

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

BULLETIN BOARDS

**SECTION 5.12
PAGE 1 OF 2**

It is the policy of Sandusky County to provide and maintain official bulletin boards in the several offices and facilities of the County to communicate official information to the citizens of Sandusky County and to County employees. This policy shall be in effect for the office of the Sandusky County Commissioners, the offices and facilities of the departments under the control of the County Commissioners and the public areas of the courthouse and other buildings maintained by the County Commissioners.

- A. Official Bulletin Boards: All County notices, state and federal required notices, and required legal notices shall be posted by a designated representative(s) of each department on the "official" bulletin boards. Information not directly related to the conduct of County business shall not be posted on official bulletin boards.
- B. Community Bulletin Boards: All community bulletin boards shall be marked as such and this policy shall be conspicuously posted on each such board with the name of the designated contact person for permission to utilize the bulletin board. Each department shall maintain a list of all such boards and their location.

Individual(s) seeking to post material on a community bulletin board shall follow the following procedures:

1. All material to be posted shall be presented to the designated contact person responsible for the board(s).
2. Information to be posted must contain the name and address of the individual desiring to post material, and shall be initialed and dated by the representative.

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

BULLETIN BOARDS

**SECTION 5.12
PAGE 2 OF 2**

3. Information to be posted shall not contain:
 - a. personal attacks upon any employee or public official;
 - b. scandalous or derogatory matter concerning any employee, public official, or government unit/agency;
 - c. attacks on and/or unfavorable comments regarding any candidate for public office, including partisan political material; and
 - d. material which is determined to be in poor taste.

4. Information posted on a community bulletin board shall be removed ten (10) days after the date of the posting by the designated contact person.

5. Materials posted without prior approval shall be removed from a community bulletin board.