210.06
DISPLAY OF NOTICES AND PERSONAL ITEMS
11-04-2026

PURPOSE
The purpose of this order is to establish guidelines for the posting of notices and display of personal items within the Sacramento Police Department.

POLICY
It shall be the policy of the Sacramento Police Department to post notices and announcements on bulletin boards and to display only appropriate official or professional personal items within department facilities.

PROCEDURE
A. BULLETIN BOARDS
   1. Bulletin boards shall be provided for posting information and announcements from the following sources:
      a. City council or mayor.
      b. City manager.
      c. Other city departments.
      d. Chief of police or deputy chiefs.
      e. Other offices.
      f. Division managers.
      g. Labor groups.
   2. Personal announcements posted by employees shall be:
      a. Confined to a 3” x 5” card.
      b. Marked with the date and purged when no longer needed or a maximum of 45 days after posting.
   3. Each office shall designate at least one employee to organize, prioritize, and update bulletin boards in their area.
   4. Whiteboards shall be used for official messages or notices of a serious or urgent nature.

B. DISPLAY OF PERSONAL ITEMS
   1. Absent actual disruption to operations, harassment of others, or a reasonable risk that the content could be perceived as the City’s official position, employees are generally permitted to include personal expressions.
   2. The display of non-official stickers, posters, writings, pictures, or flyers within Department facilities is permitted, provided the material is not offensive or inappropriate.
      a. Prohibited materials include, but are not limited to, those that exhibit or advocate discrimination based on gender, race, religion, sexual orientation, ethnicity, or national origin; gang, supremacist, or extremist group affiliation; drug use; nudity or sexually explicit acts; or other obscene material or language.
      b. Non-official stickers, posters, writings, pictures, or flyers shall not be affixed to Department property, including office furniture, lockers, walls, or equipment, without the express approval of the Division Captain.
   3. Any display of personal items that disrupts work, targets others, or creates a reasonable risk of being interpreted as the City’s official position shall be documented in a memo and forwarded through the employees’ chain of command for review and appropriate response.
      a. Employees shall not display sexually suggestive visual displays, objects, including electronic

media or pictures in accordance with the City's EEO Policy.

C. DISPLAY OF POLITICAL MATERIALS

1. Political materials, including but not limited to stickers, posters, writings, pictures, flyers, notes, or other displays, shall not be displayed or affixed to City-owned or controlled property. Employees shall also not display materials in or around their workstations that are inappropriate or could reasonably be perceived as disparaging toward another person's political beliefs or point of view. For additional information, see the City's FAQs.
2. Employees are prohibited from using any public resources – including staff time, computers, telephones, Internet, email, vehicles, etc., for political purposes. For additional information, see the City's FAQs.