

EXECUTIVE ORDER NO. 55

TO: All Agencies Under the Mayor

FROM: Michael B. Hancock, Mayor

DATE: June 5, 2016

SUBJECT: DEPARTMENT INFORMATION CENTERS

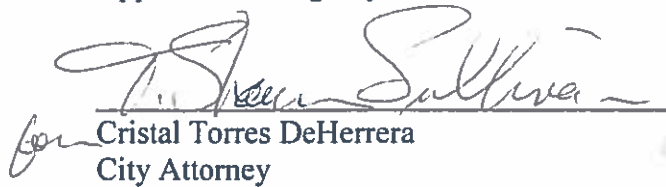
**PURPOSE:** This Executive Order establishes the policy of the City and County of Denver regarding Department Information Centers formerly known as "Bulletin Boards" and the posting of information and materials on those sites. Executive Order 55, dated June 4, 1968, and the amendment dated November 27, 2001 and all memorandum attachments thereto are canceled and superseded by this Executive Order No. 55.

- 1.0 Applicable Authority: The applicable authority relevant to the provisions and requirements of this Executive Order No. 55, is found in sections 2.2.10(A) and (C) of the Charter of the City and County of Denver.
- 2.0 Communication Management: Departments and Agencies are encouraged to use Denver.gov and other Internet/Intranet opportunities to provide information to its employees and the public. Department/Agency Heads are responsible for the proper posting and maintenance of Public Information Sites, Official Departmental Information Sites, and Non-official Employee Information Sites which are outlined in paragraph 3.0 which follows.
- 3.0 Department Information Centers (can be of four types):
  - 3.1 Public Information Sites - used primarily to provide information to the general public, and may also be used for community Information if doing so supports the mission of the Department/Agency. These sites are located in areas of public access or may be found on City online services. The Department/Agency that has identified a need for such a site is responsible for contacting the facility manager (if applicable) or its information services provider for approval to place such a site and the size and location of the site.
  - 3.2 Bargaining Group Information Sites – used by recognized employee bargaining units that have a contractual right to post bargaining unit information. The conditions under which these sites are located and maintained are established by contract.
  - 3.3 Official Employee Notice and Information Sites – Specifically identified locations where official legal notices, letters, memoranda, and notices pertaining to City operations of City sponsored/related activities are maintained. Examples of such

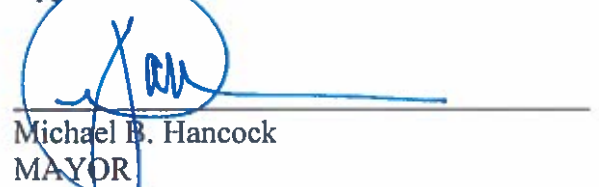
items include, but are not limited to notices regarding, EEOC, injuries in the workplace, OSHA, Colorado Anti-discrimination laws, Colorado minimum wage guidelines, the Colorado Employment Security Act, Colorado Compensation Insurance and Federal 5-in-1 labor poster, as well as other employee rights, etc.

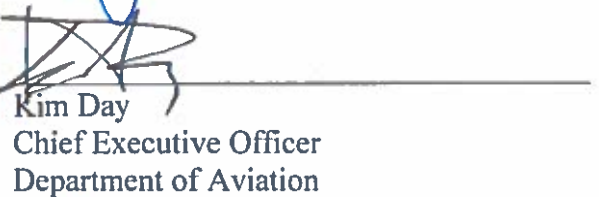
- 3.4 Non-Official Employee Information Sites – primarily used by employees to post non-official employee information such as items for sale, employee retirement recognition events, or other similar information. These sites are located in non-public areas of buildings or may be found on City online services. Employee Information site locations and posting duration are set by the Department/Agency Head and shall not contain offensive or inappropriate material, or cause disruption in the workplace.

Approved for Legality

  
Cristal Torres DeHerrera  
City Attorney

Approved:

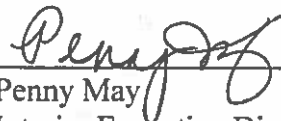
  
Michael B. Hancock  
MAYOR

  
Kim Day  
Chief Executive Officer  
Department of Aviation

  
Brad Buchanan  
Executive Director of Community Planning  
and Development

  
Bob McDonald  
Executive Director of Environmental Health

  
Brendan Hanlon  
Chief Financial Officer



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Penny May  
Interim Executive Director of General  
Services



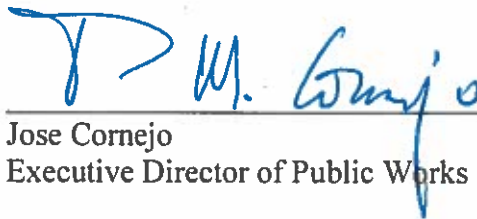
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Don Mares  
Executive Director of Human Services



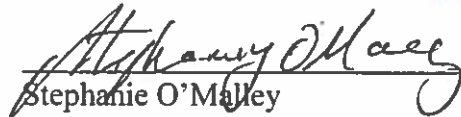
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Happy Haynes  
Executive Director of Parks & Recreation



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Jose Cornejo  
Executive Director of Public Works



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Stephanie O'Malley  
Executive Director of Safety

