

Washington, DC Chapter of Concerns of Police Survivors  
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Standard Operating Procedure #2012-02

November 10, 2012

Review/Revision Date: October 4, 2014

Review/Revision Date: February 6, 2016

*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 (C.O.P.S.) 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 Washington, DC Chapter of C.O.P.S. Representative(s) understand the responsibility of the Chapter in response to an officer's line of duty death and to provide clear guidelines on expectations of the Washington, DC Chapter of C.O.P.S. 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 Washington, DC Chapter of C.O.P.S. 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.

**1.4 Chapter Board:** Any reference to the Chapter Board in this SOP, infers voting members of the Chapter Board.

**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 Washington, DC Chapter of C.O.P.S. service area, the President of the Washington, DC Chapter of C.O.P.S.

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 Washington, DC Chapter of C.O.P.S. 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:** Survivor Chapter members will be notified by telephone or e-mail 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 Washington, DC Chapter of C.O.P.S. 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 to offer assistance with support.

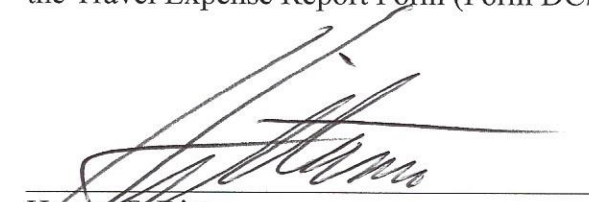
**3.5 BENEFITS & LINE OF DUTY DETERMINATION:** Knowing that neither an agency nor a C.O.P.S. Chapter makes the determination for approving benefits and for line of duty death determination, Chapter Representative(s) must be sensitive in responding to questions and be cautious to not make incorrect statements. 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 Washington, DC Chapter of C.O.P.S. 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 Travel Expense Report Form (Form DC#5).



Hector T. Dittamo  
President  
Washington, DC Chapter of C.O.P.S.  
February 6, 2016