



## Veterans Service Office

249 Broadway Rear, Revere, MA 02151 | (781) 286 - 8119

Danny Hernandez, Veteran Service Officer



**Patrick M. Keefe Jr.**  
Mayor

### MEMORANDUM

**To:** The Honorable Mayor, Chief of Human Health and Services, and City Councilors

**From:** Danny Hernandez, Veterans Service Officer

**Date:** 28 July 2025

**Subject:** Updated Protocol for Veterans Memorial Pole Requests

As the newly appointed Veterans Service Officer, I want to reaffirm my commitment to upholding all policies and procedures established under the current ordinance. To ensure consistency, transparency, and respect in handling Veterans Memorial Pole requests, the following protocol will take effect following our upcoming Memorial Day ceremony.

#### New Protocol Overview:

1. **Application Collection:**

Veterans Memorial Pole Request Forms will be accepted via our **online portal** and through **walk-in submissions** at the Veterans Office.

2. **Application Vetting Timeline:**

All submitted requests will be thoroughly reviewed and vetted. By the **six-month mark (end of January)** following Memorial Day, an **updated list of approved veteran names** will be compiled and made available.

3. **Documentation:**

A **digital copy** of each application and a formal **confirmation of approval or denial** will be maintained for our records and future reference.

These steps are intended to maintain the integrity of our memorial recognition process while streamlining our administrative procedures. I appreciate your cooperation and support as we implement these updates.

Should you have any questions or require clarification, please do not hesitate to reach out to my office.

Respectfully,

Danny Hernandez  
Veterans Service Officer  
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