

## **Community Notices Bulletin Board Policy**

### **PURPOSE:**

The Community Notices Bulletin Board Policy sets guidelines for posting of information on the RandNet Community Notices bulletin board.

The Community Notices site may be used for posting the following types of information:

1. Postings of forthcoming or continuing educational, social, civic, charitable, cultural or recreational activities.
2. Announcements or schedules by nonprofit organizations, groups or agencies or by any federal, state or local government agency pertaining to services provided by the government to citizens.
3. Announcements related to community services and volunteer opportunities.

Items that do not meet the above criteria, such as commercial or political notices or petitions will not be posted.

### **POSTING GUIDELINES:**

1. All items must be reviewed and posted by a department head or their designee.
2. The content of any message posted must be appropriate for the workplace environment.
3. Postings will be removed after one month.
4. Every notice must clearly identify the person posting the message and provide information for contacting the person posting the message. County phone numbers cannot be used.
5. Notices advocating fraud or unlawful actions or notices the County considers to be inappropriate are not permitted.
6. The Community Notices site may not be used for any message that would otherwise violate established County policies.
7. Posting of materials does not imply County endorsement or consent; nor will the County accept responsibility for the accuracy of the statements made in such materials.
8. Duplicate posts will not be permitted.

### **RESPONSIBILITY:**

The Information Technology staff and designated staff in each department are responsible for the maintenance of the Employee Classifieds bulletin board. The Information Technology Director is responsible for interpreting this policy, monitoring its implementation and recommending changes to this policy to the Technology Policy Team.