

**CITY OF OCONOMOWOC POLICE DEPARTMENT  
POLICIES & PROCEDURES**

DATE: May 13, 2020

HISTORY: October 15, 1999

SUBJECT: Cartoons and Unauthorized Materials

POLICY NUMBER: 99-077

**I. PURPOSE**

The purpose of this policy is to establish a clear understanding relative to the use of cartoons or other materials posted or displayed within the work place.

**II. DEFINITIONS**

Cartoon: A preparatory design, drawing, or painting.

Other Materials: All items not restricted to official law enforcement purposes and/or not related to official police business.

Offensive Materials: Materials, drawings or written, which are found to be offensive to another based on race, color, sex, religion, age, disability and national origin.

**III. POLICY**

- A. No cartoons will be posted within the City of Oconomowoc Police Department.
- B. Only those materials related to official law enforcement purposes or those related to official police business may be placed or posted within the City of Oconomowoc Police Department without prior approval.
- C. Other materials not included in the above policy may not be posted or made available to any member of the department without prior approval of the Chief of Police or his designee.
- D. No employee shall post or advertise any material, on any bulletin board within the department, any materials which is disrespectful or contradictory to department policy or any material which is offensive in any manner.
- E. The City of Oconomowoc personnel policy regarding authorized material in an electronic format or other material is in conjunction with this policy and will be considered a violation of this policy.

**IV. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE**

This policy is effective immediately  
and will supersede any directives or understandings in conflict