

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Communications	Policy # 92-4
Title:	Media Communications	

PURPOSE

The Rancho Murieta Community Services District provides certain municipal and other services to the community of Rancho Murieta, as authorized by the Government Code, District Ordinances and the Resolutions and Other Actions of the Board of Directors of the District. District policy is established by the Board.

Because of the variety and complexity of the District's functions, communications by the District to its customers and residents concerning the business of the District, must be clear, correct and consistent, and must accurately reflect the actions and policies of the Board of Directors. The need for clear and correct communications extends to all matters of District business that have, or could have, an effect on residents and customers; including, but not limited to, the status of services and construction, notices of hearings and matters to be considered by the Board, upcoming events, and long-range plans affecting the District.

For the foregoing reasons, it is the policy of the Board of Directors that all communications to the media, excepting Board Member communications, by District Management and Supervisory Personnel; including communications to newspapers, television, radio, etc., which are, or could be, perceived of as statements by the District on matters of District Business, shall be reviewed in advance by the President of the Board of Directors or the General Manager. Request for comments on behalf of the District, or inquiries which could be construed as requests for comments on behalf of the District, shall be referred to the President or General Manager, or to appropriate counsel. Statements by management and department heads for articles and interviews for newspapers or newsletters which express policies or positions of the District, or which could be construed as being made on behalf of the District, shall be reviewed prior to their communication by the President of the Board, or if the President is unavailable, the General Manager.

This policy is directed towards employees of the District, and does not apply to members of the Board of Directors.

Approved by CSD Board of Directors	April 22, 1992
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