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
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

Overview

Mandatory Policy Signs

IN-02.10
IN-02.11
IN-02.12
Single Post Option
Wall Mounted Option
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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.
Consent to Inspection

Mandatory Policy Signs

25 mm  (3/8")

5 mm   (3/16")

152 mm  (6")

38 mm  (1-1/2")

22 mm  (7/8")

508 mm  (20")

3 mm   (1/8")

IN-02.01
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.
IN-02.02

Mandatory Policy Signs

No Smoking
**IN-02.03**

**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

IN-02.03

152 mm (6")

38 mm (1-1/2")

508 mm (20")

Align

16 mm (5/8")

25 mm (3/8")

3 mm (1/8")

508 mm (20")

3 mm (1/8")
Mandatory Policy Signs

Business Hours

Business Hours
7:30 a.m. - 4:00 p.m.
Monday - Friday

Visiting Hours
7:30 a.m. - 4:00 p.m.
Monday - Friday

Closed for Regularly Scheduled Holidays

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
**Notice of Weapons Search**

**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.

**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
Mandatory Policy Signs
Notice of Weapons Search

IN-02.05

381 mm (15")
31 mm (1 - 1/4")
Align

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

76 mm (3"

76 mm (3"

1779 mm (5'-10"

1779 mm (5'-10"

610 mm (2'-0"

3 mm (1/8"

38 mm (1-1/2"

73 mm (2'-7/8"

168 mm (3'-5/8"

76 mm (3"

35 mm (1'-3/8"

25 mm (1"

35 mm (1'-3/8"

762 mm (2'-6"

3 mm (1/8"

IN-02.06
**Mandatory Policy Signs**

**Patient Rights and Responsibilities**

**Size**
Display Window: Minimum size to fit graphic insert: 914 mm H x 610 mm W (36" H x 24" 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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**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 care that is free from discrimination on the basis of your sex, race, national origin, color, religion, sexual orientation or age. You have the right to know the name and professional title of the provider in charge of your care. As a partner in the treatment process, you will be given information about the nature of your medical condition.

- You will be given understandable information about your medical condition. This will help you in providing you the best care possible.

- Your medical record will be kept confidential. Information about you will not be released without your consent except as otherwise permitted by federal and state law. You have the right to examine and copy your medical record. You will be given in writing, the name and professional title of the provider in charge of your care. As a partner in the treatment process, you will be given information about your medical condition.

- You will be given in writing, the name and professional title of the provider in charge of your care. As a partner in the treatment process, you will be given information about your medical condition.

**II. Information Disclosure and Confidentiality**

- You will be given information about the health benefits that you can receive. The information will be provided in a way that you can understand.

- You will receive information about the costs of your care. If you have insurance, you are responsible for paying for any portion of these costs associated with your care.

- Your medical record will be kept confidential. Information about you will not be released without your consent except as otherwise permitted by federal and state law. You have the right to examine and copy your medical record. You will be given in writing, the name and professional title of the provider in charge of your care. As a partner in the treatment process, you will be given information about your medical condition.

**III. Participation in Treatment Decisions**

- As an inpatient or long-term care resident, you will be provided any transportation necessary for your treatment plan. You have the right to make decisions about your care. This will help in providing you the best care possible.

- As an inpatient or long-term care resident, you will be provided any transportation necessary for your treatment plan. You have the right to make decisions about your care. This will help in providing you the best care possible.

- As an inpatient or long-term care resident, you have the right to communicate freely and privately. You may have or refuse visitors, and talk to family members and friends. You have the right to meet with the families of other residents.

- As an inpatient or long-term care resident, you have the right to social interaction and regular exercise. You will have the opportunity for religious worship and spiritual support. You may decide whether or not to participate in these activities.

- As an inpatient or long-term care resident, you have the right to wear your own clothes and keep personal items. This depends on your medical condition.

- As an inpatient or long-term care resident, you can organize and take part in resident groups in the facility. Your family can meet with the families of other residents.

**IV. Complaints**

- All residents have the right to complain and request an investigation. Your privacy will be protected. You will receive any investigation report. You have the right to have an advocate if you have any questions or would like more information about your rights.

- If you are not satisfied with the investigation, you may request an independent third party to investigate your complaint. You will be given the name and address of a third party investigator. You have the right to receive any independent third party investigation report.

- 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.

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**V. Compliance**

- 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 will be included in resolving any ethical issues about your care. You may consult with the Medical Center's Ethics Committee and/or other staff knowledgeable about health care ethics.

- You will be given understandable information about the complaint process available to you. You may consult with the Medical Center's Ethics Committee and/or other staff knowledgeable about health care ethics.

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IN-02.07

Mandatory Policy Signs

Patient Rights and Responsibilities

minimum 610 mm (24")

minimum 915 mm (36")
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.
Mandatory Policy Signs

Policies and Directives

Minimum 610 mm (24")

457 mm (18")

To vary
**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 (56") to top of top sign. When placed adjacent to door, sign should be mounted on hinged side of door.

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**FOR YOUR SAFETY**

No Guns, Knives or Other Weapons Allowed

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**PARA LA SEGURIDAD**

Prohibido portar armas de fuego, cuchillos o otras armas

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English Version

Spanish Version
Mandatory Policy Signs

No Weapons Sign: Small

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4&quot; (19 mm)</td>
<td>1 1/2&quot; (38 mm)</td>
</tr>
<tr>
<td>1&quot; (25 mm)</td>
<td>6&quot; (152 mm)</td>
</tr>
<tr>
<td>1&quot; (25 mm)</td>
<td>4&quot; (101 mm)</td>
</tr>
</tbody>
</table>

20" (508 mm)
# Mandatory Policy Signs

## No Weapons Sign: Large

**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.

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### Single Post Option

[Image of single post sign]

### Wall Mounted Option

[Image of wall mounted sign]

## Message Layout:

**English Version**

**NO FIREARMS OR WEAPONS ALLOWED ON THIS PROPERTY**  
18 USC § 930

**Spanish Version**

**PROHIBIDO PORTAR ARMAS DE FUEGO O ARMAS EN ESTA PROPIEDAD**  
18 USC § 930

---
No Weapons Sign: Large

24" (613 mm)
30" (762 mm)
66" (1676 mm)

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)
**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.

---

**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

Dimensions:
- 76 mm (3"
- 457 mm (1'-6"
- 610 mm (2'-0"
- 1829 mm (6'-0"

Text:
- 38.1 mm (1-1/2"
- 50.8 mm (2"
- 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.