



ADMINISTRATIVE POLICY

NO. 22

Subject: INFORMATION AT PUBLIC COUNTERS/
DISTRIBUTION OF MATERIALS

October 6, 1995

Supersedes: Administrative Memorandum # 013, dated April 14, 1981

Consolidates: Administrative Memorandum # 049, dated April 1, 1988

From time to time, miscellaneous items of general interest are placed on the public counters at various locations. Please be cognizant of the items to avoid materials that are not truly public information and which may support or promulgate one issue or another.

Examples of items that should not be placed on public counters are newspapers and magazines other than "municipal" publications such as "American City" or "Western City," brochures announcing seminars by private organizations, matters of a religious nature, or private sector announcements.

If a public counter is located in your department, all materials placed there should be approved by the Department Head. If in doubt, please check with the Public Information Coordinator.

Materials, posters, displays, etc., to be placed in the City Hall lobby must first be cleared through the Public Information Coordinator.

The front and back entry areas of City Hall and the front entry of the Library are designated as locations where persons may collect signatures, and distribute handbills and other materials. Such activity is not permitted inside of either City Hall or the Fullerton Library.

If persons choose to conduct such activities at these permitted locations, it shall be done in a manner that does not obstruct pedestrian or vehicular traffic.

Approved for Distribution:


James L. Armstrong
City Manager