

**Riverside Cemetery District
Board Policy**

NEWS RELEASES

Policy 32

Because the cemetery district is a public institution endeavoring to serve the community, it is important that information be disseminated concerning activities and problems in the district. In order to coordinate this publicity into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The Board Chairman will be the official spokesman for the Board, except as this duty is delegated to other Board Members, Office Manager or Sexton.
2. News releases will be made available to all local news media operating within the cemetery district as well as the District's web site.

Adopted: 11/9/2004