
DAKOTA COUNTY POLICIES AND PROCEDURES MANUAL

Policy 4042 Bulletin Boards

Original Publication Date: 5/14/1997

Revision Date(s): 08/03/2017

Last Reviewed: 08/03/2017

Department: Facilities Management

Board or Administrative: Administrative

Related Policies: Policy 4020 Property/Facility Use & Security

POLICY STATEMENT

Dakota County installs and maintains various types of bulletin boards in order to communicate information to the public and to employees and in order to meet legal notice requirements.

To prevent clutter in County buildings and to ensure an organized bulletin board system, the County retains the exclusive right to determine where County bulletin boards are installed and what can be posted on them. Any information posted in a public area in a County building must be posted on a County bulletin board and comply with this policy.

DEFINITIONS

Public Area: Any area within a County building physically or visually accessible by the general public as well as any area not assigned or dedicated to a specific department's or agency's exclusive use, including:

- Meeting or conference rooms not dedicated for a specific use
- General lobby, hallway, and corridor spaces
- County Board meeting rooms
- Atriums
- Exhibit space
- Public service areas including jury assembly area
- Entrance plazas
- Parking lots
- Training rooms

County Bulletin Boards:

- *Official County bulletin board:* The bulletin board located at the Government Complex and reserved exclusively for public notices required by law to be posted.
- *Administrative bulletin board:* A bulletin board reserved exclusively for information directed by County Administration to County employees.
- *Job Posting bulletin board:* A bulletin board reserved exclusively for job postings for employment opportunities with Dakota County.
- *Activity and Events bulletin board:* A bulletin board reserved exclusively for announcement of activities, meetings, and events sponsored by County departments or community and non-profit organizations.

Other Bulletin Boards:

- Bulletin boards not located in public areas of County buildings, such as bulletin boards used by the Employees' Club or by unions representing County employees.

SOURCE

The general authority is Minn. Stat. § 375A.03 describing the statutory duties and authority of the County Manager.

Various statutes requiring the posting of public notices.

GENERAL

The job posting, administrative and official county bulletin boards are managed by County Administration and Employee Relations or their designee. The activities and events bulletin boards are managed by the respective county departments based on location and information posted.

Locations

The County Manager or designee determines the location of all County bulletin boards. The Official County Bulletin Board is located at the Government Center in Hastings. Administrative, Job Posting, and Activity and Events bulletin boards are located at each County facility where employees normally report for work and are accessible to all employees. In facilities open to the public, the Job Posting bulletin board is accessible to the public and employees.

Content

Typical materials that may be placed on County bulletin boards include (but are not limited to) the following:

- *Official County bulletin board:*

Sheriffs' sale notice, lost certificate notice, court notice, election notice, or any other public information required by law to be posted.

- *Administrative bulletin board:*

Announcements and meeting notices published by the Administration Department. Information directed at employees that the County is required to post by law or regulation, including, for example, the following: Minimum Wage poster, EEO poster, Occupational Safety and Health OSHA posters, Workers Compensation Statement of Rights, Retirement Notice and Age Discrimination poster.

- *Job Posting bulletin board:*

Current employment opportunities available with the Dakota County government.

- *Activity and Events bulletin board:*

Announcements of upcoming County, community, and non-profit events or activities.

Maintenance

The County Manager or designee assigns individuals from representative departments at each facility to be responsible for posting and removing notices on County bulletin boards. Each such individual is issued keys for the lockable bulletin boards. Permanent notices are provided to assigned individuals in the Employee Relations Department together with corresponding posting instructions.

Staff contact: Mike Lexvold Ext: 8180 Email: Michael.Lexvold@co.dakota.mn.us

Board Resolution or Manager Signature: /s/ Matt Smith 08/03/2017
