

**TO:** ALL COUNTY PERSONNEL

**FROM:** ROBERT WEISMAN  
COUNTY ADMINISTRATOR

**PREPARED BY:** FACILITIES DEVELOPMENT & OPERATIONS

**SUBJECT:** HONORING INDIVIDUALS OR GROUPS IN COUNTY  
FACILITIES

**PPM #:** CW-O-044(B)

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**ISSUE DATE**  
July 1, 1998

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**EFFECTIVE DATE**  
July 1, 1998

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**PURPOSE:**

To establish a Countywide policy for honoring individuals or groups in County facilities.

**POLICY:**

Individuals or groups may be honored by placement of a plaque providing general honors or dedicating a room or other feature within a County facility.

**PROCEDURES:**

1. Individuals or groups to be honored must be nominated by a County Commissioner. Such nominations are limited to four per four-year term of each Commissioner. All nominations must be approved by the Board.
2. In considering nominations for approval, the Board shall be cognizant of the occupancy of County facilities by other parties such as Constitutional Officers and should consider the opinions of said occupants in approving nominees.
3. Nominees may be honored in either of the following ways:
  - A. The placement of a plaque of honor at a publicly accessible location within a County facility.
  - B. The placement of a plaque dedicating a room or other feature of the County facility in honor of the nominee.

4. When the honor is approved by the Board of County Commissioners in accordance with the preceding, the Board should designate whether funding for the recognition plaque comes from the District Commissioner's budget, County general funds or provided by a public group that may have requested the honor.
5. The Public Affairs Department will work with the Commissioner who sponsored the nomination to develop the appropriate message and plaque. Facilities Development and Operations will order and place the plaque within the facility.
6. Entire facilities shall not be dedicated to any individual or group.



**ROBERT WEISMAN**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

PPM # CW-O-044, dated May 1, 1992