

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### Policy

### Section 10.19

#### BULLETIN BOARDS

It is the policy of the Board to maintain all facility bulletin boards as a means of communicating information to employees and the general public.

All material that is to appear on Board bulletin boards shall be posted and removed by the facility Building Authority or designee.

All Board, federal and state required notices, and other legally required notices shall be posted in an area visible to all employees.

Information of a general public interest may be posted by the Building Authority or designee if the information does not contain the following:

1. Personal attacks upon any employee or public official;
2. Scandalous, scurrilous or derogatory attacks on the Board, managing officers, supervisors or other personnel of the agency.
3. Comments regarding candidates for public office.

The following procedures shall be followed concerning the posting of any materials on the Board's bulletin boards:

1. All requests to have materials posted shall be in writing to the Building Authority or designee, and shall contain the name of the person or group requesting to post the material, a copy of the material to be posted, and the requested period of time the material is to be posted.
2. The Building Authority or designee shall approve or disapprove of the request by the end of the next scheduled work day.
3. No material will be posted for a period of time which is longer than thirty (30) calendar days, except for legally required notices, timely staff training materials, or agency publications/notices that the Building Authority or designee decides should be posted for a longer period.
4. At the end of the thirty (30) day period, or any period specified by the person or group requesting the posting, whichever is less, the Building Authority or designee shall remove the posted material.

Any material posted in violation of this policy shall be removed from the facility bulletin boards.

Violators of this policy shall be subject to disciplinary action as specified in the Board's discipline policy.

Adopted: 1/26/98

Updated: 7/24/2012