Mandatory VA Policy Signs by Directive

- Consent to Inspection
- No Smoking
- No Weapons Permitted
- Business Hours
- Notice of Weapons Search
- Parking Notice
- Patient Rights and Responsibilities
- Policies and Directives
- No Weapons
- Security Notice
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This section of the Sign and Graphic Design Guide is comprised of signs that are REQUIRED to be posted by VA Policy Directive.

The text on each sign is specific and is not open to modification or revisions. Placement of the signs is also specifically directed in the Policy Directive.
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MANDATORY POLICY SIGN DESIGNATIONS

Each sign in the program guide has been given a specific sign type number designation. This designation provides a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived:

**IN - 02.03 A**

I Designates an interior sign.

N Identifies the sign is non-illuminated.

02 Two digit number identifies a particular sign type family.

.03 The two digit number, following the period, identifies a specific sign within the sign family.

A The letter designates a specific sign configuration, version and/or layout for graphics.

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**Sign Type IN-02**

**Policy Signs**

**IN-02.01**
"Consent to Inspection" sign

**IN-02.02**
"No Smoking" sign

**IN-02.03**
"No Weapons" sign
Overview

Mandatory Policy Signs

Sign Type IN-02
*Policy* Signs

IN-02.04
"Hours of Operation" sign

IN-02.05
"Notice of Weapons Search" sign

IN-02.06
"Parking Restriction" sign

IN-02.07
*Patient Rights and Responsibilities* sign

IN-02.08
*Policies and Directives* sign
Sign Type IN-02
"Policy" Signs

IN-02.10
"No Weapons" sign – small

IN-02.11
"No Weapons" sign – large

IN-02.12
"Security Notice" sign
This page is intentionally left blank.
**IN-02.01**

**Mandatory Policy Signs**

**Consent to Inspection**

**Size**
Sign Face:
152 mm H x 508 mm W
(6" H x 20" W)

**Description**
"Consent to Inspection" sign is required to be placed at the entrance of a building.

**Message Configuration**
(Refer to message layout drawing for dimensions).

**Sign Components**
Acrylic plaque

**Graphic Process**
Silk-screened

**Colors**
For background and type colors, refer to VA color chart.

**Typography**
Helvetica Bold

**Mounting**
Double sided foam tape or silastic adhesive

**Installation**
Sign can be coordinated to be placed with other policy signs, IN-02.2 and IN-02.3 that are required at the entrance.

Introduction of weapons, unauthorized drugs and alcoholic beverages on this property is prohibited (Title 18 USC Section 930 and Title 38 CFR Section 1.218). Persons entering this property consent to an inspection of all packages, luggage and containers in their possession when arriving. Refusal of consent to search is basis for denial of admittance. Violators are subject to arrest and prosecution. Refusal of consent to an authorized search by medical personnel is basis for discharge.
Mandatory Policy Signs

Consent to Inspection

IN-02.01

25 mm (3/8")

5 mm (3/16")

152 mm (6")

38 mm (1-1/2")

508 mm (20")

22 mm (7/8")

3 mm (1/8")
IN-02.02 Mandatory Policy Signs

No Smoking

Size
Sign Face:
152 mm H x 508 mm W
(6” H x 20” W)

Description
"No Smoking" sign is required to be placed at the entrance of a building.

Message Configuration
(Refer to message layout drawing for dimensions).

Sign Components
Acrylic plaque

Graphic Process
Silk-screened

Colors
For background and type colors, refer to VA color chart.

Typography
Helvetica Bold

Mounting
Double sided foam tape or silastic adhesive

Installation
Sign can be coordinated to be placed with other policy signs, IN-02.01 and IN-02.03 that are required at the entrance.
Mandatory Policy Signs

No Weapons Permitted

Size
Sign Face:
152 mm H x 508 mm W
(6" H x 20" W)

Description
"No Weapons" sign is required to be placed at the entrance of a building.

Message Configuration
(Refer to message layout drawing for dimensions).

Sign Components
Acrylic Plaque

Graphic Process
Silk-screened

Colors
For background and type colors, refer to VA color chart.

Typography
Helvetica Bold

Mounting
Double sided foam tape or silastic adhesive

Installation
Sign can be coordinated to be placed with other policy signs, IN-02.01 and IN-02.02 that are required at the entrance.

Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C. Section 930a. Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C. Section 930b.
Mandatory Policy Signs

No Weapons Permitted

- 38 mm (1-1/2"
- 508 mm (20"
- 152 mm (6"
- 3 mm (1/8"
- 16 mm (5/8"
- 25 mm (3/8"
- 3 mm (1/8"

IN-02.03
IN-02.04  Mandatory Policy Signs

Business Hours

Size
Sign Face:
229 mm H x 229 mm W
(9” H x 9” W)

Description
"Hours of Operation" sign is required to be placed at the entrance of a building.

Message Configuration
(Refer to message layout drawing for dimensions).

NOTE:
Hours and days of operation are to be established on a facility by facility basis.

Sign Components
Acrylic plaque

Graphic Process
Surface applied vinyl

Colors
For background and type colors, refer to VA color chart.

Typography
Helvetica Bold

Mounting
Double sided foam tape or silastic adhesive

Installation
On wall, 1600 mm (63") to top of sign, at the entrance.
Mandatory Policy Signs

Business Hours

IN-02.04

19 mm (3/4"
15.9 mm (5/8"
9.5 mm (3/8"
12.7 mm (1/2"
6.4 mm (1/4"
13 mm (1/2"
19 mm (3/4"
19 mm (3/4"
15.9 mm (5/8"
15.9 mm (5/8"
229 mm (9"
9.5 mm (3/8"
12.7 mm (1/2"
6.4 mm (1/4"
12.7 mm (1/2"
19 mm (3/4"
19 mm (3/4"
9.5 mm (3/8"
4.8 mm (3/16"

3.2 mm (1/8"

229 mm (9"

Mandatory Policy Signs

Notice of Weapons Search

Size
Sign Face:
381 mm H x 381 mm W
(15" H x 15" W)

Description
This is only required at metal detector screening devices and is to be installed next to the detector and in a location that is visible before passing through the machine.

Message Configuration
(Refer to message layout drawing for dimensions).

Sign Components
Acrylic plaque

Graphic Process
Silk-screened

Colors
For background and type colors, refer to VA color chart.

Typography
Helvetica Bold

Mounting
Double sided foam tape or silastic adhesive

Installation
On wall, adjacent to metal detector/screening device, 1702 mm (67") to top of sign

NOTICE OF WEAPONS SEARCH

The possession of any weapon by persons entering this building is prohibited by law (38 cfr & 1.218 (a)(13)). Persons entering the building consent to a personal search by metal detector and to the inspection of all packages, luggage and all containers in their possession. Metal detector cannot harm you and will not affect pacemakers, hearing aids, or film. Refusal of consent to search is basis for denial of admittance. Person legally authorized to possess firearms must report to the center police. Medical Center Director.
Notice of Weapons Search

IN-02.05

Mandatory Policy Signs

381 mm (15")

Align

31 mm (1-1/4")

32 mm (1-1/4")
25 mm (1")
6 mm (1/4")
25 mm (1")
47 mm (1-7/8")
13 mm (1/2")
6 mm (1/4")
13 mm (1/2")

381 mm (15")

3 mm (1/8")
Mandatory Policy Signs

Single Post Parking Notice

Size
Sign Face:
762 mm H x 610 mm W
(30" H x 24" W)

Description
Large, non-illuminated single post or wall mounted tow away informational sign.

Sign is similar to sign type EN-05.01. See exterior sign section for construction and installation details.

Message Configuration
(Refer to message layout drawing for dimensions).

Graphic Process
Surface applied reflective vinyl

Colors
Text: white
Background: refer to color chart.
Post: refer to color chart.

Installation
It is recommended that this sign be placed at the entrance drive to the VA site.

Position sign so drivers have a clear, unobstructed view of the sign.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign post.

Message Layout

NOTICE
Parking restrictions are enforced daily by VA Police. Violators are subject to citation and tow at owner’s expense. (38 CFR Section 1.218)
Mandatory Policy Signs

Parking Notice Sign: Single Post and Wall Mounted Options

Sign Panel Mounted to Wall with Adhesive

76 mm (3"

1779 mm (5' - 10"

610 mm (2' - 0"

3 mm (1/8"

76 mm (3"

762 mm (2' - 6"

35 mm (1-3/8"

25 mm (1"

38 mm (1-1/2"

168 mm (3 - 5/8"

73 mm (2 - 7/8"

IN-02.06
Patient Rights and Responsibilities

I. Respect and Nondiscrimination

You will be treated with dignity, compassion and respect as an individual. Your privacy will be protected. You will receive all health services in a professional and confidential manner. No staff will discuss your treatment or health information in a public area if you have any questions or concerns.

II. Information Disclosure and Confidentiality

- You will be informed of all aspects of your care, including any side effects caused by your medical care. You will be informed of the information your VA physician feels the information will be harmful to you. In that situation, you have the right to have this information kept in your medical record and may request a copy of your records. This will be provided except in rare situations where keeping the information in your record would harm your VA care.
- Your medical record will be kept confidential. Information about you will not be released without your consent except in the following situations:
  - When required by law.
  - To carry out the health care you have requested.
  - In some cases, your record may be shared with your health care provider in an outpatient setting.
  - When health care providers need to know about your medical condition.
- You will be included in resolving any ethical issues about your care. You may consult with the Medical Center’s Ethics Committee on any ethical issues that may arise.
- You or someone you choose has the right to keep and spend your own money. You have the right to receive an accounting of VA held funds.
- You may decide whether or not to participate in your treatment plan. You may refuse treatment. Your consent or refusal will be documented in your medical record.
- You will receive information about the health benefits that you can receive. The information will be provided in a way you can understand.
- You will receive information about the costs of your care. You are responsible for paying for your portion of the costs associated with your care.
- If you believe you cannot follow the treatment plan, you have the right to request information about the alternatives that are available to you. You may choose to refuse any treatment.
- You will be informed of all outcomes of care, including any injuries caused by your medical care. You will be informed of any adverse outcomes of care that are otherwise not discussed with you by your VA provider.
- You will be given in writing, the name and professional title of the provider in charge of your care. As a partner in the healthcare process, you have the right to be involved in choosing your provider. You will be educated about your role and responsibilities as a patient. You will be informed of the changes to your care plan.
- You have the right to participate in decision-making and care at the end of life. You have the right to make decisions about your care, including the option to have your life support withdrawn or your artificial nutrition and hydration stopped.
- You have the right to choose your provider. You will be given information about the health benefits that you can receive. The information will be provided in a way you can understand.
- You will be informed of all aspects of your care, including any side effects caused by your medical care. You will be informed of the information your VA physician feels the information will be harmful to you. In that situation, you have the right to have this information kept in your medical record and may request a copy of your records. This will be provided except in rare situations where keeping the information in your record would harm your VA care.
- Your medical record will be kept confidential. Information about you will not be released without your consent except in the following situations:
  - When required by law.
  - To carry out the health care you have requested.
  - In some cases, your record may be shared with your health care provider in an outpatient setting.
  - When health care providers need to know about your medical condition.
- You will be included in resolving any ethical issues about your care. You may consult with the Medical Center’s Ethics Committee on any ethical issues that may arise.
- You or someone you choose has the right to keep and spend your own money. You have the right to receive an accounting of VA held funds.
- You may decide whether or not to participate in your treatment plan. You may refuse treatment. Your consent or refusal will be documented in your medical record.
- You will receive information about the health benefits that you can receive. The information will be provided in a way you can understand.

III. Participation in Treatment Decisions

- You will be informed about your treatment options. You will be given information about the benefits and risks of treatment. You will be given other options. You can agree to treatment or refuse treatment. Refusing treatment will not affect your rights to future care but you have the responsibility to notify the treatment team.
- You have the right to choose whether or not you will participate in any research project. Any research will be clearly explained to you before you participate.
- You have the right to be involved in choosing your provider. You will be educated about your role and responsibilities as a patient. You will be informed of the changes to your care plan.
- You will be included in resolving any ethical issues about your care. You may consult with the Medical Center’s Ethics Committee on any ethical issues that may arise.
- You or someone you choose has the right to keep and spend your own money. You have the right to receive an accounting of VA held funds.
- You may decide whether or not to participate in your treatment plan. You may refuse treatment. Your consent or refusal will be documented in your medical record.
- You will receive information about the health benefits that you can receive. The information will be provided in a way you can understand.

IV. Complaints

- You have the right to complain verbally or in writing, without fear of retaliation.
- You will be given understandable information about the complaint process available to you. You may complain verbally or in writing, without fear of retaliation.
- You are encouraged and expected to seek help from your treatment team and/or a patient advocate if you have problems.
- If you or the Medical Center believes that you have been neglected, abused or exploited, you will receive help.
- You have the right to have your pain assessed and to receive treatment to manage your pain. You and your treatment team will develop a pain management plan together. You are expected to help the treatment team by telling them if you have pain and if the treatment is working.
- You have the right to choose whether or not you will participate in any research project. Any research will be clearly explained to you before you participate.
- You have the right to be involved in choosing your provider. You will be educated about your role and responsibilities as a patient. You will be informed of the changes to your care plan.
- You will be included in resolving any ethical issues about your care. You may consult with the Medical Center’s Ethics Committee on any ethical issues that may arise.
- You or someone you choose has the right to keep and spend your own money. You have the right to receive an accounting of VA held funds.
- You may decide whether or not to participate in your treatment plan. You may refuse treatment. Your consent or refusal will be documented in your medical record.
- You will receive information about the health benefits that you can receive. The information will be provided in a way you can understand.

V. Corrections

- You have the right to have your medical record corrected or amended. You may request a copy of your records. This will be provided except in rare situations where keeping the information in your record would harm your VA care.
- You will be treated with dignity, compassion and respect as an individual. Your privacy will be protected. You will receive all health services in a professional and confidential manner. No staff will discuss your treatment or health information in a public area if you have any questions or concerns.
- You will receive information about the health benefits that you can receive. The information will be provided in a way you can understand.
- You will receive information about the costs of your care. You are responsible for paying for your portion of the costs associated with your care.
- If you believe you cannot follow the treatment plan, you have the right to request information about the alternatives that are available to you. You may choose to refuse any treatment.
- You will be informed of all outcomes of care, including any injuries caused by your medical care. You will be informed of any adverse outcomes of care that are otherwise not discussed with you by your VA provider.
- You will be given in writing, the name and professional title of the provider in charge of your care. As a partner in the healthcare process, you have the right to be involved in choosing your provider. You will be educated about your role and responsibilities as a patient. You will be informed of the changes to your care plan.
- You will be included in resolving any ethical issues about your care. You may consult with the Medical Center’s Ethics Committee on any ethical issues that may arise.
- You or someone you choose has the right to keep and spend your own money. You have the right to receive an accounting of VA held funds.
- You may decide whether or not to participate in your treatment plan. You may refuse treatment. Your consent or refusal will be documented in your medical record.
- You will receive information about the health benefits that you can receive. The information will be provided in a way you can understand.

PLACEMENT

Sign Components
- Non-illuminated
- Swing frame (frame/case with hinged glass door) or front loading snap/clip frame.

Colors
- Finish and colors: To match or complement any existing or designated color and material palette.

Mounting
- Wall mounted with bolts into heavy-duty wall anchors.

Installation
- It is recommended that this sign be placed at building entrances or in lobbies.
- Position display so visitors have a clear, unobstructed view of the sign.

Frame Size / Outer Dimensions:
- to vary.

Description
- Non-illuminated enclosed display case/frame to accommodate foam core mounted paper print behind glass or acrylic.

Options to include:
- Swing frame (frame/case with hinged glass door) or front loading snap/clip frame.

Graphic Process
- VA provided poster

Size
- Display Window:
  - Minimum size to fit graphic insert: 914 mm H x 610 mm W (36" H x 24" W)
IN-02.07

Mandatory Policy Signs

Patient Rights and Responsibilities

- Minimum 610 mm (24")
- Minimum 915 mm (36")
- To vary
Mandatory Policy Signs

Policies and Directives

Size
Display Window:
Minimum size to fit graphic insert:
610 mm H x 457 mm W
(24" H x 18" W )

Frame Size / Outer Dimensions: to vary

Description
Non-illuminated enclosed display case / frame to accommodate foam core mounted paper print behind glass or acrylic.

Options to include:
Swing frame (frame/case with hinged glass door) or front loading snap/clip frame.

Sign Components
Non-illuminated

Graphic Process
VA provided poster

Colors
Finish and Colors: To match or complement any existing or designated color and material palette.

Mounting
Wall mounted with bolts into heavy duty wall anchors.

Installation
It is recommended that this sign be placed at building entrances or in lobbies.

Position display so visitors have a clear, unobstructed view of the sign.

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Rules and Regulations
Governing Conduct on Veterans Affairs Property

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IN-02.08

12/2012

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Mandatory Policy Signs

No Weapons Sign: Small

Size
152 mm H x 508 mm W
(6" H x 20" W )

Description
"No Weapons" sign to be placed at all public building entrances.

Message Configuration
Refer to message layout drawing for dimensions.

Sign Components
Acrylic plaque

Graphic Process
Silk-screened

Colors
Background: white
Graphics: red, white, blue, and black

Typography
Helvetica Medium Condensed:
Regular Condensed

Mounting
Double sided foam tape or silastic adhesive.

Installation
On wall, 1676 mm (66") to top of top sign. When placed adjacent to door, sign should be mounted on hinged side of door.

FOR YOUR SAFETY
No Guns, Knives or Other Weapons Allowed

PARA LA SEGURIDAD
Prohibido portar armas de fuego, cuchillos o otras armas

English Version

Spanish Version
IN-02.10

Mandatory Policy Signs

No Weapons Sign: Small

- 1 1/2" (38 mm)
- 1" (25 mm)
- 3/4" (19 mm)
- 1/2" (12 mm)
- 6" (152 mm)
- 1" (25 mm)
- 1/4" (19 mm)
- 1" (25 mm)

20" (508 mm)

4" (101 mm)
SIZE
762 mm H x 610 mm W
(30" H x 24" W)

DESCRIPTION
Non-Illuminated wall mounted or single post “No Weapons” sign. To be placed at all public drive entrances to site.

MESSAGE CONFIGURATION
Refer to message layout drawing for dimensions.

SIGN COMPONENTS
Aluminum sign panel

GRAPHIC PROCESS
Silk-screened or surface applied vinyl

COLORS
Background: white
Graphics: red, white, blue, and black

TYPOGRAPHY
Helvetica Medium
Helvetica Regular Italic

INSTALLATION
It is recommended that this sign be placed at all public drive entrances to site.

Position signs so drivers have a clear, unobstructed view of the sign.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign post.
Mandatory Policy Signs

No Weapons Sign: Large

- 6" (151 mm)
- 1" (25 mm)
- 7-1/2" (190 mm)
- 2" (50 mm)
- 2" (50 mm)
- 2" (50 mm)
- 2" (50 mm)
- 1" (25 mm)

- 24" (613 mm)
- 30" (762 mm)
- 66" (1676 mm)
Mandatory Policy Signs

Security Notice Sign

Size
Sign Face:
610 mm H x 457 mm W
(24” H x 18” W)

Description
Large, non-illuminated single post or informational sign

Sign is similar to sign type EN-05.01. See exterior sign section for construction and installation details.

Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied vinyl

Colors
Text: white
Background: refer to color chart.
Post: refer to color chart.

Installation
It is recommended that this sign be placed at hospital entrances, exits, and building ventilation intakes.

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Message Layout

Tobacco Smoke Control

Smoking is prohibited within the building and within 25 feet of all building entrances, operable windows, and building ventilation intakes during building occupancy.
IN-02.12

Mandatory Policy Signs

Security Notice Sign

76 mm (3"

457 mm (1'-6"

610 mm (2'-0"

1829 mm (6'-0"

38.1 mm (1-1/2"

50.8 mm (2"

25.4 mm (1"

25.4 mm (1"

25.4 mm (1"

12.7 mm (1/2"

Page 7-4-22
The VA Policy required sign types, for both the interior and exterior, are to be installed in a standard manner as shown in the interior and exterior sign section of the Signage Design Guide. Refer to the installation drawings pages for specific placement for each type of sign.

**Interior**

The interior policy required signs are acrylic and are to be installed using the same techniques as described in the interior sign installation section of the Signage Design Guide.

**Exterior**

The details showing the construction and installation of the exterior policy required signs are covered in the exterior sign construction section of the Signage Design Guide.
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The VA Policy required sign types, for both the interior and exterior, are constructed in a standard manner with the only variable being color. This section provides an overview of the construction criteria.

**Interior**

The interior signs are acrylic with silk-screened text.

**Detail 1: Hinged Swing Frame**

[Diagram of Hinged Swing Frame]

**Detail 2: Snap/Clip Frame**

[Diagram of Snap/Clip Frame]

**Exterior**

The details showing the construction of the Policy signs are based on a concept of an aluminum sign system. Refer to the Exterior Sign Section of the Signage Design Guide. The illustrations are intended to show the desired configuration and intent of the sign type.