

Renewed: 09/25/91
Updated: 02/27/95
Updated: 10/29/03
Updated: 12/06/11
Updated: 04/22/2026

POLICY MANUAL

State Board of Behavioral Health and Developmental Services Department of Behavioral Health and Developmental Services

POLICY 2011 (ADM ST BD) 88-3 Changing the Names of State Facilities

Authority Board Minutes Dated: June 22, 1988
Effective Date: August 24, 1988
Approved by Board Chairman: s/James C. Windsor

References § 37.2-203 of the Code of Virginia (1950)

Background The State Board of Behavioral Health and Developmental Services (the “Board”) has a long history of naming buildings at state hospitals and training centers, hereafter referred to as state facilities, operated by the Department. In 1981, the Board asked the Department to propose a statement that would establish the Board’s policy for naming buildings at state facilities and the procedure for implementing that policy. In 1988 the original policy was revised to include rooms and other areas, e.g. recreational areas, under the purview of the policy. In 2025, the policy was revised to modernize language, clarify stakeholder engagement requirements, and align procedures with current best practices in governance, transparency, and community involvement. It also updated timelines, documentation requirements, and responsibilities to ensure consistency across state facilities.

Subsection 9 of § 37.2-203 of the Code of Virginia authorizes the Board “to change the names of state facilities.” This policy sets forth the procedures by which such changes may occur.

Purpose To establish the official process for changing the names of state facilities under the jurisdiction of the Board, ensuring decisions are transparent, inclusive, and consistent with statutory authority.

Continued on next page

Policy

It is the policy of the Board that it may change the name of any state facility in accordance with the authority granted under § 37.2-203(9) and the following procedures:

1. Initiation of Renaming

- a. A name change proposal should be considered when one or more of the following apply:
 - i. The existing name is no longer reflective of the facility's mission, services, or population served.
 - ii. The current name is outdated, contains historical associations now judged inappropriate, or causes confusion.
 - iii. To honor an individual (living or deceased) whose contributions to behavioral health, disability services, or the facility / community are outstanding and enduring.
 - iv. Community identity, location, or other geographic naming considerations make a change desirable.
 - v. Other extenuating circumstances as documented and evaluated.
- b. A name change may only be considered when deemed appropriate by the facility director, the Commissioner, and the Secretary of Health and Human Resources (the Secretary).

2. Formation of Ad Hoc Committee

- a. When a name change is deemed appropriate by the facility director, the Commissioner, and the Secretary, the facility director shall appoint an ad hoc committee of at least three members to develop the formal proposal.
- b. The committee shall include the following elements in the proposal:
 - i. Current name and rationale for the renaming proposal
 - ii. Proposed new names, each with a written explanation and justification
 - iii. Input or feedback collected from stakeholders
 - iv. Any cost estimate associated with renaming
 - v. Potential impact on operations, identity, or community perception

3. Facility Director Review

- a. The facility director shall review, approve, or revise the proposal and forward to the Commissioner.

4. Commissioner Review

- a. The Commissioner shall approve, revise, or disapprove the proposal.
 - b. If approved or revised, the Commissioner shall forward the proposal to the Board at least 120 days prior to a regularly scheduled Board meeting.
 - c. If disapproved, the Commissioner shall notify the facility director and
-

provide a summary of the reason for the denial.

5. Consultation Period

- a. During the 120-day period, the Commissioner and the Chair of the Board may consult with stakeholders. Stakeholders may include:
 - i. Individuals receiving services
 - ii. Family members
 - iii. Advocacy groups
 - iv. Local governments
 - v. State legislators
 - vi. Others as deemed appropriate

6. Secretary Input

- a. The Commissioner and the Chair shall consult with the Secretary to obtain input on the proposed new name.

7. Board Action

- a. Following the Commissioner's recommendation, the Board will place the renaming proposal on its agenda.
- b. At a regularly scheduled Board meeting, the Board shall consider the recommendations and vote whether to approve the proposed facility name change.

8. Implementation

- a. Upon Board approval, the facility director will develop a timeline for implementing the name change, including:
 - i. Signage replacement
 - ii. Updating documents and websites
 - iii. Communications to internal and external stakeholders

9. Records and Reporting

- a. All proposals, justifications, and decisions shall be documented and retained by DBHDS.
 - b. The Commissioner shall report annually to the Board if any renaming activity occurs.
-