

THE CITY EMPLOYEES' MEMORIAL
AT BOB HENRY PARK

PURPOSE

The purpose of the Memorial site at Bob Henry Park is to honor City of Newport Beach employees who have lost their lives in the performance of their public service duties. This policy establishes the criteria and procedures for honoring an employee at the Memorial site.

POLICY

The Memorial site is located at Bob Henry Park, which was named after Newport Beach Police Officer Bob Henry who was mortally wounded in the line of duty on March 12, 1995. The Memorial honors Officer Henry and all City employees who gave their lives in the direct performance of their duties while serving the citizens of Newport Beach.

PROCEDURE

- A. Department Directors shall submit recommendations to so honor an employee to the City Manager for initial evaluation. The recommendation shall include a history of the employee's tenure with the City, the circumstances surrounding his or her death, the work-related duties being performed at the time of death, and the actions which led to the employee's death.
- B. To be honored at the Memorial site, an employee's death must be directly attributable to his/her scope of employment and have occurred in the performance of his or her authorized duties. If the circumstances surrounding an employee's duty-related death are not readily apparent, the City Manager may appoint a committee of at least three Department Directors (excluding the affected employee's department) to more thoroughly evaluate the recommendation for inclusion, to determine whether death is directly attributable to the employee's performance of his/her duties.
- C. The Committee will make a final recommendation to the City Manager whether an employee should be honored at the Memorial site at Bob Henry Park. The City Manager will have final authority to approve or reject inclusion at the Memorial.

D. Memorial plaques will be 7" x 9" and will include the following information:

Name of Employee
Job Title
City Department
Date of Death

E. The City will hold a ceremony honoring the employee's inclusion at the Memorial when the plaque is installed.

Adopted - November 10, 1997

Reassigned - April 8, 2003

Formerly I-23