

Approved By:

**I. PURPOSE:** The purpose of this policy is to identify the types of information and promotional materials that may be displayed in the Department's public access areas.

**II. POLICY STATEMENT:** Only those informational materials produced by the Department of Professional and Occupational Regulation or another state, local or federal authority associated with one of the Department's programs may be displayed in DPOR's public access areas. All other information and items (including but not limited to awards and certificates presented to the Department) may be displayed at the Director's discretion. The Communications Director shall coordinate the placement of information. Nothing in this policy shall permit placement of materials in any public area DPOR shares with other building tenants.

**III. DEFINITIONS:**

Public Access Areas For the purposes of this policy, DPOR public access areas are located on the fourth floor in the reception area and the sitting area outside of the reception area, and on the first floor in the DPOR Customer Assistance suite. DPOR public access areas do not include Perimeter Center Conference Center waiting areas, hallways or rooms.

**IV. RELATED DOCUMENTS:** N/A

**V. GENERAL PROVISIONS:**

**A. EXCEPTIONS**

The following items are exempt from the criteria set forth in this policy.

1. A photograph of the governor
2. The pictorial history of the Department's Directors
3. Employee Recognition plaques and photographs

**B. REQUESTS**

Requests to display information and promotional materials shall be submitted to the Communications Director for consideration. Only those items produced by the organizations included in the Policy Statement with the intent of increasing public awareness and/or educating regulants may be displayed in the Department's public access areas.

**C. REMOVAL OF INFORMATION AND MATERIALS**

Information shall be displayed until the materials are no longer current or for a length of time established by the Communications Director.