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*Title:* **Fallen Heroes Memorial Recognition Policy**  
*Sponsored by:* City Clerk  
*Approved by:* City Council  
*Date:* Issued: \_\_/\_\_/\_\_\_\_ Amended: \_\_/\_\_/\_\_\_\_

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## **Purpose**

It is the policy of the City of San Mateo ("City") to recognize its residents and City safety personnel who have given the ultimate sacrifice in service to their country and community. This policy provides guidelines and criteria for a named individual (the Fallen) to have their name engraved on the Memorial.

## **Policy**

The City Council has approved the need for a Fallen Heroes Memorial (Memorial) to recognize the Fallen, those that have given the ultimate sacrifice in loss of their life in service to the country, through its armed forces or in the line of duty on the City's Fire or Police personnel.

In order to qualify for named placement on a column in the Memorial, documentation that demonstrates the proposed honoree meets the following criteria must be submitted as outlined for either category 1 or 2. All decisions made by the Memorial Committee are final unless the Committee finds sufficient reason to revisit a decision.

### **1. United States Armed Forces**

- A. Death occurred on active duty service to the country by: 1) killed in action or 2) as a result of injuries sustained in active duty within one year of receiving the injuries or 3) honoree was declared missing in action, has never returned from service, and is presumed dead.
- B. Establish Residency – while on active duty service or by having lived a portion of their life in San Mateo.
  - 1. Possible Documentation:
    - a. DD-214 Military Certificate of Release from Service or a Death Certificate that indicates San Mateo address.
    - b. Military records such as, including but not limited to, enlistment documents that indicate address as San Mateo; or telegram or other notification of death from the United States military to an immediate family member at a San Mateo address; or medical

records demonstrating military service or injuries from the Veteran's Administration.

- c. Records of school attendance in San Mateo along with verifiable military records.
  - d. A series of personal correspondence between the soldier and their family which demonstrates a San Mateo address as their domicile along with verifiable military records.
  - e. Newspaper clippings demonstrating their service as a San Mateo resident along with verifiable military records.
  - f. Other types of military records that can be verified as genuine.
2. City of San Mateo Fire and Police Personnel
    - A. Death occurred in the line of duty, as part of performance of their duties, or as a result of injuries obtained in the line of duty.
    - B. There is no residency requirement for this category.
    - C. To confirm eligibility, the City or Fire Department's Human Resources Director will verify through certified personnel records their qualification for the honor. The San Mateo Police Department and the San Mateo Consolidated Fire Department will confirm the qualification and facts.

## Scope

This policy shall govern the decision making for the Memorial Committee's recommendation for placement on the Memorial.

## Definitions

1. Armed Forces is defined as: United States Army, United States Marine Corp, United States Navy, United States Air Force, and United States Coast Guard.
2. Fallen Heroes Memorial Committee is an eleven-member community committee, comprised of a current Council Member, two community members, three military veterans, a Police representative, a Fire representative, and three staff members, empowered to implement and oversee this recognition policy.
3. Line of Duty means any activity or action in which an individual is obligated or authorized by statute, rule, regulation, condition of employment or service, official mutual-aid agreement, or other law or for which they are compensated or an official volunteer to perform duties under the direction of the agency or organization. This includes law enforcement officers and firefighters, who, while in an off-duty capacity, act in direct response to an emergency situation involving the general public or a violation of the law.

## **Responsibility**

City Council – is responsible for approving this policy and delegating authority to approve the names for the Memorial to the Memorial Committee with guidance from the City Attorney<?>.

City Clerk – acts as a liaison between the City and the Committee, provides administrative support to the committee, and has responsibility to receive and track all applications for placement on the Memorial.

Park & Recreation Director – acts as a liaison between the City and the Committee especially with regard to park needs.

Memorial Committee – is responsible for managing the process and approval of eligible names to be engraved on the Memorial using guidance from this policy.

Criteria Subcommittee – is comprised of at least three (3) members of the Memorial committee with the purpose to verify documentation submitted with the applications.

## **Procedures**

1. An application form (Exhibit A) will be made available on the City's website and in hardcopy at various City facilities. Any person may submit the application with applicable documentation per the policy.
2. The application will be received by the City Clerk and a Criteria Subcommittee of the Memorial Committee will evaluate, research, and confirm eligibility and then make a recommendation to the full Memorial Committee for approval or denial.
3. The full Memorial Committee will approve or deny all name placements.
  - A. Approved placements will receive a confirmation letter from the Committee confirming facts such as: spelling, date of death, branch of service, etc.
  - B. Denied placements will receive a denial letter with instructions on how to submit additional verifiable information or with the information for denial.

## **Policy History**

This is a stand-alone policy adopted by the City Council.

## **Contact for this Policy**

City Clerk

## **Approval**

This policy was issued on \_\_\_\_\_ and approved by the City Council