

Line-of-Duty Death Manual

The Metro Transit
Police Department
Washington, DC

Authors have granted permission to Concerns of Police Survivors, Inc.,
to reprint and distribute this document.

Concerns of Police Survivors, Inc.

P.O. Box 3199
Camdenton, MO 65020
(573) 346-4911

Line-of-Duty Death Manual

The purpose of this manual is to help relieve the trauma following the loss of a fellow police officer by preparing for such a tragedy in advance. It includes information regarding family support, benefits and funeral arrangements. It is my heartfelt desire that we will never be called upon to use this document.

This manual was made possible with the help of Concerns of Police Survivors (C.O.P.S.), the Baltimore County Police Department, City of Fairfax Police Department, Prince George's County Police Department, personnel at the Washington Metropolitan Area Transit Authority, and a group of truly dedicated Transit Police officers.

*Lieutenant Robert D. Phillips
April, 1992*

General Order 1

Funeral Protocol 2

Confidential Information Forms 3

Reference Material 4

Benefits Summary 5

VARIOUS ARTICLES, BOOKLETS AND RELATED
ITEMS THAT MAY BE HELPFUL TO MEMBERS
OF THE FORCE OR THE SURVIVORS ARE
STORED IN THIS SECTION OF THE MANUAL.

GENERAL ORDER

Metro Transit Police

Subject: Line-of-Duty Death

Number: 267

Effective: 03/15/97

I. Purpose

This Order establishes procedures to ensure the proper support and emotional care for a member's family following a line-of-duty death.

II. Policy

The Department will provide liaison assistance to the immediate survivors of a member who dies in the line of duty. This assistance is provided whether the death was unlawful or accidental (i.e., automobile accident, hit by a passing vehicle during a traffic stop, training accident) while the member was performing a police-related function, either on or off-duty and while he or she was an active member of the Department. The Chief of Police may institute certain parts of this Order for cases of a member's natural death. The Department will also provide a clarification and comprehensive study of survivor benefits as well as emotional support during this traumatic period of readjustment for the surviving family. Funeral arrangements of the deceased member are to be decided by the family, with their wishes taking precedence over the Department's.

III. Discussion

Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility.

Professionalism and compassion must be exhibited at all times as an obligation to the member's survivors and to the law enforcement community. In order to provide the best possible services and support for the member's family, specific tasks may be assigned to selected members of the Department. Their titles are:

- Notification Officer
- Hospital Liaison Officer

- Family Liaison Officer
- Department Liaison Officer
- Benefits Coordinator

An explanation of each of these responsibilities is contained in this Order. A member may be called upon to perform more than one role.

Members are encouraged to maintain an up-to-date "Confidential Line-of-Duty Death Information" form in the Communications Division. The information will be of extreme comfort to members' families and the Department in fulfilling the deceased officer's wishes.

This Order is based upon guidelines suggested in the handbook entitled, *"Support Services to Surviving Families of Line of Duty Deaths,"* by Suzanne F. Sawyer, the Executive Director of Concerns of Police Survivors, Inc. (C.O.P.S.), based in Camdenton, Missouri.

IV. Procedures & Responsibilities

A. Notification

1. It is the responsibility of the Watch Commander to properly notify the next of kin of a member who has suffered severe injuries or died. The Watch Commander may personally make the notification or designate a **NOTIFICATION OFFICER** to inform the survivors.
2. The name of the deceased member will not be released by the Department before the immediate family is notified.
3. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence at the time of notification.

4. Notification will be made in person and never alone. The Chief of Police or his or her designee, police chaplain, close friend, or another police survivor could appropriately accompany the **NOTIFICATION OFFICER**. However, if the aforementioned persons are not readily accessible, notification should not be delayed until these people can gather. If there is an opportunity to get to the hospital prior to the demise of the member, do not wait for the delegation to gather. The family should learn of the death from the Department first and not from the press or other sources.
 5. Never make a death notification on the doorstep. Ask to be admitted to the house. Inform family members slowly and clearly of the information that you have. If specifics of the incident are known, the **NOTIFICATION OFFICER** should relay as much information as possible to the family. Be sure to use the member's name during the notification. If the member has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away."
 6. If the family requests to visit the hospital, they should be transported by police vehicle. It is highly recommended that the family not drive themselves to the hospital. If the family insists on driving, a member should accompany them in the family car.
 7. If young children are at home, the **NOTIFICATION OFFICER** must arrange for babysitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or similar arrangements.
 8. Prior to departing for the hospital, the **NOTIFICATION OFFICER** should notify the hospital staff and the **HOSPITAL LIAISON** (by telephone if possible) that a member(s) of the family is enroute.
 9. The deceased or severely injured member's parents should also be afforded the courtesy of a personal notification whenever possible.
 10. If immediate survivors live beyond the Washington, D.C. metropolitan area, the **NOTIFICATION OFFICER** will ensure that the Communications Division sends a teletype message to the appropriate jurisdiction, requesting a personal notification. The **NOTIFICATION OFFICER** may choose to call the other jurisdiction by telephone in addition to the teletype message. Arrangements should be made to permit simultaneous telephone contact between the survivors and the Department.
 11. The Chief or a high-ranking representative should respond to the residence or the hospital to meet with the family as quickly as possible.
 12. In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Whenever possible, communications regarding notifications should be restricted to the telephone. If the media has obtained the member's name, they will be advised to withhold the information, pending notification of next of kin.
- B. Assistance for Affected Members
 1. Members who were on the scene or who arrived moments after a member was critically injured or killed should be relieved as quickly as possible.
 2. Police witnesses and other members who may have been emotionally affected by the serious injury or death of another member will attend a Critical Incident Stress Debriefing held by a trained mental health professional.
 - C. Assisting the Family at the Hospital
 1. The first official, other than the Chief or his/her representative, to arrive at the hospital becomes the **HOSPITAL LIAISON**. The **HOSPITAL LIAISON** is responsible for coordinating the activities of hospital

personnel, the member's family, police officers, the press and others. These responsibilities include:

- a. arranging with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the **NOTIFICATION OFFICER**, and others requested by the immediate survivors,
 - b. arranging a separate area for fellow police officers to assemble,
 - c. establishing a press staging area,
 - d. ensuring that medical personnel relay pertinent information regarding a member's condition to the family on a timely basis and before such information is re-leased to others,
 - e. notifying the appropriate hospital personnel that all medical bills relating to the injured or deceased member are directed to the WMATA Office of Safety and Risk Management. The family should not receive any of these bills at their residence. This may require the **HOSPITAL LIAISON** to re-contact the hospital during normal business hours to ensure that proper billing takes place,
 - f. ensuring that the family is updated regarding the incident and the member's condition upon their arrival at the hospital, and
 - g. arranging transportation for the family back to their residence.
2. If it is possible for the family to visit the injured member before death, they should be afforded that opportunity. A police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.
 3. The **NOTIFICATION OFFICER(S)** should remain at the hospital while the family is present.

4. Do not be overly protective of the family. This includes sharing specific information as to how the member met his or her demise, as well as allowing the family time with the deceased member.

D. Support of the Family During the Wake and Funeral

1. The Chief of Police, or a designee, will meet with the member's family at their home to determine their wishes regarding Departmental participation in the preparation of the funeral or services. All possible assistance will be rendered.
2. With the approval of the family, the Chief will assign a **FAMILY LIAISON OFFICER**. The Chief will also designate a **DEPARTMENT LIAISON OFFICER** and a **BENEFITS COORDINATOR**.

E. FAMILY LIAISON OFFICER

1. The selection of a **FAMILY LIAISON OFFICER** is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the member and his or her family. When possible, male/female "teams" should be utilized as **FAMILY LIAISON OFFICERS**, thus preventing bonding between the survivor(s) and member during a vulnerable time in the survivor's life.
2. This is not a decision-making position, but a "facilitator" between the family and the Department.
3. Responsibilities of the **FAMILY LIAISON OFFICER** include:
 - a. ensuring that the needs of the family come before the wishes of the Department,
 - b. assisting the family with funeral arrangements and making them aware of what the Department can offer if they decide to have a police funeral. If they choose the latter, briefing the family on funeral procedure (i.e., presenting the flag, playing of taps, firing party).

- c. apprising the family of information concerning the death and the continuing investigation,
 - d. providing as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting child care and transportation needs, etc.,
 - e. being constantly available to the family,
 - f. determining what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out-of-town family travel, food for funeral attendees following the burial, etc.,
 - g. notifying Concerns of Police Survivors (C.O.P.S.), (573) 346-4911. Members are available to provide emotional support to surviving families, and
 - h. carrying a pager at all times.
- F. DEPARTMENT LIAISON OFFICER**
1. This position is normally assigned to a Division Commander because of the need to effectively coordinate resources throughout the Department.
 2. Responsibilities of the **DEPARTMENT LIAISON OFFICER** include:
 - a. working closely with the **FAMILY LIAISON OFFICER** to ensure that the needs of the family are fulfilled,
 - b. handling the news media throughout the ordeal. If the family decides to accept an interview, a member should attend to "screen" questions presented to the family so as not to jeopardize subsequent legal proceedings,
 - c. meeting with the following persons to coordinate funeral activities and establish an itinerary:
 - 1) Chief of Police and Bureau Commanders,
 - 2) funeral director,
 - 3) family priest or minister,
 - 4) cemetery director, and
 - 5) MTP Honor Guard,
 - d. directing the funeral activities of the Department and visiting police departments according to the wishes of the family,
 - e. issuing a teletype message to include the following:
 - 1) name of deceased,
 - 2) date and time of death,
 - 3) circumstances surrounding the death,
 - 4) funeral arrangements (state if service will be private or a police funeral),
 - 5) uniform to be worn,
 - 6) expressions of sympathy in lieu of flowers, and
 - 7) contact person and phone number for visiting departments to call to indicate their desire to attend or to obtain further information,
 - f. Establishing a command center, if necessary, to coordinate information and response to the tragedy,
 - g. developing a policy for the wearing of badge memorial ribbons and use of patrol vehicle memorial sashes,
 - h. obtaining an American flag. If the family wishes a flag presentation by the Chief, notify the Chief's Office,
 - i. determining if the family desires a burial in uniform and selecting a member to obtain a uniform and all accouterments (except weapons) and deliver them to the funeral home,
 - j. assigning members for usher duty at the church,
 - k. arranging for the delivery of the member's personal belongings to the family,
 1. briefing the Chief and staff concerning all funeral arrangements,
 - m. ensuring that the surviving par-

ents are afforded recognition and that proper placement is arranged for them during the funeral and procession,

- n. arranging for a stand by doctor for the family, if necessary,
- o. coordinating traffic management, with other jurisdictions during the viewing, funeral and procession, and arranging for a tow truck to be available along the procession route,
- p. assigning a member to remain at the family home during the viewing and funeral,
- q. maintaining a roster of all Departments sending personnel to the funeral, including:
 - 1) name and address of responding agencies,
 - 2) name of the Chief of Police,
 - 3) number of officers attending,
 - 4) number of officers attending the reception after the funeral, and
 - 5) number of vehicles.
- r. assisting in making the necessary accommodations for food, lodging, etc.,
- s. acknowledging visiting and assisting departments,
- t. arranging for routine residence checks of the survivor's home by the Mobile Patrol Division for 6-8 weeks following the funeral. This service is necessary since large amounts of money are passing through the residence and the survivors will be spending time away from the home dealing with legal matters.

G. **BENEFITS COORDINATOR**

- 1. The **BENEFITS COORDINATOR** will gather information on benefits/funeral payments available to the family. The **BENEFITS COORDINATOR** has the Department's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through with the family to

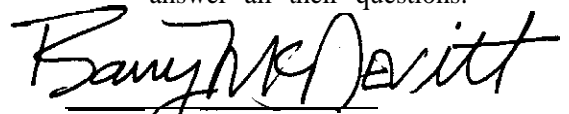
ensure that these benefits are being received.

2. The **BENEFITS COORDINATOR** is responsible for:

- a. filing Worker's Compensation claims and related paperwork,
- b. contacting the appropriate WMATA offices without delay to ensure that the beneficiary receives death and retirement benefits, the member's remaining paychecks and payment for remaining annual and compensatory time,
- c. gathering information on all benefit/funeral payments, to include the Public Safety Officers Benefits Act, that are available to the family,
- d. setting up any special trust funds or educational funds,
- e. notifying police organizations such as HEROES, Inc., the Fraternal Order of Police, the Police Association of the District of Columbia, etc., of the death and ensuring that any and all entitlements are paid to the beneficiary. These agencies may also offer legal and financial counseling to the family at no cost,
- f. preparing a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries and contacts at various benefits offices, and when they can expect to receive payment,
- g. meeting with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.
 - 1) If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) may be receiving.

- 2) Attention should be given to the revocation of health care benefits. Many providers allow a 30-day grace period before canceling or imposing monthly payments upon survivors, and
 - h. meeting again with the family in about six months to ensure they are receiving benefits.
- H. Continued Support for the Family**
1. Members of the Department must remain sensitive to the needs of the survivors long after the member's death. The grief process has no timetable. More than half of the surviving spouses can be expected to develop a posttraumatic stress reaction to the tragedy.
 2. Survivors should continue to feel a part of the "police family." They should be invited to Department activities to ensure continued contact.
 3. Members of the Department are encouraged to keep in touch with the family. Close friends, co-workers and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.
 4. The Chief of Police should observe the member's death date with a short note to the family, flowers on the grave and/or wreath placement at the National Law Enforcement Officers Memorial.
 5. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
 6. The **FAMILY LIAISON** acts as a long-term liaison with the surviving family to ensure 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.
 7. If no court proceedings surround the circumstances of the member's

- death, the **FAMILY LIAISON** will relay all details of the incident to the family at the earliest opportunity.
8. If criminal violations surround the death, the **FAMILY LIAISON** will:
 - a. inform the family of all new developments prior to press release,
 - b. keep the family apprised of legal proceedings,
 - c. introduce the family to the victims' assistance specialists of the court,
 - d. encourage the family to attend the trial, and accompany them whenever possible, and
 - e. arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.



Barry J. McDevitt
Chief

Funeral Protocol

I. General Funeral Procedures

A. All members will maintain an excellent personal appearance. Uniforms and equipment must be in outstanding condition.

B. Uniforms

1. Spring and summer - long sleeve shirt and tie.
2. Fall and winter - uniform blouse.
3. Members of the Honor Guard and pallbearers will wear white gloves.
4. A black sash will be worn across the badge.

C. Funeral Services

1. Members who attend the funeral services will report to a predesignated assembly point away from the place of services for inspection and briefing.
2. From the assembly point, members will march to the place of service, timing their arrival to permit immediate entry.
3. Upon entering the building, members will remove their uniform hats, place them under their left arm, hat brim forward, and move in an orderly manner to the place reserved for them.
4. Members will remain standing until all members are in their places and the command, "BE SEATED" is given.
5. Members will sit with their hats upright in their laps, maintaining a military bearing throughout the service.
6. At the end of the service, members, upon receiving the command, "OFFICERS RISE", will rise in unison and place their hats under their left arm preparatory to filing past the casket. They will hold their hats in this position until they have passed the casket and arrived outside.

7. Upon leaving the building, members will replace their hats and assemble in formation at right angles to the hearse.
 - * Two ranks will be formed facing each other, leaving an aisle through which pallbearers and casket may pass.
 - * Members will be formed by height. They will normally be dressed at extended intervals but may be dressed at close intervals if space is limited.
 - * While waiting in formation, members will stand at parade rest.
8. When the casket comes into view, the formation will be called to attention. The next command will be "PRESENT ARMS". All members salute and hold this salute until the casket is placed in the hearse. At this time, the command, "READY", "FRONT", will be given and members will return their hands to their sides.
9. After the doors of the hearse are closed, the command "FIRST RANK (passenger side of hearse). RIGHT FACE" and "SECOND RANK, (driver's side of hearse) LEFT FACE", is given so that the two columns are facing the hearse.
10. The Commander will then dismiss the formation with the command, "OFFICERS DISMISSED". The members will break ranks and leave in a quiet and orderly manner.
11. Members will then take their assigned places in the motorcade and proceed to the cemetery.

D. GRAVESITE SERVICES

1. Members will report to the places that have been reserved for them immediately upon arrival at the gravesite. If indoors, members will remove their hats and hold them under their left arm. All members will sit with hats in laps, maintaining a military bearing throughout the services. If services are held outdoors, members will wear their hats.
2. Just prior to the 21-gun salute and taps, the command "OFFICERS RISE" will be given. Members will stand at attention facing the firing team or bugler. When the 21-gun salute and taps have concluded, the command "OFFICERS DISMISSED" will be given. Members will then break ranks and return to their assigned vehicles.

II. HONORS ACCORDED

- A. Any Metro Transit Police Officer who dies in the line of duty will be accorded full honors if requested by the survivors. This will include the casket watch during viewing, honor guard, pallbearers, firing squad, taps, military flagfold and presentation and motor escort.

- B. The Honor Guard commander is responsible for coordinating and directing the activities of the Honor Guard, casket watch, pallbearers, firing squad, bugler, and flag presentation.

- C. Casket Watch
 - 1. The casket watch is usually comprised of officers from the Honor Guard. However, volunteers may stand watch at the discretion of the Honor Guard commander. Officers who are assigned to the casket watch must present an excellent uniform appearance and conform to all current grooming regulations.
 - 2. The dress uniform, including hat, blouse and white gloves, will be worn for the casket watch. The watch will be divided into shifts with two officers standing 30 minutes at a time.
 - 3. If the family wishes, an informal watch can take place after the viewing has been concluded for the day.
 - 4. The casket watch moves in slow cadence. This includes marching, movements and saluting. The official will post the watch and the officers will position themselves at or near the head and feet of the deceased officer.

- D. Honor Guard
 - 1. Members of the Honor Guard will assemble at a location near the service (church, funeral home, or cemetery) for inspection by the Honor Guard commander.
 - 2. Commands will be executed by the Honor Guard commander.

E. Pallbearers

1. If pallbearers are requested by the family, they will be selected by the Honor Guard commander.
2. Pallbearers will be under the direction of the Honor Guard commander. They will report to the funeral home as directed for instructions and seating arrangements.

III. Procedural Variation

The procedures outlined in this Order shall be followed in most cases. Any changes made necessary by a shortage of manpower, the unusual size of the funeral, the type of service, the physical arrangement of the place of service or for any other reason shall be made by the Department Liaison Officer.

Any additional honors to be accorded to deceased members or employees of the Force or to deceased members of other law enforcement agencies shall be at the discretion of the Chief of Police.

CONFIDENTIAL INFORMATION FORMS ARE COMPLETED BY EACH MEMBER OF THE FORCE AND KEPT IN A SEALED, CONFIDENTIAL FILE IN THE COMMUNICATIONS DIVISION. THEY ARE UPDATED ANNUALLY.

CONFIDENTIAL

Line-of-Duty Death Information

Full Name _____

Information will be used ONLY in the event of your serious injury or death in the line of duty. Please take the time to fill it out accurately because the data will be of extreme comfort to your family and the Transit Police in fulfilling your wishes.

Your Address _____

City _____

State _____ Zip Code _____

Your home phone number _____

FAMILY INFORMATION

Spouse's Name _____

Address and telephone,
if different from above

Spouse's employer, work
address and telephone

Names and dates of birth of your children _____ DOB: _____
 _____ DOB: _____
 _____ DOB: _____
 _____ DOB: _____
 _____ DOB: _____
 _____ DOB: _____

If you are divorced, please provide information about your ex-spouse.

Name _____

Address _____

City _____

State _____ Zip Code _____

Phone: Home _____

Work _____

Do you want a police representative to contact your ex-spouse?
 ()yes ()no

Please list the name, address, and telephone numbers of your children who live outside the family home and key relatives (parents, siblings, in-laws, etc.) below:

<u>Name</u>	<u>Address</u>	<u>Phone (H&W)</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTIFICATIONS

Please list the persons you would like to be contacted by a police representative incase of serious injury or death in the line of duty. Begin with the first person you would like notified.

Name Address Phone (H&W) Relationship

Is there anyone you would like to accompany the police representative when the notification is made to your immediate family? If someone other than a Transit Police Officer, please include address and telephone number.

Is there anyone you would like contacted to assist your family, or to assist with funeral arrangements, or related matters who is not listed above? This person should be knowledgeable concerning your life insurance representatives, location of your will, etc.

Name Address Phone (H&W) Relationship

ADDITIONAL INFORMATION

Please list any preferences you may have regarding funeral arrangements:

Funeral Home _____

Church or Synagogue _____

Cemetery _____

Are you a veteran of the U.S. Armed Services? ()yes ()no
If you are entitled to a military funeral as determined by the Department of Veterans Affairs, do you wish to have one? ()yes ()no

Do you wish a law enforcement funeral? ()yes ()no

Please list memberships in law enforcement, religious, or community organizations that may provide assistance to your family.

_____	_____
_____	_____
_____	_____
_____	_____

Do you have a will? ()yes ()no
If yes, where is it located? _____

Please list any insurance policies you may have.

<u>Company</u>	<u>Policy #</u>	<u>Location of Policy</u>
----------------	-----------------	---------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

Are there any special requests or directions you would like followed upon your death?

Signature _____ Date _____

THIS SECTION OF THE MANUAL LISTS THE
BENEFITS THAT MAY BE AVAILABLE TO
OFFICERS WHO LOSE THEIR LIVES IN THE LINE
OF DUTY.

WMATA Insurance Benefits

Retirement Benefits

D.C. Workers Compensation

Virginia Workers' Compensation

Social Security Administration

Public Safety Officers' Benefits Act

HEROES. Inc.

ICMA Retirement Corporation

Fraternal Order of Police

Police Association of D.C.

Veterans' Benefits

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY INSURANCE BENEFITS

BENEFIT Personal accident insurance provides a benefit of twice the annual salary, rounded to the nearest \$1,000, to the beneficiary of any member who dies as a result of an accident (both on or off the job).

In addition...

- 1) an officer's beneficiary receives a term life insurance benefit equal to double their annual salary;
- 2) an official's beneficiary receives a basic life insurance benefit of one and one-half times their annual salary.

Some officials may have purchased additional life insurance, which will result in an increased benefit. Check with Ms. Marty Battle in the Compensation and Benefits Branch for details.

Health benefits for survivors will terminate at the end of the month of the officer's death. Survivors may remain in the plan for up to 36 months by paying the full rate of the premium, plus a 2% administration fee. Current monthly costs are \$210.05 for single coverage and \$525.10 for the family plan.

**HOW TO
APPLY**

The Transit Police **BENEFITS COORDINATOR** will notify the Compensation and Benefits Branch immediately following the death of an officer in order to expedite benefit payments. The **BENEFITS COORDINATOR** will provide the Compensation and Benefits Branch with the beneficiary's full name, birth date and social security number, an original certified death certificate, accompany the beneficiary to meetings with the Compensation and Benefits Branch and offer any other possible assistance in this regard. The same death certificate may be used to verify the death in order to claim WMATA or Local 246 retirement benefits.

**CONTACT
PERSON**

Ms. Marty Battle, Personnel Specialist for Insurance, (202) 962-2247, of WMATA's Compensation and Benefits Branch will provide the necessary assistance to obtain insurance benefits.

TRANSIT POLICE RETIREMENT BENEFITS

Members of the Force may be participants of either the WMATA or Transit Police retirement plans. The benefits and procedures that must be followed to obtain those benefits are described below.

BENEFIT **WMATA PLAN**

Survivor benefits available under the WMATA plan are based upon an employee's earnings and length of service. The WMATA Compensation and Benefits Branch will calculate the monthly benefit. Cost of living adjustments are applied in January of each year.

TRANSIT POLICE PLAN

The amount of dependent pension shall be \$200 to the surviving spouse and \$100 monthly for each dependent child up to a maximum monthly benefit of \$500. The benefit amount is not subject to adjustment for changes in the Consumer Price Index.

A "lump sum" withdrawal may be made. The benefit amount depends upon the officer's contributions.

Additional details may be found in the WMATA/MTP Labor Agreement.

HOW TO APPLY

The Transit Police **BENEFITS COORDINATOR** will notify the Compensation and Benefits Branch immediately following the death of an officer in order to expedite benefit payments. The **BENEFITS COORDINATOR** will also provide the Compensation and Benefits Branch with a copy of the death certificate (may be the same certificate presented for WMATA insurance benefits) and furnish a copy of Internal Revenue Service form W-4P for the beneficiary to complete. The W-4P is used to request pension payment tax withholdings. The **BENEFITS COORDINATOR** will act as a liaison between the Compensation and Benefits Branch and the beneficiary and will offer any other possible assistance in this regard.

CONTACT PERSON

Ms. Myla Riggs, Retirement Supervisor, (962-2379) or Ms. Elsie Brown, Personnel Specialist for Retirement, (962-2843) in WMATA's Compensation and Benefits Branch will assist in all retirement matters.

DISTRICT OF COLUMBIA WORKERS' COMPENSATION BENEFITS

BENEFIT If an injury causes death, the compensation shall be known as a death benefit, payable as follows:

- 1) Reasonable funeral expenses not exceeding \$5,000,
- 2) The survivor receives a tax-free bimonthly benefit of 50 percent of the average wages of the deceased, with two years' compensation in one sum upon remarriage, and
- 3) A bimonthly benefit of sixteen and two thirds percent of such wages will be divided equally among surviving children.

The total bimonthly benefit shall not exceed sixty six and two thirds of the deceased officer's wages.

The death benefit may not exceed the average weekly wages of the insured employees in the District of Columbia, which is currently \$584.10. This figure is adjusted annually and may be obtained by calling the Office of Workers' Compensation at (202) 576-6265.

Additional information may be found in §36-309 - 313 of the D.C. Code and Chapter 2 of the District of Columbia Municipal Regulations (DCMR).

Recruit officers who are injured or killed while in Basic Training at the Northern Virginia Criminal Justice Academy are subject to the workers' compensation laws of the Commonwealth of Virginia.

HOW TO APPLY An official must complete a D.C. Workers' Compensation Employee's Notice of Accidental Injury of Occupational Disease (Form No.7 DCWC), and an Employee's Claim Application (Form No.7A DCWC) and submit them through normal channels to the Administrative Supervisor without delay. Supervisors must also complete an Employer's First Report of Injury or Occupational Disease (Form No. 8 DCWC) and submit it with the Forms 7 and 7A. Copies of all reports will be forwarded to the **BENEFITS COORDINATOR**, and ultimately to the surviving family.

Complete a D.C. Workers' Compensation Notice of Claim for Death Benefits (Form No. 16 DCWC), forward the Employer's Copy through normal channels to the Administrative Supervisor, then mail or deliver the form to the Office of Workers' Compensation within 30 days of the death.

**CONTACT
PERSON**

Ms. Carol Robertson in WMATA's Office of Safety and Risk Management (962-1547) is Metro's liaison with Crawford Risk Management Services, and is very knowledgeable regarding worker's compensation benefits.

Ms. Amy Laitta, a supervisor at Crawford Risk Management Services (WMATA's insurance carrier), may be helpful. She can be reached at (703) 385-4443,

Mr. Alonso Patterson or Mr. Larry Barron [(202) 576-6265] may be contacted for further information. They are supervisors at the D.C. Office of Workers' Compensation.

SOCIAL SECURITY ADMINISTRATION SURVIVOR'S BENEFITS

BENEFIT The amount of benefit depends upon the officer's work credits and his or her lifetime earnings. Basically, the higher the earnings, the higher the benefits will be.

Survivor's benefits are usually paid as follows:

- a. widow or widower - full benefits at age 65 or older;
- b. widow or widower - at any age if he or she cares for the officer's child who is under age 16;
- c. dependent parents at age 62 or older.

HOW TO APPLY Contact the Social Security Administration at 1-800-772-1213 between 7 a.m. and 7 p.m., Monday through Friday. A representative will begin to process the application and will make an appointment for the survivor to visit a local Social Security office.

UNITED STATES DEPARTMENT OF JUSTICE PUBLIC SAFETY OFFICERS' BENEFITS ACT

BENEFIT The Public Safety Officers Benefits Act provides a tax-free \$134,571 (adjusted annually on October 1st) benefit to the eligible survivors of an officer whose death is the direct and proximate result of a traumatic injury sustained in the line of duty. The Act also provides the same benefit to an officer who has become permanently and totally disabled as the direct result of a catastrophic injury which must permanently prevent the officer from performing any gainful work.

Line of duty means "any action that the public safety officer is authorized or obligated to perform by law, rule, regulation or condition of employment or service". This includes training assignments, traffic accidents, etc. while the officer is on duty.

When the U.S. Department of Justice determines, upon showing of need prior to taking final action, that a death benefit will probably be paid, an interim benefit not exceeding \$3,000 may be made to the eligible survivor(s).

HOW TO APPLY Eligible survivors or disability claimants must submit a **Claim for Death Benefits** form directly to the U.S. Department of Justice or to the Transit Police. The Transit Police must submit a **Report of Public Safety Officer's Death or Permanent and Total Disability** form (and the survivor's claim form, if appropriate) to the U.S. Department of Justice. The Department of Justice will then determine whether the circumstances of the death or permanent and total disability entitle the claimant to a benefit payment.

CONTACT PERSON Mr. Jeffery Allison [(202) 307-0535] is the Director of PSOB at the Bureau of Justice Administration. The mailing address is:

Public Safety Officers' Benefits Program
Bureau of Justice Administration
633 Indiana Avenue, NW
Washington, DC 20531

COMMONWEALTH OF VIRGINIA WORKERS' COMPENSATION BENEFITS

BENEFIT

If death results from an accident, the officer's dependents are entitled to receive the following:

- 1) Burial expenses not exceeding \$3,000,
- 2) Reasonable transportation expenses for the deceased not exceeding \$500, and
- 3) A benefit payment equal to 66 2/3 percent of the deceased officer's weekly wages. The benefit will continue for 500 weeks to persons who were wholly dependent upon the officer's income, or 400 weeks for survivors who were partially dependent.

The death benefit may not exceed the average weekly wage of the Commonwealth, which is currently \$418.00. This figure is adjusted annually and may be obtained by calling the Workers' Compensation Commission at (804) 367-8600.

Additional information may be found in S65.2 - 512 of the Code of Virginia.

HOW TO APPLY

An official or the dependent must provide written notice of the death to the WMATA Office of Safety and Risk Management as soon as possible, but not later than 30 days from the date of the occurrence. No specific reporting form is designated for this purpose; a police Event Report or simply a letter describing the event is sufficient. The notice must include the officer's name and address, the time and place of the accident, the nature and cause of the accident, and the injury. The specific notice requirements are more fully explained in S65.2-600 of the Virginia Code.

An official must complete a Workers' Compensation Employer's First Report of Accident (IC Form No.3) and forward same through normal channels to the WWATA Office of Safety and Risk Management as soon as possible after the injury.

Copies of all reports will be forwarded to the **BENEFITS COORDINATOR**, and ultimately to the surviving family.

* Virginia Workers' Compensation benefits apply primarily to recruit officers who are injured or killed while in Basic Training at the Northern Virginia Criminal Justice Academy. Experienced officers will generally be covered by the District of Columbia Workers' Compensation regulations.

In many cases, the Authority's insurance carrier will submit a *Memorandum of Agreement* for Payment of Compensation in a Fatal Case (Form No. 35) and benefit payments will begin. Where the Agreement is signed by all parties and submitted to the Virginia Workers' Compensation Commission, then an award for benefits will be entered by the Commission.

If a Memorandum of Agreement is not promptly submitted to the officer's dependents by WMATA or its insurance carrier, then the dependents should file a Workers' Compensation Claim for Benefits form (blue form) in order to obtain a hearing with the Workers' Compensation Commission. There is a two year limit to file for a hearing in a death by accident case. See Virginia Code Section 65.2-601 for further information.

**CONTACT
PERSON**

Ms. Madeline Yates may be contacted at [(804) 367-8600] for further information. She is an Assistant Claims Examiner for the Virginia Workers' Compensation Commission.

Ms. Carol Robertson, WMATA's Office of Safety and Risk Management at 962-1547, is Metro's liaison with Crawford Risk Management Services (WMATA's insurance carrier), and is very knowledgeable regarding worker's compensation benefits.

HEROES, INC.

LINE-OF-DUTY DEATH BENEFITS

BENEFIT HEROES(Honor Every Responsible Officer's Eternal Sacrifice),Inc. is a charitable organization of the Washington Area whose sole purpose is to provide financial aid and professional counsel to the survivors of law enforcement officers and fire fighters who are killed in the line of duty. HEROES, Inc. is dedicated to assisting the surviving family members so they may remain together as a family to pursue the dreams their fallen loved one had for them.

Within 24-hours following an officer's line-of-duty death, a check for \$3,500 is sent to the surviving spouse to be used for emergency expenses. A few weeks later, a HEROES committee invites the survivors to a meeting to assess their needs and problems. HEROES then works to provide as much assistance as possible. Each case is highly confidential and no details are ever revealed.

Every dependent child receives \$500 at Christmas and Easter and \$100 on their birthday. This provides them with a confidence and independence to do things that they see their friends doing but may not be able to afford. It also lets them know that someone remembers the absent parent.

Survivors and dependent children are also offered a scholarship at the college or university of their choice. Tuition and Expenses are paid by HEROES.

HOW TO APPLY Captain Cyril P. Carew is the Department's liaison with HEROES, Inc. He should be contacted without delay following the line-of-duty death of an officer. Captain Carew will notify HEROES of the death and ensure that all possible benefits are provided to the survivors.

Further inquiries should be addressed to:

HEROES, Inc.
719 Tenth Street, NW
Washington, DC 20001

(202) 638-2770

ICMA RETIREMENT CORPORATION WITHDRAWAL OPTIONS

BENEFIT Many officers have elected to participate in the ICMA Retirement Corporation's retirement program that is made available to employees of the Washington Metropolitan Area Transit Authority. The funds that are available to the survivor depend upon the amount of contributions that the officer has made while a member of the ICMA Retirement Corporation. Funds may be withdrawn from ICMA for an *Unforeseen Emergency*, such as a severe financial hardship resulting from a sudden and unexpected illness or accident, or death.

In the event of death, a designated beneficiary is eligible to withdraw the compensation balance in a variety of payout options. Taxes must be paid only on the money that is withdrawn.

HOW TO APPLY Within 90 days of the death, the beneficiary must notify ICMA [(202) 962-4600] of a beginning payment date; then submit a certified copy of the death certificate and the ICMA *Withdrawal Form* to WMATA.

CONTACT PERSON Ms. Bertha Morton, in WMATA's Office of Personnel and Training [(202) 962-2241], is the WMATA liaison with ICMA. She can provide the appropriate forms and necessary assistance.

FRATERNAL ORDER OF POLICE

MEMBERSHIP BENEFITS

BENEFIT Officers who belong to the Fraternal Order of Police (F.O.P.), Jerrard F. Young Lodge DC-1, are entitled to the following benefits:

- 1) A \$1,000 accidental death benefit, regardless of whether the incident occurred on or off duty;
- 2) Free television, flowers or fruit basket while hospitalized; and
- 3) Legal services for lawsuits incurred in the performance of duty (subject to Legal Aid Committee approval).

HOW TO APPLY Contact the administrative offices at the F.O.P. as soon as possible [(202) 347-6929]. They will need a copy of the death certificate. The address is:

Fraternal Order of Police
400 5th Street, NW
Washington, DC 20001

CONTACT PERSON Officer David McKenzie (962-2156) is the F.O.P. liaison and will provide whatever assistance is necessary. He is currently an Agency Trustee at the F.O.P.

POLICE ASSOCIATION OF THE DISTRICT OF COLUMBIA MEMBERSHIP BENEFITS

BENEFIT Members who belong to the Police Association of the District of Columbia (P.A.D.C.) are entitled to the following benefits:

- 1) A survivor's benefit of \$2,000 if killed in the line of duty;
- 2) Legal representation on job related matters; and
- 3) Free television while hospitalized.

HOW TO APPLY Contact the administrative offices at the P.A.D.C. as soon as possible [(202) 543-9557].

CONTACT PERSON Mr. Steve Johnson at the P.A.D.C. The mailing address is:

Police Association of the District of Columbia
1441 Pennsylvania Avenue, SE
Washington, DC 20003

DEPARTMENT OF VETERAN'S AFFAIRS VETERAN'S BENEFITS

BENEFIT Some benefits are available to the survivors of United States military veterans. They may include a burial flag, Presidential Memorial Certificate and a headstone. Other benefits may also apply.

HOW TO APPLY Contact the Department of Veteran's Affairs at (202) 872-1151 for details. The regional office is located at:

Department of Veteran's Affairs
941 North Capitol Street, NW
Washington, DC 20421