

Staff Report

Subject: Honor Award (Challenge Coin) Standard Operating Procedure
Author: Stephanie Johnson, County Clerk
Department: Administration
Meeting Date: 03/17/2026
Item Description: Consideration to approve a Policy outlining the process for awarding Challenge Coins

Summary Recommendation:

A draft of the policy was created by our Public Engagement Director to establish processes for award issuance. This draft has been vetted by the Board of Commissioners. Staff support approval of the policy.

Executive Summary:

The Board of Commissioners favors establishment of policy to aid the organization in streamlining processes and to promote efficiency.

These procedures outline the process for nomination, approval, presentation, documentation and public communication of the honor award (challenge coin). Submission of a nomination form is included as part of the policy.

Background:

The Challenge Coin has been a recognition method to honor those in our community and staff who show excellence in their service to our community. Though recently established, at least 8 challenge coins have already been distributed to deserving recipients.

Alternatives for Commission to Consider:

1. Approve the Standard Operating Procedure
2. To not approve the Standard Operating Procedure

Recommended Alternative: Staff recommends Alternative number 1

Other Alternatives: N/A

Department Review: Administration

Funding Source: Commissioners, County Manager and Public Engagement (related to cost of boxes/displays and challenge coin purchases)

Attachments:

1. Policy (SOP)