



ADMINISTRATIVE POLICY

Policy & Procedure:
City of North Las Vegas Memorial Wall

Effective Date:

1/30/2025

Purpose:

In 2017, the City created a Memorial Wall located by the steps of City Hall. The purpose of the Memorial Wall is to honor the lives of city employees and elected/appointed city officials who passed away by placing their names, years of service, and city departments on plaques attached to the Memorial Wall.

Scope:

This policy applies to all requests for inclusion of names of former city employees or elected/appointed officials on the Memorial Wall. Requesters must follow the application and approval process set forth in this policy.

Policy:

Eligibility

1. Former employees with least 10 years of service to the City of North Las Vegas, who left the City in good standing, made a positive impact in the North Las Vegas community, and lived honorably, whether or not they passed away while employed with the City;
2. Employees who died in the line of duty, regardless of length of service. The cause of death should not be illness or natural causes;
3. Former City of North Las Vegas elected officials who completed at least one term of office, made a positive impact in the North Las Vegas community, and lived honorably, whether or not they passed away while in office; or
4. Former City of North Las Vegas appointed officials who completed at least one term of office, or completed the unexpired portion of the term for which they were appointed for, made a positive impact in the North Las Vegas community, and lived honorably, whether or not they passed away while holding office.

Requester

Requests for inclusion on the Memorial Wall must be made by a member of the deceased's family and submitted to the City's Human Resources Department. For purposes of this policy, "family" shall include all persons related within the first degree to the deceased, which shall include spouses by legal marriage or civil union, parents, and children. In the absence of relatives within the first degree, persons related within the second degree, which shall include siblings, grandparents, and grandchildren are considered "family" pursuant to this policy.

In addition, city departments can also request that an eligible member of their department who passed away be included in the Memorial Wall. In this case, the deceased's family must give its consent in writing.

Request Form and Fees

A request form must be completed by the requester and submitted to the Human Resources Department for consideration. The full cost of the engraved plaque shall be paid for by the family of the deceased. However, in cases where the requester is a city department, City Manager/Assistant City Manager approval is required before department funds can be used to pay for the cost of the plaque.

Approval

The Human Resources Department shall submit to the City Manager's Office its recommendation on the application. The City Manager or Assistant City Manager will thereafter approve or deny the application.

Placement and Maintenance

City staff will determine when and where the plaques will be placed on the Memorial Wall. It reserves the right to remove any item placed within the vicinity of the Memorial Wall including, but not limited to, flowers, potted plants, candles, food, and crosses.

If a plaque on the Memorial Wall is destroyed or damaged, City staff will remove it immediately. The City will contact the family of the deceased to offer the option to purchase a new plaque within three (3) months from the removal of the original plaque. If the City does not receive a response from the family within such period, it will consider the plaque permanently removed. The City is not liable for stolen, destroyed, or damaged plaques.

The City of North Las Vegas has the sole right to remove the memorial plaque at its discretion.

Plaques

Except for the name of the deceased employee, length of service, and city department, all plaques on the Memorial Wall shall be uniform in size and appearance, and contain the same verbiage. The template will be provided by the City and ordered through a local vendor.