines, telephones, facsimile machines, computers, motor vehicles, stationery, the City email or messenger services, etc. cannot be used for campaign purposes (even on the City employee's own time); and

- c. City offices, conference rooms and working areas cannot be used for campaign-related activities including meetings or discussions. Areas that are available for public use may be used by City employees while they are working on campaigns on the same basis that such areas are available to the public.
3. **Prohibited Activities**. The types of activities that are prohibited while on City time include asking others to support a political candidate or producing or distributing campaign literature or materials.

If we all keep these important rules in mind, I am sure that we can all continue to provide excellent service to the citizens of the City and County of Honolulu without distractions of a political campaign season.

Should you have any questions, please contact the Ethics Commission at 768-7786 or ctotto@honolulu.gov.



Kirk W. Caldwell, Acting Mayor

cc: Carrie Okinaga, Corporation Counsel
Chuck Totto, Ethics Commission