

**A RULE ESTABLISHING OFFICIAL BULLETIN BOARDS,
SETTING RULES AND REGULATIONS AND ESTABLISHING
A STANDARD PROCEDURE, PROVIDING AN EFFECTIVE DATE.**

Be it ordered by the Human Resource Department of Santa Rosa County, Florida.

SECTION I. Short title. A rule designating official location of Human Resource Department Bulletin Boards and there operation.

SECTION II. Purpose and intent. The object of this rule is to establish official bulletin boards, set rules and regulations, and establish a standard procedure for the operation thereof.

SECTION III. Jurisdiction. The Human Resource Director shall be designated to administer and set procedure for the proper execution of this rule.

A. Designated Areas: Listed below are the official locations and number of Human Resource Department Bulletin Boards: Amended: 11/13/2003

1. Human Resource Department Office - Entrance
2. County Courthouse – Employee Break Room
3. County Administrative Complex – Break Room
4. Sheriff's Department – Break Area
5. Sheriff's Department - Jay
6. Sheriff's Department – Narcotics Office
7. Sheriff's Department – Gulf Breeze District Office
8. Sheriff's Department – Navarre District Office
9. Sheriff's Department – Pace District Office
10. Navarre Beach - Kitchen
11. County Road Department - vicinity of gas pumps
12. County Commissions (Road Crew) District 3 - Work assembly location
13. County Commissions (Road Crew) District 4 - Work assembly location
14. County Commissions (Road Crew) District 5 - Work assembly location
15. Santa Rosa County Service Center (Southern Administrative Complex) Main Lobby
16. Animal Services – Employee Lounge
17. Emergency Management – Main Hallway

B. Prohibitions. These bulletin boards are to be used for dissemination of Human Resource Department business only. All other written matter is prohibited unless specifically approved by the Human Resource Department.