

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISOR'S POLICY**

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**Purpose:**

The purpose of this policy is to provide a consistent approach in response to requests to install building plaques and/or statuary/monuments on county property.

**Policy:**

**1. Building Dedication Plaques:**

In keeping with long-standing custom and tradition, a commemorative dedication plaque will be mounted on a wall of each new county building. The following procedures will apply:

- a. The dedication plaque will be furnished as part of the construction contract for each new building;
- b. The plaque will be mounted on an interior or exterior wall at an appropriate location near the building's main entrance. The plaque location will be indicated on the building plans that are submitted to the Board for approval. Names of Board members who are currently in office at the time of facility dedication will be listed on the plaque; and
- c. Plaques will be made of cast bronze. Format, size and appearance shall be coordinated with the Economic Development Agency (EDA), Facilities Management division.

**2. Other Building Plaques, Monuments or Statuary:**

- a. Inquiries to any county officer concerning the installation of building plaques, monuments, statuary or art work on county property shall be coordinated, in writing, with the Assistant County Executive Officer/EDA; and
- b. The Assistant County Executive Officer/EDA shall confer with the County Executive Office and the County's Public Information Officer. If approved, a recommendation will be forwarded to the Chairman of the Board of Supervisors. Although the Board of Supervisors will retain discretion in determining whether a request will be approved for installation in a county facility or on its grounds, the following guidelines will apply:
  - 1) For county facilities (e.g. Health, Mental Health and Department of Public Social Services), the request will be coordinated with the affected Department Head/Agency Director;
  - 2) Recognizing the thousands of volunteer hours contributed by many residents, other forms of recognition will be encouraged (e.g. proclamations, award programs, etc.) for individuals rather than to install permanent statuary or monuments in recognition of personal contribution;

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- 3) For permanent plaques, there should be a strong nexus to the function of the county facility and long-term contributions to the services or affected county operation. Recognition of programs administered by advisory or auxiliary support group of citizens will be encouraged as opposed to individuals. These plaques shall also be made of cast bronze. Format, size and appearance will be approved by the Board of Supervisors;
- 4) Political causes or messages will not be considered;
- 5) Requests for installation of artwork for new buildings will be coordinated with the Economic Development Agency if one is established in the community;
- 6) Other monuments will be primarily considered for representative groups (e.g. Veterans) where there is a nexus to county services/operations; and
- 7) The cost for installation of any requested plaque, monument, statuary or art work will be borne solely by the proponents rather than incurred by the county.

**Reference:**

Minute Order 4.2 of 05/12/1987  
Minute Order 3.36 of 04/09/1996  
Minute Order 3.4 of 04/05/2005  
Minute Order 3.4 of 12/18/2007  
Minute Order 3.43 of 09/01/09