



City and County of San Francisco

Edwin M. Lee, Mayor

San Francisco Department of Public Health

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San Francisco Department of Public Health *Policy & Procedure Detail*

Policy & Procedure Title: Naming of DPH Facilities (HCM4)		
Category: Health Commission		
Effective Date: 8/4/15	Last Revision Date: N/A	
DPH Unit of Origin: Health Commission		
Policy Owner: Mark Morewitz, Health Commission Secretary	Phone: 554-2666	Email: mark.morewitz@sfdph.org
Distribution: DPH-wide <input checked="" type="checkbox"/>	Other:	

1. Purpose of Policy

The City Charter designates specific authority in regard to naming or renaming DPH facilities to the Department of Public Health (DPH) Director of Health¹, the Health Commission², and the Board of Supervisors³.

For the purpose of this policy, the term “DPH facilities” refers to: any building owned or managed by DPH and equipment owned by DPH including: hospitals, clinics, administration buildings, vehicles, and other equipment; any rooms or other internal or external spaces (e.g. gardens); and plaques.

This policy and procedure (P&P) provides clarity and guidance regarding the process by which requests to name/rename DPH facilities will be considered for approval.

2. Policy

- A. The Health Commission has designated the Director of Health as the sole DPH employee who has authority to recommend or approve naming or renaming requests for any portion of DPH facilities, in accordance with this policy. Therefore all such requests must be sent to her/him for consideration before finalizing a naming or renaming request.
- B. The DPH Director of Health will send all requests to name or rename any portion of DPH facilities to the Health Commission with her/his decision or recommendation regarding the request. The DPH Director of Health may meet with the Health Commission President and Vice President to discuss the recommendation before forwarding to the full Health Commission.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

- C. The Health Commission will then review the request or recommendation. The Health Commission may request that the Director of Health reconsider her/his recommendation. Requests to name or rename a DPH hospital building will be considered through an item on a full Health Commission agenda.
- D. The Health Commission will forward to the Board of Supervisors its recommendations regarding naming or renaming requests for DPH non-hospital facilities; the Board of Supervisors retains authority to name these types of buildings.
- E. A request to name or rename any portion of a DPH Facility in connection with a private gift of any amount of money must be approved by the Board of Supervisors after the DPH Director of Health and the Health Commission have approved the request.

Approval Process for Requests to Name or Rename Any Portion of a DPH Facility

	DPH Director of Health	Health Commission	Board of Supervisors
DPH Hospital Buildings	<i>Reviews, and Submits Recommendations</i>	Approves	<i>N/A</i>
Rooms, Internal/External Spaces within DPH Hospital Buildings	Approves	<i>Reviews</i>	<i>N/A</i>
DPH Non-Hospital Buildings	<i>Reviews, and Submits Recommendations</i>	<i>Reviews and Approves</i>	Approves
Rooms, Internal/External Spaces within DPH Non-Hospital Buildings, vehicles, plaques	Approves	<i>Reviews</i>	<i>N/A</i>
DPH Facility Naming in Connection with a Private Gift of Any Amount	<i>Reviews, Approves, and Submits Recommendation for Final Approval.</i>	<i>Reviews and Approves</i>	Approves

Procedures to Request Naming/Renaming of Any Portion of a DPH Facility

- A. Requests for naming or renaming any portion of a DPH Facility should be made through a written memo to the DPH Director of Health:
- i. The memo should be sent through the relevant DPH Division Director.
 - ii. The memo should clearly describe the portion of the DPH facility, give a history of the facility, and give a thorough explanation for the request to name/rename the facility.
 - iii. Photos of the facility should accompany the memo.
 - iv. Relevant financial information related to the request should be included if a donor is involved.
 - v. The proposed length of time for the naming/renaming request (e.g. 50 years, perpetuity).

¹Charter §4.110, §4.126

²Charter §4.110, §4.102(1)

³Charter §1.102, §4.102.1, §2.114, §10.100-305