

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:
POSTING POLICY
ON COUNTY PROPERTY

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Purpose:

The purpose of this policy is to provide uniform guidelines for general postings at county owned and leased facilities and the property appurtenant to these facilities.

Policy:

It is the policy of the Board of Supervisors to allow for the posting of flyers, documents and public notices, only in designated posting areas. Public and commonly used areas of county owned and leased facilities are provided with bulletin boards for display of non-permanent postings. Items placed on the bulletin boards must meet with the approval of the county department occupying the facility and in no way should promote or sell services not endorsed by the County of Riverside. Each department head is responsible for designating an employee to monitor the content of material posted in their respective approved posting areas. Said designated employee's name must be provided to Facilities Management Department within 14 days of designation, including any changes in designee, along with a signed statement that designee has read and understands posting policies. All postings should be current and pertinent to county business.

Space may be made available to registered employee organizations on departmental bulletin boards within the representation unit provided such use is reasonable and does not interfere with the needs of the department (See Board of Supervisors Resolution No. 99-379, section 18).

Materials are not to be posted in areas other than the designated posting area. Posting on walls, doors, windows, exteriors, building entrances or on any surface on county property appurtenant to a county facility is strictly prohibited. In addition, no solicitation or non-county activity is permitted on county property without prior approval by the Chairperson of the Board of Supervisors.

Special requests for the use of banners or other temporary signage, used in areas other than designated posting areas, must be approved by the Department of Facilities Management. Only those activities associated with the normal course of county business will be considered. Limited exceptions to this condition may be considered, but must be approved by the Chairperson of the Board of Supervisors.

Reference:

Minute Order 3.17 Dated 4/13/04