



TOWN OF SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER



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| GENERAL ORDER #: 298 | RESCINDS: New Issue |
| SUBJECT: Deceased Member Memorial Wall | NYS ACCREDITATION: |
| EFFECTIVE DATE: 01/28/2021 | |
| BY ORDER OF: Stuart W. Peenstra, Chief of Police | |

I. **PURPOSE:**

- A. The purpose of this policy is to establish guidelines and set criteria for adding SFPD personnel to the Deceased Member Memorial Wall; the design and specifications of the graphics and lettering.

II. **CRITERIA:**

- A. In order for members of the Seneca Falls Police Department to be eligible to be placed on the memorial wall the following criteria shall be met:

- i. The member must have served with the police department for at least fifteen (15) consecutive years, **or**
- ii. The member medially retired from a duty related illness or injury, **and**
- iii. The member was in good standing with the department.

B.

- i. In the event of a line of duty death, the member automatically is eligible to be placed on the wall.

III. **DESIGN & SPECIFICATIONS:**

A. **RANK/NAME**

- i. All rank and names displayed on the memorial wall shall be in black lettering with Arial font in the following format:
 - 1. Uppercase lettering: height of 1 3/4"
- ii. Each name displayed on the wall shall be separated by the use of a star.

B. YEARS OF SERVICE

- iii. Each member years of service shall be displayed, centered, under the members name.
- iv. The years of service displayed on the memorial wall shall be in black lettering with size 1" Arial font.
- v. The years of service shall be separated by the use of a straight dash.

C. RANK

- vi. Each name will have the rank displayed of the highest level held during their career.
 1. The displayed rank shall not reflect any rank that the member held which he was demoted from due to disciplinary action(s).
 2. Example: John Smith was promoted to the rank of Lieutenant, however, stepped down and held the rank of Police Officer at his retirement. The rank of Lieutenant will be displayed on the memorial wall. Conversely, if John Smith was demoted from Lieutenant due to disciplinary action, the rank of Police Officer will be displayed on the memorial wall.
- vii. Rank shall be displayed on the wall in the following format:
 1. Police Officer – "PO"
 2. Investigator – "INV"
 3. Sergeant/Investigator – "SGT/INV"
 4. Sergeant – "SGT"
 5. Lieutenant – "LT"
 6. Chief of Police – "CHIEF"