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Section 02- Information Management	OP-020109	Page: 1	Effective Date: 12/15/2022
Digital Signage Network	ACA Standards: 5-ACI-1F-01, 5-ACI-1F-02		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Digital Signage Network

The Oklahoma Department of Corrections (ODOC) established these policies and procedures to ensure the agency’s digital signage network (DSN) content is current, accurate, and consistent.

I. General Standards and Guidelines (5-ACI-1F-01, 5-ACI-1F-02)

Oklahoma Information Technology Accessibility Standards direct that information be accessible on the DSN. All units will comply with website guidelines for the public and intranet websites, so information displayed will remain accurate, timely, consistent with agency policy, and accessible to all visitors.

A. Visual Continuity

ODOC digital signage uses a core style to maintain compliance with state and federal accessibility standards. The chief administrator of Communications and Government Relations will ensure all content within the network adheres to the approved standard.

B. Digital Signage Network Manager

The chief administrator of Communications and Government Relations will identify an agency DSN manager to ensure all updates, deletions, or new materials received for posting to the digital signage network have the appropriate approval and comply with guidelines. The DSN manager will also be responsible for placing content on the agency’s digital signage network.

C. Digital Signage Management

1. Inmate-Related Content

The DSN for inmate viewing will contain information regarding health, Oklahoma Prison Rape Elimination Act (PREA), and other topics deemed necessary and beneficial to the inmate population.

2. Staff-Related Content

The DSN for staff viewing will contain information regarding health, PREA, training schedules, job openings, legislative updates, and other information deemed necessary and beneficial to staff.

D. Prohibited Uses of the Agency Digital Signage Network

Employees will observe the following restrictions when submitting content for digital signage:

1. No use of the official agency digital signage for personal or commercial gain.
2. No graphics containing signatures. All documents containing a signature will list "Signature on File" or omit the signature.
3. No posting of personal addresses or cell or home phone numbers of ODOC employees.
4. No harassment or libelous statements toward others.
5. Except for OCI and Agri-Services, no endorsement of any commercial product, service, or brand name.
6. No posting of obscene materials.
7. No posting of items that could detract from the agency's professional image. When a question of appropriateness arises, the judgment of the chief administrator of Communications and Government Relations will prevail.
8. No endorsement or promotion of any political cause, candidate, or religious belief.

II. Executive Staff Responsibilities

A. Unit Designee

Each executive staff member may designate an individual in their unit responsible for management questions regarding digital signage and approval. Designees' names will be forwarded to the digital signage network manager. The executive staff member or their designee will coordinate,

review, and approve content to be posted on the digital signage network. All content, once reviewed and approved, the executive staff member or designee will submit all content by completing the "Request to Broadcast Content Form," ([Attachment A](#), attached) and submitting to the agency's DSN manager for posting.

III. References

Policy Statement P-020100 entitled "Management of Oklahoma Department of Corrections Information"

IV. Action

The chief administrator of Communications and Government Relations is responsible for compliance with this procedure and is responsible for the annual review and revisions.

Any exceptions to this operations memorandum will require prior written approval from the director.

Replaced: OP-020109 entitled "Digital Signage Network" dated July 21, 2021

Distribution: Policy and Operations Manual
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Request to Broadcast Content Form”

Attached