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| <b>Digital Signage Network</b>                                           | <b>ACA Standards: 5-ACI-1F-01, 5-ACI-1F-02</b> |                          |                                   |
| <b>Scott Crow, Director</b><br><b>Oklahoma Department of Corrections</b> |                                                | <b>Signature on File</b> |                                   |

## Digital Signage Network

The Oklahoma Department of Corrections (ODOC) has established the following 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 digital signage network. 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

To maintain compliance with state and federal accessibility standards, ODOC digital signage have implemented a core style. The chief of Strategic Engagement will ensure all content within the network adheres to the approved standard.

B. Digital Signage Network Manager

The chief of Strategic Engagement will identify an agency digital signage network manager who will ensure all updates, deletions, or new materials received for posting to the digital signage network have the appropriate approval and comply with guidelines. 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 digital signage network for inmate viewing will contain information regarding health, Oklahoma Prison Rape Elimination Act (PREA), and other information deemed necessary and beneficial to the inmate population.

2. Staff-Related Content

The digital signage network for staff viewing will contain information related to health, PREA, training schedule, job openings, legislative updates, and other information deemed necessary and beneficial to staff.

D. Prohibited Uses of the Agency Digital Signage Network

The following restrictions will be observed 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 normally containing a signature will list "Signature on File" or omit the signature.
3. No posting of personal addresses, cell or home phone numbers of ODOC employees.
4. No harassment or libelous statements toward others.
5. With the exception of 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 chief of Strategic Engagement's judgment 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. These individuals will coordinate, review, and approve

content to be posted on the digital signage network. All content, once reviewed and approved, will be submitted by completing the "Request to Broadcast Content Form," ([Attachment A](#), attached) and submitting to the agency digital signage network manager for posting.

### III. References

Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information"

### IV. Action

The chief of Strategic Engagement 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: None. This is a new procedure.

Distribution: Policy and Operations Manual  
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Request to Broadcast Content Form”

Attached