



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



210.06

DISPLAY OF NOTICES/PERSONAL ITEMS

09-16-91

PURPOSE

To establish guidelines for the posting of notices and display of personal items within the Police Department.

POLICY

To post notices and announcements on bulletin boards, and to display only appropriate official or professional personal items within Police facilities.

PROCEDURE

A. BULLETIN BOARDS

1. Bulletin boards shall be provided for posting information and announcements from the following sources:
 - a. City Council
 - b. The City Manager
 - c. Other City Departments
 - d. The Chief of Police
 - e. Office Chiefs
 - f. Other Offices
 - g. Area Command Officers
 - h. Labor Groups
 - i. Employees.
2. Personal announcements posted by employees shall be:
 - a. confined to a 3" X 5" card
 - b. dated, to be purged when no longer needed or after 45 days.
3. Each Office shall designate an employee to organize, prioritize, and update bulletin boards in their area.

B. CHALKBOARDS/WHITE BOARDS

Chalkboards and white boards shall be used for official messages or notices of a serious or urgent nature only.

C. DISPLAY OF PERSONAL ITEMS

1. The display of non-official stickers, posters, writings, pictures, etc., on office furniture, lockers, walls, or equipment within a Police facility shall not be allowed without the expressed approval of the Office Chief or designee.
2. Items shall be appropriately displayed or framed before being submitted to, or inspected by, the approving authority.
3. Any items which are openly displayed and not conforming to this order, shall be subject to immediate removal.