Departmental Facility Dedication

301.1 PURPOSE

Recognizing that certain Department members leave exceptional legacies as a result of their careers, this SOP outlines the process for dedicating portions of the San Mateo Police Department in the name of or in the memory of those members who have had a profound and positive impact on the members of this department and the community as a whole.

301.2 NOMINATION PROCESS AND CRITERIA

Any member who retires in good standing, alive or deceased, or any member, whose career was cut short under extraordinary circumstances (as defined in SOP 302) can be nominated for such a distinction.

In considering a nominee, a nominee would ideally be someone who had a profound impact on the members he/she served with at the San Mateo Police Department and who served the community at the highest level. Furthermore, a desirable nominee would be someone whose legacy transcended their service time and their positive impact continued to permeate future generations of the San Mateo Police Department.

Although a desirable nominee cannot be defined by specific parameters, some examples of a desirable nominee are:

- Developed a community / county-wide program that was long lasting and beneficial to the citizens of San Mateo
- Was a member of a division / unit at SMPD where their work within that division/unit positively impacted future members of the department
- Embodied the core values of the San Mateo Police Department – Accountability, Compassion, Collaboration, Legitimacy, Integrity and Respect
- The core values listed above were instilled in others by way of mentorship and leadership throughout their service time

301.2.1 TIMELINE FOR NOMINATION

A member can be nominated two years after their separation date or death. The purpose of the two-year waiting period is to ensure those who are being considered for this distinction are being considered objectively on their merits.

301.2.2 WHO CAN NOMINATE

Any member of the San Mateo Police Department can present a nominee through their chain of command in the form of a memo outlining the reasons as to why a nominee should be considered.

301.3 NOMINATION APPROVAL PROCESS

After a nominee has been recommended, the recommendation will be referred to the Awards Board, as outlined in Lexipol Policy 1030 (Commendations and Awards). The Awards Board to approve or deny the recommendation. Given the fact this distinction will be permanent and

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

prominently displayed in the San Mateo Police Department, if the Award Board approves the nomination, it will be submitted for review and approval by the Command Staff. If approved, the nomination will be submitted for final approval or denial by the Chief of Police.

In those cases where the nomination is denied, the denying entity will provide reasoning to the person that submitted the nomination and their chain-of-command.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department