
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 10.06.01.00

SUBJECT: FALLEN HEROES MEMORIAL POLICY:
Policy Establishing Guidelines for the Board of County
Commissioners' Memorials Honoring Fallen US Military Service
Members who have served during the current war and who have
died in the line of duty, whether directly or indirectly, in support of
current operations.

EFFECTIVE DATE: MARCH 8, 2012

SUPERSEDES: NEW

PURPOSE

To formalize the process of honoring those in military service from our community who made the ultimate sacrifice while serving in the current war, to include memorializing the service personnel at a Board of County Commissioners' regular meeting.

POLICY

A. The Board will recognize those military service members who have served during the current war and who have died in the line of duty, whether directly or indirectly, in support of current operations. The Board will recognize those military members who have either been a resident of Hillsborough County or who have immediate family members residing in Hillsborough County at the time of the service-members death.

B. The Board of County Commissioners hereby establishes the following Guidelines to be followed in carrying out this Policy:

- As Hillsborough County becomes aware of the death of a military service member Veterans Affairs staff will confirm with the Department of Defense that the fatality occurred in the line of service.

- Veterans Affairs staff will also confirm that the deceased military member was a resident of Hillsborough County at the time of his or her death or that immediate family members of the deceased military member resided in Hillsborough County at the time of the deceased military member's death.
- The Chairman of the Board of County Commissioners will be notified of the death and the pending Board memorial.
- Within two weeks, or a reasonable amount of time depending on circumstances, the Veterans Affairs' Division Manager will contact the family of the deceased military service member to ascertain their wishes for the memorial, establish a date for the Board presentation of the memorial, discuss any potential burial and survivor benefits available to the family through the U. S. Veterans Administration.
- The Communications Department will schedule the presentation of the memorial at a regular meeting of the Board, prepare remarks, make a public notification of the Board's memorial presentation, order a memorial plaque, and order the engraving of the name on the Fallen Soldiers Monument in Joe Chillura Courthouse Square Park.
- The Fallen Soldier memorial presentation at the Board meeting will include the Presentation of the Colors by an Honor Guard coordinated by Communications and Veterans Affairs' staff, as appropriate.
- The Board may hold more than one Fallen Soldier memorial at a regular meeting.
- Upon the completion of the Board ceremony, the Veterans Affairs' Division Manager will escort the family members to view the Fallen Soldiers Monument in Joe Chillura Courthouse Square Park.

RESPONSIBILITY

It is the responsibility of the County Administrator to ensure compliance with this policy. The Administrator may delegate this responsibility to the Veterans Affairs' Division Manager.

Approved By: Board of County Commissioners
Approval Date: March 8, 2012