

Washington, DC Chapter of Concerns of Police Survivors
P.O. Box 31549
Washington, DC 20030-1549
202-332-2677

Standard Operating Procedure #2012-02

Review/Revision Date: January 23, 2024

Response to Law Enforcement Officer's Death

1.1 SCOPE: This Standard Operating Procedure (SOP) establishes guidelines for the Washington, DC Chapter of Concerns of Police Survivors, hereinafter referred to as DC-COPS, response to a law enforcement officer's line of duty death in the service area of the District of Columbia.

1.2 OBJECTIVE: To assure the DC-COPS Representative(s) understand the responsibility of the Chapter in response to an officer's line of duty death and to provide clear guidelines and expectations of the DC-COPS Representative(s) and reimbursement for expenses when representing the Chapter at a fallen officer's visitation, wake, and funeral.

1.3 APPROVED: This SOP was approved and adopted by the DC-COPS Executive Board on November 10, 2012 and was reviewed and revised by the Executive Board on October 4, 2014, and was reviewed and revised by the Board on February 6, 2016. It was reviewed and revised by the Chapter Board on January 23, 2024.

1.4 CHAPTER BOARD: Chapter Board in this SOP refers to its voting members.

1.5 SURVIVORS: Survivors include spouses, children (natural, adopted and step), adult children, parents, siblings, fiancé, significant others, extended family (e.g., aunts, uncles, nieces, nephews, cousins, grandchildren, grandparents, and in-laws), co-workers affected by the loss of any law enforcement officer, and suicide survivors, as determined by the Public Safety Officer Support Act of 2022. C.O.P.S. serves survivors of officers whose death has been determined as line of duty by PSOB, FBI, FOP, or NLEOMF or those in the process of applying for benefits through the Public Safety Officers' Benefits Program.

1.6 Additional guidance and direction is contained in *National SOP 3.0 CHAPTERS*, paragraph 3.3 Responsibilities of the Chapter, attached.

2.0 NOTIFICATION:

2.1 NOTIFYING CHAPTER REPRESENTATIVE(S): When there is news of a local, state or federal law enforcement officer's critical injury or line of duty death in the DC-COPS service area, the DC-COPS President should be notified by telephone or in person as soon as possible by the agency's Family Support Team/Survivor Assistance Representative(s).

2.2 UPDATE INFORMATION: The DC-COPS President, or other Board member appointed by the President, will notify all Board members of the circumstances surrounding the officer's critical injury/death and will keep Board members updated on changes in the officer's condition if critically injured or plans for visitation/funeral if the officer dies.

2.3 MAKING CONTACT WITH FAMILY/AGENCY: There will be no attempts to reach the family or agency as a C.O.P.S. representative unless the law enforcement officer is confirmed to be deceased by the agency's Family Support Team/Survivor Assistance Representative(s).

2.4 NOTIFYING CHAPTER MEMBERS: When/if practical, survivor Chapter members will be notified by telephone or email or in person by Chapter members assigned by the President.

3.0 CHAPTER REPRESENTATIVE(S):

3.1 APPOINTMENT OF CHAPTER REPRESENTATIVE(S): In the event of an officer's line of duty death, the DC-COPS President will appoint a Board representative(s) to represent the Chapter at the visitation, wake and funeral.

3.2 MAKING CONTACT: The Chapter Representative(s) will make contact with the agency affected and the affected family members to offer support upon notification by the agency's Family Support Team/Survivor Assistance Representative(s).

3.3 CONDOLENCE CARD(S): Chapter Representative(s) will provide a condolence card and contact information following the funeral to adult immediate family members and affected agency representative(s).

3.4 FOLLOW UP: Chapter Representative(s) will follow up with the agency and the family approximately two weeks following the funeral and/or when the time seems appropriate to offer assistance with support.

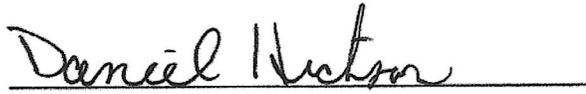
3.5 BENEFITS & LINE OF DUTY DETERMINATION: Knowing that neither an agency nor a C.O.P.S. Chapter makes the determination for approving benefits and for line of duty death determination, Chapter Representative(s) must be sensitive in responding to questions and be cautious to not make incorrect statements. Chapter Representative(s) will forward all questions about benefits and line of duty death determination to the affected law enforcement agency and/or National C.O.P.S.

4.0 TRAVEL REIMBURSEMENT: Only if exceptional/unusual travel is necessary to perform the duties as a Chapter Representative(s), any travel reimbursement will be considered by the Board on a case by case basis.

4.1 CHAPTER REPRESENTATIVE(S): If justified and approved by the Board, Chapter Representative(s) appointed by the DC-COPS President may request reimbursement using the Federal Government per diem guidelines for mileage reimbursement.

4.2 TRAVEL EXPENSE REPORT FORM (Form DC#5) must be completed and submitted in accordance with the instructions on the Form DC#5 within 60 days of travel.

4.3 REIMBURSEMENT for approved travel will be provided within 21 days of the receipt of the Form DC#5.

A handwritten signature in cursive script that reads "Daniel Hickson". The signature is written in black ink and is positioned above a solid horizontal line.

Daniel Hickson

President

Washington, DC Chapter of C.O.P.S.

January 23, 2024

National SOP 3.0 CHAPTERS

3.3. RESPONSIBILITIES OF THE CHAPTER:

A. RESPONDING TO LINE OF DUTY DEATH (LODD):

As a C.O.P.S. Chapter, a designee of the chapter must respond to line of duty deaths (LODD) in their Chapter region. When a LODD occurs:

1. Any member upon hearing of a LODD should notify the Chapter President. The Chapter President shall notify the Region Trustee unless the Chapter has pre-determined who will respond to all LODD, e.g., Funeral Response Team.

2. The Chapter President shall call a meeting (in person or phone) with the Chapter Board to discuss the designee.

3. The designee shall reach out to the law enforcement agency and offer the support of the chapter. Examples of support provided could be offering to assist with funeral planning, meeting with the family, care for struggling co-workers, etc. This may vary by the agency's preferences, relationship the chapter has with the agency and the capacity of the chapter.

4. The chapter should reach out to the Region Trustee and the C.O.P.S. National Office if the agency requests support that is beyond the chapter's ability or capacity.

5. C.O.P.S. believes it is in the hiring agency/employers responsibility to notify the family of the death of the officer. No details of the death shall be announced by the chapter until the agency has formally announced the death.

6. Before responding as a C.O.P.S. Chapter to an officer/agent death, the agency must have made an official statement to the chapter of the death and the circumstances that indicate that more likely than not the death was in the line of duty. Past experience shows that a final LODD determination may not be decided until a much later time.

7. The Chapter President or designee should notify chapter members of the details of the funeral and ensure there is chapter representation at the funeral services.

8. After the funeral services, and when the time seems appropriate, the chapter should follow-up with the family offering peer support. It is sometimes beneficial to link chapter

Attachment 1 to Chapter SOP #2012-02, National SOP 3.0 CHAPTERS, paragraph 3.3 Responsibilities of the Chapter -- January 23, 2024

members of the same survivor group to the individual family members needing assistance.

9. Within two weeks of the death or when the time seems appropriate, the Chapter President or designee should ensure that the agency and the family have the benefits packets (PSOB, state and others) and assistance is offered in the filing of the benefits.

- a. Chapter members should be reminded not to make promises concerning LODD designation or benefits.
- b. If the Chapter is not able to assist with filing benefits, they shall contact the National Office for assistance through the National Chapter Liaison or Director of Chapter & Survivor Support.

10. Within two weeks following the funeral, the Chapter President or designee shall provide the National Office:

- a. The Survivor Contact Form (National C.O.P.S. Addendum #3A)
- b. The Officer Statistic Form (National C.O.P.S. Addendum #3C)

11. The initiating C.O.P.S. Chapter located in the regional area of the officer's agency is the chapter that responds to that LODD. National C.O.P.S. recognizes that there will be occasions when a LODD may occur and there may be questions as to which chapter should initially respond. If that is the case the following procedure should be followed:

- a. Contact your Region Trustee within 24 hours of the LODD to discuss who is to respond to the LODD, if in question.
- b. The Region Trustee shall contact the National Chapter Liaison to discuss the responding Chapter and make a final determination.
- c. Once a determination has been made, the Region Trustee shall notify both Chapters in question of the determination.

12. There are also times where survivors of the fallen officer will live in different chapter areas. The chapter where the agency is located is the primary responding area for the purposes of initial aftermath of the death and the funeral. When family members reside in different chapter areas, the respective chapters are encouraged to work together to ensure that the family members are well supported. At a minimum, the primary responding chapter should notify other chapters that they have a new survivor in their area that will require follow-up peer support and chapter services.

13. When a LODD occurs in an area without chapter representation, the Region Trustee together with the National Chapter Liaison will meet and assign a chapter to assist, or the Region Trustee will assist.

B. DEFINITIONS:

“Initiating Chapter” refers to the chapter having initial contact with the department/agency.