

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>RECOGNITION OF SERVICE TO THE COUNTY PRESENTATION OF AWARDS</b>	<b>A-34</b>	<b>1 of 3</b>

**PURPOSE**

To provide guidelines for special presentations and recognition of Service to the County from the Board of Supervisors and; the expenditure of funds to honor employees or members of the public who have demonstrated exemplary service on behalf of the County of Riverside.

**POLICY**

1. All proclamations, plaques, mementos or any other presentation signed or made in the name of the Board of Supervisors shall first be authorized by the Chairman of the Board of Supervisors. In the absence of the Chairman, such approval may be made by the Vice-Chairman of the Board.
2. It shall be the responsibility of the Chairman, assisted by members of the Board, prior to such authorization to determine that there is general agreement regarding the presentation.
3. Every effort shall be made to make presentations at public events. In the interest of recognizing the many worthy events and causes in a timely and efficient manner, a list of annually recurring presentations and proclamations shall be adopted and recognized by the Board of Supervisors at its first regularly scheduled meeting of the calendar year. The Clerk of the Board will prepare the agenda item along with the annual list, which shall be based on the annual list from the previous calendar year. The Clerk of the Board will confer with the Chairman on any additions or deletions to the annual list. The policy does not preclude any member of Board of Supervisors from making new presentations or presentations listed on the adopted annual list during a Board meeting if authorized by the Chairman of the Board.
4. When a special presentation is agendized, it shall comply with the applicable provisions of Board Policy A-5 relating to agenda procedures and it shall be the responsibility of the requesting department/agency to provide a draft proclamation to the Chairman's office. If the presentation is to be made at the Board meeting, a coversheet/memo shall be attached to the draft proclamation to include the estimated length of the presentation, not to exceed 3 minutes, and the name of the accepting individual/organization.
5. When a presentation is to be made at an event, it shall be the responsibility of the requesting department/agency to provide the Chairman of the Board with a brief narrative (biography/accomplishments) about the individual(s) and/or organization(s) to be recognized. Multiple department/agency presentations may include a representative from each department/agency, but still have only one spokesperson.

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>RECOGNITION OF SERVICE TO THE COUNTY PRESENTATION OF AWARDS</b>	<b>A-34</b>	<b>2 of 3</b>

6. Recognition of Service to the County shall be authorized by the Chair and coordinated with the Clerk of the Board a minimum of 24 hours prior to preparation of the weekly agenda. Such recognitions shall be placed on the regularly scheduled Board meeting and, when possible shall be divided equally among Board Members, recognizing supervisorial district boundaries.

**Presentations and Recognition by Department Heads/Agency Directors:**

The county supports recognition of superior performance achieved by county employees, volunteers and others who make significant contributions on behalf of county programs.

1. Award programs should be reserved for exceptional events.
2. Reimbursement for the actual costs of awards programs, including meals or refreshments, shall be limited to \$25 per person. Costs exceeding \$5,000 for award functions shall require advance approval by the Chief Executive Officer. Alcoholic beverages are not reimbursable.
3. Plaques or other tokens of appreciation shall receive advance approval of the department/agency head and not exceed \$100 for an individual award. Advance approval of the Chief Executive Officer is required for an award exceeding this amount.

**Official Functions:**

County activities that require the participation of county officers and employees are eligible for reimbursement, with approval of the department/agency head as follows:

1. When they are an integral part of a meeting agenda at which an official presentation or recognition is made;
2. When they are necessary for an official county function in support of the county mission, including dedications, groundbreaking ceremonies and public awareness programs, such as fire prevention.
3. Reimbursement shall be for actual costs not to exceed \$25 per person. Alcoholic beverages are not reimbursable. Cumulative costs exceeding \$5,000 for ceremonial functions shall require advance approval of the Chief Executive Officer.
4. The costs of county officials and employees who attend retirement, political or social functions are not reimbursable.
5. Privately-sponsored events are exempt from this policy.

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>RECOGNITION OF SERVICE TO THE COUNTY PRESENTATION OF AWARDS</b>	<b>A-34</b>	<b>3 of 3</b>

**Reference:**

Minute Order 3.18 of 06/02/1987  
Minute Order 3.32 of 08/25/1992  
Minute Order 3.7 of 11/07/2006  
Minute Order 3.80 of 04/06/2010  
Minute Order 3-37 of 02/10/2015