



Procedure Number: **OPS – 035**

Procedure: Handbills, Littering, Rubbish, & Garbage Dumping

References: [MCA 20-25-301\(6\)](#), 45-6-305; [Missoula City Ordinance 8.28](#)
University Facilities Rental and Use Policy

Approved By: Kenneth A. Willett, Director for Office of Public Safety

PROCEDURE:

Distribution through the University mail of materials unrelated to normal University business is prohibited. Posting of signs or notices will be limited to the University Center (with permission), campus kiosks, building bulletin boards, or other areas designed for that purpose. On-campus posting or distribution of written or visual materials for off-campus commercial purposes is prohibited unless specifically permitted by the University.

It is unlawful for any person, firm, or corporation to tack, nail, or otherwise attach (or cause to tack, nail, or otherwise attach) any placard, poster, picture, printed matter or any type of literature of advertising to any property without first obtaining the permission of the University.

The attachment of handbills, posters, flyers or related material to any vehicle parked on University property is strictly prohibited.

It shall be unlawful for any person to deposit household garbage or refuse in garbage or refuse containers maintained for the use of The University of Montana.

Implementation:

A. Handbills and Littering

1. If a University office or department suspects or witnesses anyone posting handbills, posters, flyers or related material in violation of this policy they should immediately contact the Office of Public Safety at 243-6131 for assistance.
2. When an individual has been identified as being in violation of this policy the following sequence of response should be followed:
 - a. First occurrence - A letter will be transmitted to the party(s) concerned, informing them of the suspected violation and requesting that they refrain from such activity in the future.

- b. Second occurrence - Persons found to be in violation of this policy for a second time, may be cited into Missoula Municipal Court for violation of Missoula City Ordinance 8.28.090 DISTRIBUTION OF HANDBILLS.
- c. Third and additional occurrence - Persons found to be in violation of this policy, for a third or subsequent time, should be cited into Missoula Municipal Court for violation of Missoula City Ordinance 8.28.100 Section (C) LITTERING.

B. Rubbish and Garbage Dumping

- 1. If a University office or department suspects or witnesses anyone depositing waste material in violation of this policy they should immediately contact the Office of Public Safety at 243-6131.
- 2. When an individual has been identified as being in violation of this policy the following sequence of response should be followed:
 - a. First occurrence - A letter will be transmitted to the party(s) concerned, informing them of the suspected violation and requesting that they refrain from such activity in the future.
 - b. Second occurrence - Persons found to be in violation of this policy, for a second time, will be cited into Missoula Municipal Court for Violation of Missoula City Ordinance 8.28.100 Section (D). LITTERING.
 - c. Third and additional occurrence - Persons found to be in violation of this policy, for a third or subsequent time, will be cited into Missoula Municipal Court for violation of Missoula City Ordinance 8.28.100 Section (D) LITTERING and Montana Code Annotated 45-6-305. THEFT OF LABOR OR SERVICES OR USE OF PROPERTY.

The Office of Public Safety will provide an information copy of all such reports or activity to the City-County Health Department and Missoula City Police Department.