



**EL PASO COUNTY COMMISSIONERS COURT  
MEMORIAL BRICK POLICY AND PROCEDURES**

**Adopted Date: July 17, 2023**

I. Purpose

El Paso County will set forth guidelines, standards and procedures for the installation and care of dedicatory bricks to honor employees who have passed away while employed by the County.

II. Policy

A. Eligibility. To be eligible to be memorialized by an engraved brick in the walkway at the main entrance of the Enrique Moreno Courthouse, the individual must have been a current employee on the date the individual passed away. Human Resources department records will be referenced to demonstrate current county employment.

III. Procedure

A. Notification. In the event of the passing of a current county employee, the Human Resources department shall notify the Public Works Facilities Management department.

B. Procurement. The procurement and installation of an approved brick will be coordinated by the Public Works Facilities Management department.

C. Inscription. Each brick will only include the name of the individual being honored, position title, and date of death.

D. Placement.

1. Placement will be in a random pattern rather than in any timeline order. A reference map/list will be made available in the Public Works Facilities Management department should someone need assistance with finding a particular brick. Suggestions will be considered for a particular location however, placement of all memorial bricks will be at the discretion of the Public Works

Director, Facilities Management Director or the County Administrator.

2. The County reserves the right to remove and/or relocate memorial bricks.

IV. Timing.

1. Installation. Engraved bricks will be installed by the Public Works Facilities Management Department in the walkway at the main entrance of the Enrique Moreno Courthouse and will coordinate with the department head or designee on a memorial ceremony of the former employee.
2. Visitation. Departments, family and friends may choose to gather in this area at any point in time subject to reasonable time, place and manner restrictions. Reservations for any formal gatherings in this area should be made through the Public Works Facilities Management department to assure the best experience for those present.

- V. Financing. Funds for the program will in the Public Works Facilities Management department budget.