



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject			Policy Number
Line of Duty Death			430
Effective Date	Revision Date	Reevaluation Date	Number of Pages
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Reference Standards		Rescinds or Amends Policy Number	
TPCA: CALEA: 22.1.5 IACLEA: 13.3.4			

I. PURPOSE

To establish guidelines and procedures to be followed in the aftermath of an officer's death in the line of duty and ensure all possible agency support and emotional care for the family of the deceased officer.

II. POLICY

It is the policy of our agency to provide any and all assistance reasonably possible to the immediate family of any UTSP officer who dies in the line of duty or has sustained life threatening injuries in the line of duty. This assistance will be provided whether the death or injury is a result of felonious or accidental circumstances while that officer is an active member of this agency. This support assistance may range from the clarification of survivor benefits to the tangible and intangible emotional support during this traumatic period of grieving and adjustment of the surviving family.

III. DEFINITIONS

Death not in the Line of Duty: The death of an active service officer as the result of circumstances other than felonious or accidental means during the course of performing law enforcement functions and not occurring as a result of his or her standing as a Texas peace officer.

Department Liaison Officer: The Department Liaison Officer will serve as facilitator between the family and the law enforcement agency. This individual will typically be a command officer in order to expedite the tasks of employing department resources and delegation of assignments. This can also be assigned to more than one individual and can function as the Family Assistance Unit.

Family Assistance Unit: The team of personnel that work together to provide services to the survivors and to the department in the event of death, serious illness, or catastrophic event.

Family Liaison Officer: An officer appointed to serve as the department's representative and official contact person for all matters relating to the family of the deceased member. The Family Liaison Officer does not necessarily need to be of a supervisory rank. This employee should be a close friend of the family and agreed to by the family and will work closely with the Department Liaison Officer. This officer will also serve as a long-term liaison and support capacity for the surviving family.

Hospital Liaison Officer: Acts as an information liaison for medical personnel to the family of the officer and to fellow police officers.

Line of Duty Death: The death of an active service officer by felonious or accidental means during the course of performing law enforcement functions and/or relying on his or her authority as a Texas peace officer while on or off duty.

Officer: For the purpose of this policy, the term officer and member will be used interchangeably. The term refers to a sworn member of the UT System Police.

Survivors: Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée and/or significant others.

IV. DEATH NOTIFICATION:

A. Notification shall always be made in person and the person chosen to make the notification shall be accompanied by another member of the department. The on duty supervisor will immediately notify the Chief of Police and command staff personnel. The Chief of Police or designee will make notification of the officer's condition or death in person to the member's family. The Chief of Police or designee may be accompanied by a team to support and assist with the notification. The team may consist of a close friend of the family, officer, clergy, and/or other support members.

B. The Chief of Police shall also ensure that the Director of Police is immediately notified.

C. The name of the deceased officer will not be released to the media or other parties before immediate survivors living in the area or next of kin are notified.

D. Notification will be made in person to survivors in the immediate area. If the health of the survivor is a concern, Emergency Medical Services personnel will be requested to be available. If the officer is deceased, notification will be made to the survivors in as honest and empathetic a manner as possible.

E. If survivors are located out-of-town, it may be necessary to request the assistance of another law enforcement agency. When doing this, the requested agency should be provided with as much information about the incident as possible. The notification team will be responsible for making any other notifications requested by immediate family members.

F. The notification team shall stay with the next of kin, acting as department liaison, until such time as they are relieved of such responsibility by the family, department or by their own determination. The notification team should also assist with child care, if needed, and when appropriate, alternative housing. The team should also be prepared to furnish transportation if and when needed.

V. ASSISTING THE FAMILY AT THE HOSPITAL:

A. Whenever possible a member of the command staff as designated by the Chief of Police and/or the Chief of Police shall join the family at the hospital in order to emphasize the agency's presence and support.

B. The first official other than the Chief of Police or the notification officer to arrive at the hospital becomes the Hospital Liaison Officer. The Hospital Liaison Officer shall be responsible for coordinating the arrival of immediate family or survivors, departmental personnel, the media and others and assume the following responsibilities:

1. Arrange for waiting facilities for immediate family and survivors and a press staging area. The desires of the immediate family or survivors should be followed as closely as possible with regard to their accessibility to other officers and friends.

2. Ensure medical personnel provide pertinent medical information of the officer's condition to the family before any other parties.
3. Assist family members in gaining access to the injured officer unless the member's injuries preclude this from being done.
4. Provide hospital personnel with all the necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed appropriately.
5. Arrange transportation for the family and other survivors upon departure from the hospital if needed.

VI. APPOINTMENTS OF DEPARTMENT COORDINATION PERSONNEL:

- A. The Chief of Police or designee will meet with the officer's family at the residence to determine their wishes regarding departmental participation or assistance in preparation of the funeral or memorial services. All possible assistance will be provided. With the approval of the family, the Chief of Police or designee will appoint a Department Liaison Officer(s) to work closely with the Family Liaison Officer to provide assistance to the survivors. Assistance from outside agencies that have a Family Assistance Unit in place may also be solicited.
- B. Personnel assigned to any liaison duty will be placed on special assignment for these responsibilities exclusively until circumstances allow them to return to regular duty.
- C. This officer or team of officers will comprise the Family Assistance Unit. The responsibilities of the Department Liaison Officers will include:
 1. Assist the family with funeral arrangements and obituaries;
 2. Coordinate the funeral, to include meeting with the Director of Police, Chief of Police and command staff, funeral director, family clergy, priest or minister, cemetery director and Honor Guard commander. Identify churches and reception halls that will accommodate the law enforcement funeral and provide this information to the family, who will make the final decision. (See attached funeral logistics checklist for guidance);
 3. Direct the funeral activities of the department and visiting agencies according to the wishes of the family. Brief family members on the procedures involved in a law enforcement funeral. Coordinate all official law enforcement notifications and make arrangements to include pallbearers, traffic control and liaison with other law enforcement agencies;
 4. Coordinate between the medical examiner's office and the funeral home to arrange for transportation and watch over the fallen officer;
 5. Secure a US flag for members who are armed forces veterans or the Texas state flag (provided by the Texas Commission on Law Enforcement if officer is killed in the line of duty);
 6. If the family desires a burial in uniform, select an officer to obtain a uniform and all accouterments as required and arrange delivery to the funeral home;
 7. Locate an appropriate department photograph of the member, if available, for use by the media and/or funeral home;

8. Coordinate any media coverage for funeral events. Maintain all department related media coverage dealing with the deceased member's death. Coordinate with University Public Affairs Office if available; if an institution Public Affairs Office is not available, designate a Public Information Officer to coordinate media activity;
9. Ensure that department members are aware of restrictions regarding release of information to the media which may influence future legal proceedings;
10. Assign officer(s) to remain at the family home during the viewing and funeral, or coordinate with the local law enforcement jurisdiction to ensure safety of the home in the absence of the family during the services;
11. Suggest or arrange counseling or coordinate with the Employee Assistance Program (EAP) when necessary;
12. Assist in and arrange for the fulfilling of insurance, disability, workers compensation and financial aid requirements for injured officers or survivors of deceased officers when appropriate. Present information on all benefits available to the family;
13. The department liaison officer acts as a long-term liaison with the surviving family. The department liaison officer ensures that close contact is maintained between the department and the survivors and that their needs are met for as long as they feel the need for support.

D. The Chief of Police or designee may appoint a Family Liaison Officer. This should be someone who enjoyed a close personal relationship with the officer or his/her family if possible. The Family Liaison Officer shall maintain close communications with the command staff. The responsibilities of this officer shall include:

1. Working closely with the Department Liaison Officer to provide information on the family wishes regarding departmental participation in the preparation of the funeral, or services and render assistance with the arrangements;
2. Working closely with the Department Liaison Officer to ensure the family's wishes and desires are not infringed upon;
3. If the family desires, the assignment of members of the department and/or family for usher and/or pallbearer duty;
4. Assisting family members in dealing with media inquiries and informing them of what they can say specifically;
5. Ensuring arrangements are made regarding food for the family, lodging or other necessities. Obtaining the address and telephone number of family member's location.
6. Arranging for the delivery of the member's personal belongings to the family.

E. The Honor Guard commander or designee will coordinate funeral honors if a full law enforcement ceremonial service is held. If an institution police department does not have an honor guard available, command staff should coordinate with the Office of the Director of Police to provide such an Honor Guard. Any and all law enforcement honors may be rendered, upon request of the family and approval of the Chief of Police, to include but not be limited to:

1. All flags at the component institution, with approval of appropriate authority, will be flown at half-staff, from time of the officer's death, until immediately following the committal service;
2. All uniformed members of the department will cover/shroud the badge with a department approved mourning band from the day of the member's death until the completion of the committal service;
3. An honor watch will be coordinated to watch over the member from the time of the member's death and through any public viewing of the casket until the final committal. The assistance of outside agency honor guards may be needed as this is a 24/7 operation and may be difficult for smaller components to staff. Honor watch will not be conducted during the actual memorial services;
4. Ceremonial honors will be rendered when the casket is moved whether it be from the funeral home to the church or from the church to the cemetery or the equivalent. Honor guard members will stand at attention and present a slow salute as the casket is moved from the various locations. Honor guards should be at the front of the group with all uniformed officers falling in line behind;
5. Coordination of the flag being draped over the casket should be dictated by the services and the religious beliefs of the officer and the wishes of the family;
6. A final salute may be rendered by honor guard members at the beginning or conclusion of the church services. This is traditionally accomplished by having all honor guard members slowly march down the church aisles, a slow salute is presented towards the casket, and all honor guard members then retreat. It is recommended for a large service that seating be reserved for honor guard members as they will not be able to be seated until the final salute has been rendered if conducted at the beginning of the service;
7. All honor guard members will be asked to depart the church prior to the conclusion of the services to prepare for the casket exiting the church. Honor guard members will line up to present honors to the family and the casket as they exit the facility;
8. Other honors that may also be presented either at the cemetery or in a designated area of the exterior of the church (e.g. should the officer wish to be cremated) are as follows:
 - Presentation of the US/Texas Flag to the family by the Chief of Police or designee. The flag shall be folded by a flag folding detail and presented to the Chief or designee to be given to the family.
 - A 21 gun salute may be performed.
 - "Taps" may be played.
 - Bagpipes may also be used as appropriate.
 - A final call transmission may be issued to retire the officer's radio call sign/badge number as appropriate.
 - If available a police (helicopter) fly over may also be conducted.

9. One member of the honor guard team will be designated to call all commands to officers present for the services;

10. A processional of marked police units followed by personal vehicles traditionally occurs from the church to the cemetery. However, this may also occur from the funeral home to the church if there will be no service at a cemetery. A member of the honor guard team and/or officers providing the hearse escort will coordinate with local jurisdictions to coordinate traffic control and shutting down of any roadways that need to occur. Motorcycle escorts will also be coordinated for the escort. This should be communicated and/or coordinated with the Department Liaison Officer.

VII. CONTINUED SUPPORT FOR THE FAMILY/DEPARTMENT:

A. Members of the department are encouraged to maintain contact with the family. Close friends, co-workers and officials should arrange with the family to visit the home periodically as long as the family expresses a desire to have these contacts. Increased contact and additional support during holidays should be considered;

B. Survivors should continue to be invited to departmental activities or functions to ensure continued contact;

C. Police employees who may have been emotionally affected by the serious injury or death of another officer should be referred to a counseling center or Employee Assistance Program for assistance.

VIII. CONSIDERATIONS TO BE MADE BY OTHER INSTITUTION POLICE DEPARTMENTS:

A. Shift coverage immediately following the incident - officers who were on scene or who arrived after an officer was critically injured or killed should be relieved as soon as possible. This will include any dispatcher involved in the incident. Arrangements should be made with a sister institution if possible or adjoining agency to assist with shift coverage. A ride along/partner patrol could be considered. Officers that are familiar with locations on campus can be partnered with those that are not as familiar but would be in a better position to answer calls for service. These arrangements may need to be made for a defined period of time after the incident until officers are able to return to a functional patrol capacity;

B. Similar arrangements and/or shift coverage considerations will need to be made for the funeral and visitation services;

C. Institution Police Departments should consider having a Memorandum of Understanding (MOU) in place to assist with patrol coverage during the time dedicated to memorial services for the fallen member.

IX. OFFICE OF THE DIRECTOR OF POLICE ROLE:

A. The institution Chief of Police, in coordination with the Office of Director of Police, shall assist the University of Texas System Office of Risk Management in the final determination of whether or not the officer's death will be considered in the line of duty.

B. The Office of Director of Police will respond to the institution Police Department as soon as practical to offer any support required to the survivors and department staff.

C. Maintain "In Memoriam" section on the ODOP website as well as other recognition that is appropriate. Also accomplished at the institution level.

X. SURVIVORS BENEFITS

A. A designated official with the institution Police Department shall be familiar with the resources available for survivors to assist with completing the appropriate documentation. This official will work closely with the Department Liaison Officer to ensure all benefits are applied for if available. Below are links for various resources available:

Texas Department of Insurance – Death and Burial Benefits
<http://www.tdi.texas.gov/wc/employee/deathben.html>

ODMP – Survivor Benefits in Texas: This link contains numerous links to federal and state resources for survivors.
<http://www.odmp.org/benefits/state/texas/print>

Department of Labor – Workman's Compensation Forms
www.dol.gov/owcp/dfec/regs/compliance/forms.htm

B. Attached to this policy is a guide that also lists numerous resources and processes for completing application for benefits for survivors. (See attachments)



Michael J. Heidingsfield
Director of Police

FUNERAL LOGISTICS CHECKLIST

1. RELEASE OF INFORMATION

- PENDING FAMILY NOTIFICATION: (Spouse, children, parents, grandparents)
- PIO NOTIFICATION
- PD CHAPLAIN NOTIFICATION
- OFFICER – FAMILY FRIEND
- PD HONOR GUARD (CONTROL NECESSARY ASSIGNMENTS FOR FUNERAL, i.e., CHURCH, ETC.)

2. TRANSPORTATION

- SPOUSE (CHILDREN) TO EMERGENCY ROOM
- ARRANGEMENTS FOR BABYSITTING CHILDREN IF NEEDED

3. HOSPITAL

- ESTABLISH POINT OF CONTACT IN HOSPITAL
- EMERGENCY ROOM - FAMILY
- CROWD CONTROL (VISITORS)
- DESIGNATE OFFICER/SGT
- RETURN FAMILY HOME

4. FUNERAL HOME

- SET-UP
- PICK UP SPOUSE – TRANSPORT TO SELECTED FUNERAL HOME
- MEET WITH FUNERAL DIRECTOR AT SELECTED FUNERAL HOME MAKE ARRANGEMENTS
 - SET DATE AND TIME FOR PERSONAL VIEWING AND TIME FOR OUTSIDE VISITORS
 - SET DATE AND TIME FOR RELIGIOUS SERVICES (i.e., ROSARY, ETC)
 - SELECT CHURCH, DATE AND TIME FOR RELIGIOUS SERVICES (i.e., FUNERAL MASS, ETC)
- ORDER FIFTEEN (15) DEATH CERTIFICATES WITH FUNERAL DIRECTOR
- SELECT CASKET WITH FUNERAL DIRECTORS ASSISTANCE
- SELECT CEMETERY/GRAVESITE FUNERAL DIRECTOR WILL ASSIST WITH ARRANGEMENTS
- PIO NOTIFICATION OF FUNERAL ARRANGEMENTS

FAMILY DECISIONS

- FULL MILITARY HONORS (IF VETERAN/DD214) OR FULL PD HONOR GUARD HONORS
- VIDEO/POWERPOINT PRESENTATION
- PICTURES
- FLOWERS, ETC.

5. CHURCH

SEATING ARRANGEMENTS

- 1. IMMEDIATE FAMILY
- 2. EXTENDED FAMILY
- 3. VIP'S (COP/COMMAND STAFF)
- 4. MAYOR / CITY MGR / CITY COUNCIL
- 5. DIGNITARIES – FED. / STATE LEO
- 6. WIDOWS OF SLAIN OFFICERS
- 7. SHIFT COWORKERS / UNIT COWORKERS *
- 8. RESPONDING EMS / FIRE PERSONNEL
- 9. OWN PD PERSONNEL
- 10. OUT OF TOWN OFFICERS
- 11. SPOUSE COWORKERS *

RELIGIOUS PREFERENCES

- CELEBRANT (i.e., PRIEST, MINISTER, ETC)
- LIVE MUSIC, CHOIR OR RECORDED MUSIC, ETC.
- PROGRAMS

VOLUNTEER (WIVES AUXILIARY / PD VOLUNTEERS, ETC)

6. TRAFFIC PLANNING & COORDINATION

- TRAFFIC CONTROL WILL MANAGED ALL TRAFFIC PLANNING FOR ENTIRE FUNERAL
- ALL INTERSECTIONS WITHIN PROCESSION ROUTE
- FUNERAL PROCESSION
- FUNERAL HOME TO CHURCH
- MOTORCYCLE ESCORT
- CHURCH TO GRAVESITE

- 1. MOTORCYCLES
- 2. PD MARKED UNITS
- 3. OUT OF TOWN MARKED UNITS
- 4. FUNERAL HOME LEAD VEHICLE
- 5. HEARSE
- 6. FAMILY LIMOS
- 7. ALL OTHER VEHICLES

7. FUNERAL CHURCH SERVICES

- ASSIGNED FAO - FAMILY
- REMAINING FAO – USHERS FOR DIGNITARIES
- HONOR GUARD
 - CASKET GUARD (ALSO FUNERAL HOME)
- PASS OUT PROGRAMS (OPTIONAL)
- MEDIA LOCATION (SUGGEST USE POOL CAMERA)
- TRAFFIC CONTROL IN CHURCH PARKING LOT
- ENSURE PROCESSION GUIDELINES
- PD HONOR GUARD PERSONNEL
 - LINE UP VISITING HONOR GUARDS
- INSTRUCTIONS ON PROCESSION
 - FINAL SALUTE IN CHURCH
 - SALUTE TO FAMILY – UPON EXIT
 - SALUTE TO CASKET - ENTRY INTO HEARSE
 - SALUTE TO CASKET - FROM HEARSE TO GRAVESITE

8. CEMETERY

- SET UP
- AT GRAVESITE
 - PRESENTATION OF FLAG(S)
 - PRESENTATION OF COVER, CRUCIFIX AND SHELL CASINGS, ETC.
- SEATING ARRANGEMENTS
 - SPOUSE & CHILDREN

- PARENTS (OFFICER'S FAMILY)
- FRIENDS
- VIP'S (COP / COMMAND STAFF)
- DIGNITARIES
- OFFICERS
- VOLUNTEERS
- VISITING OFFICERS (LINE UP)
- MEDIA LOCATION (ASSIST MEDIA TO PROVIDE BEST VIEW WITHOUT INTERFERING)
- HONOR GUARD
 - 21 GUN SALUTE
 - BAGPIPES
 - PALL BEARERS
 - BUGLER
 - DISPATCH – RETIREMENT OF BADGE
- FUNERAL HOME TRANSPORT FAMILY TO RECEPTION

9. RECEPTIONS

- BREAKFAST RECEPTION
- LUNCH RECEPTION – CATERED OR RESTAURANT
- ASSOCIATIONS / WIVES AUXILIARY / VOLUNTEERS
- FAMILY ASSISTANCE OFFICER TRANSPORT FAMILY FROM RECEPTION TO
- HOME
- SPECIAL CONSIDERATIONS
 - COORDINATE ANY OUT OF JURISDICTION ASSISTANCE
(i.e. Dallas PD Officer KIA – SA Native) Don't be afraid to ask for assistance if you need honor guard, etc. - ask DPS, SA, El Paso, Laredo, any department with necessary resources)
 - VEHICLE CONCERNS

10. POST FUNERAL CONTACT

- ASSIGNED FAO NOTIFY FAMILY
- DOWNTIME
- START THINKING ABOUT SETTLING AFFAIRS
 - CREDIT CARDS

- INSURANCE
- CAR PAYMENTS
- HOUSE PAYMENT
- ENSURE OBTAIN COPIES
- MARRIAGE CERTIFICATE
- BIRTH CERTIFICATE FOR ALL SURVIVING CHILDREN COURT ORDERS ON ADOPTIONS
- DIVORCE DECREE FOR ALL PRIOR MARRIAGES
- DECEASED'S BIRTH CERTIFICATE
- SET MEETING FOR LATER DATE
- MEETING
 - FINAL PAYCHECK
 - PENSION
 - BENEFITS
 - FEDERAL
 - STATE
 - LOCAL
 - PRIVATE

11. FAO FAMILY INTERACTION

- ATTACHMENT
- DETACHMENT – WEANING PROCESS
 - PROTECTIVE
 - GUILT
 - PERSONAL GRIEF
 - FAMILY GRIEF
 - COMPASSION
 - (AM I DOING THE RIGHT THING?)
 - (HOW FAR DO I GO WITH THIS?)
- DEAL WITH PERSONAL GRIEF
- PROFESSIONAL ASSISTANCE

12. FAMILY CRISIS

□ ISSUES

EX-SPOUSE

PARENTS

IN-LAWS

MONIES

SIGNIFICANT OTHER

WILL

DIVORCE IN PROGRESS

Month, Day Year

To Whom It May Concern:

This is to attest to the following facts: **Officer's Name**, **XX** years of age, **Address, City, Texas, 78000**, was a full-time Police Officer of the University of Texas System Police. On **November XX, 2000**, at **TIME** p.m., while in full regulation uniform, Officer **Name** was **brief description of the events leading to fatal injuries**. Officer **Name** died at **Location/Hospital** on **Date**, from **cause of death**.

Chief of Police/Director

This instrument was acknowledged, sworn to, and subscribed before me on the _____ day of **Month, Year**.

Signature, Notary Public in and for the State of Texas

NOTARY TYPED OR PRINTED NAME: _____

NOTARY COMMISSION EXPIRES ON: _____

AFFIDAVIT

To: The Texas Commission on Law Enforcement

“Concerning the fact and circumstances surrounding the law enforcement career and the death of

_____ who was born on
(Texas Peace Officer's Full Name)

_____ and died on _____ and whose social security

number was _____ ; _____
(use N/A if not applicable ad attaché other identifying information) (Texas Peace Officer's Full Name)

was a Texas Peace Officer according to the Memorial Eligibility Criteria rule, section listed as follows:

(2) a Texas Peace Officer among those licensed by the Texas Commission on Law Enforcement Officer
Standards and Education; under the Government Code, Chapter 415, or Occupations Code 1701

(list all applicable sections and attach supporting documents)

_____ died in the line of duty, as defined by the Memorial Eligibility Criteria
(Texas Peace Officer's Full Name)

Rule; The death of _____ was caused by one or more circumstances
(2) was an indirect result but directly

Described in Section 229.3 of the Memorial Eligibility Criteria Rule, attributed to a line of duty, on duty incident

And “The circumstances surrounding the death of _____ are not included

Among those described in Section 229.7 of the Memorial Eligibility Criteria Rule.”

THE STATE OF TEXAS §

§

COUNTY OF _____ §

I hereby affirm and attest that the foregoing information in every statement is within my personal knowledge and is true and correct.

Signature of Affiant

Printed or Typed Name and Title of Affiant

Sworn to and subscribed before me on the _____ day of _____
To certify which witness my hand and seal of office.

Notary Public, State of Texas

Notary's Printed or Typed Name

Consent to File for Death Benefits

Rank Handling Officer's Name #BADGE

Pursuant to 5 U.S.C. § 552a(b), The Privacy Act, I, CLAIMANT ONE NAME and CLAIMANT TWO NAME, consent the authority to the above named individual(s) to file for benefits on the family's behalf with the **Public Safety Officers Benefits**.

(Claimant One's Name)
Signature

Date Signed

(Claimant Two's Name)
Signature

Date Signed

This instrument was acknowledged, sworn to, and subscribed before on the _____ day of **Month** **Year**.

Signature, Notary Public in and for the State of Texas

NOTARY TYPED OR PRINTED NAME: _____

NOTARY COMMISSION EXPIRES ON: _____

Utilize the following format when Requesting Autopsy Reports

(Date)

Dr. _____
County Medical Examiner
(Address)
(City, State Zip Code)

Dear Dr. _____ :

_____ (Rank and Name of Officer) _____ of the _____ Police
Department, died _____ (Date) _____, as a result of _____ (Describe Injury)
_____ suffered while in the line of duty.

In order to file for benefits for his family, it is necessary to obtain five (5) signed and certified copies of the Autopsy and Toxicology reports. Any assistance you may render in order to expedite the matter would be greatly appreciated.

Thank you again, for your assistance.

Sincerely,

Chief of Police

DOCUMENTATION

The number of documents necessary to obtain all benefits will vary due to the number of private and group insurance policies. In general, the following number of documents should be sufficient.

1.	Death Certificate	15 copies
2.	Marriage Certificate	10 copies
3.	Birth Certificate for all surviving children	15 copies
4.	Court orders on adoptions	15 copies
5.	Employer's affidavit of employment	15 copies
6.	Investigation report	7 copies
7.	Complete autopsy report	7 copies
8.	Toxicology report	7 copies
9.	Divorce decree for all prior marriages	5 copies
10.	Newspaper account of incident	2 copies
11.	Emergency room / or hospital records	2 copies
12.	Deceased's birth certificate	2 copies
13.	Witness affidavits as required	
14.	In cases when the surviving spouse is a female, it may be necessary to have a certificate from a licensed physician stating she is not pregnant. This statement is to protect the financial assistance rights of an unborn child who may be eligible for benefits at birth.	

**IT IS STRONGLY SUGGESTED THAT WHEN DOCUMENTS ARE SENT BY MAIL,
SEND "CERTIFIED-MAIL-RECEIPT-REQUESTED."**

Each claim for death benefits will require documentation to support the claim. Each submitted document must be an original or a certified copy (e.g., bearing a raised seal and a certifying official's signature).

Additionally, if the certifying official's signature is not accompanied by the raised seal of his agency, a notary public's seal and signature are also required as witness to the certifying official's signature.

A notary public signature and seal, alone are not sufficient to certify a document. Xerox copies of the documents or affidavits are acceptable providing they contain an original seal and signature of both the certifying official and notary public. Xerox copies of a certified document (e.g., seals, and signature of copies) are not acceptable.

Statements by individuals submitted in support of a claim must be in the form of an affidavit and signed by the person making the statement and witnessed by a notary public.