

LA MESA POLICE DEPARTMENT INSTRUCTION

MISCELLANEOUS: LAW ENFORCEMENT FUNERAL PROTOCOL

Adopted: January 23, 2012

No: 521

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Ray Sweeney, Chief of Police

I. PURPOSE

Although there are no set formulas, checklists or policies that will lessen the grief nor eliminate the immediate chaotic nature of a line of duty death, this policy is intended to help mitigate the grief, restore some sense of control and most of all assist in honoring the one who died.

In all aspects of this policy, the need and ability of the Chief of Police to exercise discretion is understood. The Chief of Police is always at liberty to make whatever decisions are in the best interest of the Department.

It is assumed that any decedent, subject to the provisions of this policy was NOT involved in criminal conduct at the time of death.

II. CLASSIFICATION OF DECEDENTS

SWORN: those sworn to enforce laws, including Reserves;

CIVILIAN: all other employees, including CSO's, ACO's, and volunteers;

RETIRED: those honorably retired on service or disability pensions;

SEPARATED: those who have left the employ of the agency and whose welfare and whereabouts are of general interest to the agency or other government employees;

IMMEDIATE FAMILY MEMBERS: spouse, children, parents, siblings of all employee classifications.

III. CLASSIFICATIONS OF EVENTS

Category I: Death of a Sworn employee that is the proximate result of a traumatic injury sustained in the line of duty;

Category II: Death of a Sworn employee in any other manner;

Category III: Death of a Civilian employee;

Category IV: Death of a Retired or Separated Employee;

Category V: Death of an Employee's Family Member.

IV. FUNERAL PROTOCOLS

Category I: (Full Honors): A Category I death is a public event that denotes full, military-style; ceremonial honors and no effort should be spared that is consistent with tradition, good taste and the wishes of the immediate next of kin. Family members should be advised that a funeral with “full honors” will take considerable time to properly conduct. It will usually consist of a religious ceremony in accordance with the family’s faith group, and a graveside ceremony that will require an extended wait for all elements, dignitaries and attendees to be in place before it can begin.

HONORS, Defined

There are two levels of **HONORS** for the purposes of this order.

Honors: Honors is comprised of an Honor Guard conducting a 21 gun salute, ceremonial flag folding and TAPS.

Full Honors: Full Honors is comprised of the Honors elements plus aircraft flyovers and equestrian elements.

Notes: Bagpipers and the release of birds are non-official funeral elements and in all cases are included at the request of the decedent’s family.

The only Honors element appropriate for a non-sworn funeral is the *static presence* of an Honor Guard. In all cases a pre-folded flag may be placed on the casket and presented to the family.

Category II: (Honors): A Category II death is reserved for personnel whose death is not the result of a traumatic, duty-related event. A Category II funeral may be a public event depending on the circumstances.

Category III: A Category III funeral is a non-public event with limited Department involvement. The protocol (if requested) for a Category III funeral should be restricted to a motor escort, a static Honor Guard and the attendance policy identified by the Chief of Police.

Category IV: A Category IV funeral is an informational matter addressed through the publication of a Death and Funeral Notice. The protocol (if requested) for a Category IV funeral should be restricted to a static Honor Guard and the attendance policy identified by the Chief of Police.

Category V: A Category V funeral is an informational matter addressed through publication of an internal Death and Funeral Notice when requested by the

involved family. The protocol (if requested) for a Category V funeral should be restricted to the attendance policy identified by the Chief of Police.

I. SCHEDULING, PLANNING, AND CONDUCTING

The ideal planning schedule is 7 days. If religious beliefs require an immediate burial and funeral service-this should be done. Honors can be provided at graveside. A Police memorial service can be several days later. Weekends and holidays may change the schedule-consider going later rather than sooner.

- Day 0 – Day of Death
 - Strategic planning team meets
 - Basic planning begins
- Day 1 – 2 – 3 – 4 Planning continues
 - Personnel, Logistics, Traffic
 - Religious services
 - Honors ceremonies
- Day 5 (Morning) – Walkthrough
- Day 5 (Evening) - Viewing and/or Vigil service
- Day 6 – Funeral and honors ceremony
- Day 7 – Day after debriefing
 - Critically review operations plan
 - Planning team group debriefing

Category I (Full Honors)

- Employ the Incident Command System (ICS) to manage the event.
- Designate an Incident Commander with decision making authority
- Announce a planning meeting and activate the following positions:
 - Command Liaison Officer (CLO)
 - Public Information Officer (PIO)
 - Family Liaison Officer (FLO)
 - Operations Section Chief (OSC)
 - Planning and Intelligence Section Chief (PISC)
 - Logistics Section Chief (LSC)
 - Traffic Group Leader (TGL)
 - Ceremonies Group Leader (CGL)
 - POA Liaison (POA)
 - Peer Support Team Liaison (PST)
 - Special Ceremonial Element Roles:
 - Master of Ceremonies
 - Honor Guard / Color Guard
 - Pallbearers
 - Bugler and Piper

- Rifle Squad
 - Flyover Squadron
 - Equestrian Squadron (Rider less Horse)
- *If necessary some of these positions and/or their support staff may need to be staffed by the same person or by representatives from outside agencies.*

Position Descriptions and Responsibilities

Command Liaison Officer: The CLO is assigned directly to the Incident Commander and is the initial point of contact for all outside agencies, dignitaries and VIPs. The CLO should:

- Facilitate the attendance of such persons;
- Advise such persons to make direct contact with the CLO upon arrival;
- Document the attendance of such persons and the size of their delegations;
- Ensure that the level of participation and visibility of such delegations is commensurate with the office represented;
- With prior clearance of the FLO, allow VIPs to personally express their condolences to the decedent's family on the day of the funeral;
- Maintain a journal of all activities;
- Submit all records of the attendance of such persons and delegations to the PISC prior to the incident debriefing.

Public Information Officer: The PIO is assigned to the Incident Commander and is the point of contact for all media outlets. The PIO should:

- Confer with the FLO regarding the completion of the Critical Injury / Death and Funeral Notice;
- Prepare a press release regarding the death of the employee and the subsequent ceremonial arrangements;
- Compose a brief biographical history of the deceased employee;
- Maintain a journal of all activities;
- Submit all documents to the Planning and Intelligence Section prior to the debriefing.

Family Liaison Officer: The FLO is a person chosen by the decedent's next of kin as the primary point of contact for the family on all matters relating to the death and funeral of the employee. Ideally all contact with the family should be through this person. *This is the most critical role in the Incident Command structure. It requires one of strong character who has a close bond with the family (it may or may not be a current employee, POA member or Peer Support Team member.) The importance of finding the right person for this position outweighs any other issues that may arise.*

The FLO should:

- Be with the decedents family as much as possible during the funeral period;
- Maintain routine contact with the Incident Commander;
- Ensure that the family's wishes relating to the funeral are communicated to the Incident Commander;
- Be a conduit for all incoming and outgoing family communication;
- Attend all planning meetings;
- Maintain a journal of all activities;
- Communicate the family's wishes on all matters directly to the mortuary, through the funeral director;
- If circumstances permit, arrange a visit, before the funeral, between the family and the Command Staff of the Department;
- Submit the journal to the Planning and Intelligence Section prior to the debrief;
- Attend the incident debriefing.

Operations Section Chief: The OSC will oversee the various facets of the funeral preparation and execution on behalf of the Incident Commander. The OSC should:

- Maintain contact with all activated segments of the Incident Command structure;
- Attend all planning meetings;
- Appoint a Mortuary Liaison to discharge the duties listed on the Mortuary Liaison Checklist; (Addendum #1)
- Appoint a House of Worship Liaison to discharge the duties listed on the House of Worship Checklist; (Addendum #2)
- Appoint a Cemetery Liaison to discharge the duties listed on the Cemetery Liaison Checklist; (Addendum #3)
- Exercise functional supervision over the progression of all funeral related events;
- Ensure that bomb sweeps are conducted at all venues prior to the arrival of personnel;
- Ensure that Special Response Team (SWAT) personnel are deployed at all venues prior to the arrival of personnel;
- Change and re-direct the Incident Action Plan as necessary;
- Maintain a journal of all activities;
- Submit the journal to the Planning and Intelligence Section prior to the debrief;
- Attend the incident debriefing.

Planning and Intelligence Section Chief: The PISC will oversee the conducting of all planning meetings, maintain all records and documentation and coordinate the participation of elements from within and without the Department that will be contributing technical expertise to the proceedings.

The PISC should:

- Announce and conduct an initial planning meeting;
- In conjunction with the Operations Section, identify an Operational Period;
- Compose a written Action Plan that allows sufficient time for all organizational components to complete assigned duties;
- Conduct a site survey at the house of worship and the cemetery with SRT (SWAT) and produce a security plan to include site and VIP protection;
- Establish and maintain contact with:
 - The religious leader identified by the FLO;
 - The Funeral Director
 - The Benefits Counselor;
 - The Department Psychologist
 - A photographer for both venues the day of the funeral;
 - An audio/video expert for the church and graveside ceremonies;
 - Maintain a journal of all activities;
 - Maintain copies of all written plans, diagrams, maps, etc.;
 - Handle all correspondence;
 - Monitor the weather;
 - Collect and archive all journals, notes and documents;
 - Conduct the incident debriefing;
 - Prepare an after-action report.

Logistics Section Chief: The LSC is responsible for site security at all venues, the provision of all necessary supplies, procurement of certain key personnel and apparatus, operating a transportation detail to assist arriving and departing personnel, and assisting the family with the post-funeral reception. The LSC should:

- Arrange for the deployment of a tow truck at both venues the day of the funeral;
- Arrange for the deployment of a rescue ambulance at both venues the day of the funeral;
- Arrange for the deployment of portable toilets at all venues the day of the funeral;
- Arrange for the deployment of a catering truck at a suitable location the day of the funeral;
- Arrange for a canopy and sufficient chairs for the family at the cemetery;

- Arrange and supervise a transportation detail to assist persons attending from distant locales;
- Assist the TGS and CGS with obtaining all equipment and supplies necessary for the event;
- With concurrence of the FLO assist the family with a post-funeral reception;
- Ensure that all equipment and supplies are returned after the event;
- Maintain a journal of all activities;
- Submit the journal to the Planning and Intelligence Section prior to the debrief;
- Attend the incident debriefing.

Traffic Group Supervisor: Under the direction of the Operations Section it is the responsibility of the TGS to plan and coordinate all traffic related elements the day of the funeral. The TGS should:

- Attend all planning meetings;
- Diagram the parking facilities at the house of worship and the cemetery;
- Contact (through the CLO) all other jurisdictions that may be impacted during the funeral procession;
- Formulate a motorcade and parking plan for all venues;
- Obtain all items required to accomplish the Traffic Group mission (cones, delineators, barricades, flares, etc.);
- Submit all plans and related documentation to the PISC prior to the second planning meeting;
- Maintain a journal of all activities;
- Attend the incident debriefing.

Ceremonies Group Leader: Under the direction of the Operations Section it is the responsibility of the CGL to research, plan and execute all funeral related ceremonies. The CGL should:

- Establish a Church Ceremonies Team and designate a team leader;
- Establish a Cemetery Ceremonies team and designate a team leader;
- Meet the Funeral Director, the Cemetery Curator, the FLO and the religious leader at the cemetery well in advance of the interment and choreograph the graveside ceremonies;
- Ensure that the Master of Ceremonies is staffed by someone that is well versed in all facets of the program;
- Obtain a casket flag and white gloves;
- Confer with the FLO to ensure that the ceremony is planned in accordance with the wishes of the next of kin;
- Confer with the FLO to ensure that the location of the grave is satisfactory to the next of kin;
- Maintain contact with all involved parties for both ceremonies to include:

- Honor Guard and Color Guard;
 - Pallbearers;
 - Piper and Bugler;
 - Aerial squadron for flyover;
 - Equestrian Squadron;
 - Rifle Squad;
- Conduct dress rehearsals with all involved parties at both venues;
 - Create a house of worship and cemetery plan/diagram;
 - Confer with the TGS to ensure that arriving personnel are positioned in accordance with the parking plan;
 - Ensure that all vehicles belonging to members of the ceremonial groups are positioned for rapid departure from the house of worship, to the cemetery, well in advance of the funeral motorcade;
 - Oversee the conduct of the funeral services.

POA Liaison / Peer Support Team Liaison:

- Assist the FLO and the decedents family with matters related to the death such as benefits, insurance, policies, personal documentation, costs, etc.;
- Attend all planning meetings;
- Assist with funeral planning and arrangements.

Addendum #1

MORTUARY LIAISON CHECKLIST

- In conjunction with the Family Liaison Officer and the family, identify the mortuary of preference.
- Record the exact name, address, telephone number and person to be contacted at the mortuary. The contact person should be one with decision making authority who should, as the primary point of contact, be available for all-hours contact for the duration of the event.
- Schedule a meeting at the mortuary with the immediate next of kin, Family Liaison Officer, Mortuary Liaison Officer, POA Liaison and the Funeral Director, to obtain first hand information regarding available services. The wishes of the next of kin regarding preparation of the body, i.e. open casket, religious symbols or personal keepsakes to be enclosed with the body at burial, etc. will be addressed at this meeting.
- With the concurrence of the next of kin, establish a viewing or prayer service schedule and inform the Officer in Charge of the Honor Guard of the date, place, and time.
- Coordinate with the Funeral Director for provision of limousines for the family on the day of the funeral.
- Verify that the mortuary will coordinate memorial folders, thank you cards, photographs, video, floral arrangements and the memorial book.
- The mortuary expects the family to provide:
 - Social Security Number
 - DD214 for honorably discharged veterans
 - Clothing for burial
 - A list of pallbearers
 - A photograph of the decedent
 - Their identified preference for a cemetery plot
- Update the Operations Section Chief as necessary.

Addendum #2

HOUSE OF WORSHIP CHECKLIST

- Determine (through the Family Liaison Officer) the religious affiliation of the decedent and family.
- Determine (through the Family Liaison Officer) the exact name, address and telephone number for the house of worship preferred by the family.
- Contact the leader of the congregation and determine the seating capacity of the facility.
- Obtain a floor plan of the facility and a diagram of available parking.
- Meet with the leader of the congregation and compose a detailed list of the items or issues the Department is expected to handle, and a detailed outline of how the service is expected to evolve.
- Solicit the recommendations of the leader of the congregation for family and VIP seating.
- Set a tentative date and time for the service. Do not make a commitment. (Autopsies or other facets of the investigation may delay the release of the remains.)
- Prepare to brief the Incident Command Staff at the scheduled planning meeting.
- Advise the leader of the congregation that a Master of Ceremonies must be provided to choreograph all aspects of the worship service.
- Arrange for a dress rehearsal for all who will be participating in the worship service (Ushers, Pall Bearers, Honor Guard, etc.)
- Consult with the Traffic Group Leader about the parking layout at the house of worship.
- Update the Operations Section Chief as necessary.

Addendum #3

CEMETERY LIAISON CHECKLIST

- Verify with cemetery personnel that no other burials are scheduled during the period that the police ceremonies are to occur.
- Obtain a map of the facility.
- Consult with the Cemetery Manager regarding recommendations for a traffic plan for a long procession.
- Consult with the Traffic Group Leader about the parking layout for the cemetery.
- In conjunction with the Ceremonies Group Leader, formulate a plan for a large formation of uniformed and plain clothes police personnel.
- Maintain contact with the Planning and Intelligence Section Chief which is responsible for monitoring the weather. Remain current on the status of the weather. The cemetery will need to arrange for shelters if necessary.
- Update the Operations Section Chief as necessary.



**CITY OF
LA MESA**
JEWEL of the HILLS

POLICE DEPARTMENT

EMERGENCY NOTIFICATION FORM

This packet is to assist you and your family in the event of an emergency. The packet serves to render assistance to Department personnel entrusted with the responsibility of handling a life threatening injury or line-of-duty death. It documents your wishes and requests. You are strongly encouraged to review and complete this packet with family members.

THIS PACKET IS COMPLETELY CONFIDENTIAL.

If you choose to fill it out, answer only those questions you wish and you may add any additional information you think is necessary. The La Mesa Police Department will hold this document in a sealed envelope, which will be put in your personnel file. Be assured that the contents will only be reviewed by Department personnel in the event of life-threatening injury or line-of-duty death. You are encouraged to review this packet on an annual basis to ensure that it is current and up to date.

This is the personal packet of

The packet was last updated on _____

In the event of life threatening injury or line-of-duty death, I request that this packet be reviewed by the following person(s)

and that the following person(s)

be responsible for going through my locker, desk, and any other work areas and be responsible for the disposition of my personal property that is found in those locations.

Signed:

Date: _____

AGENCY SHEET

If the person completing this booklet is a law enforcement officer, this page can be completed and filed with your enforcement agency in your personnel file.

Officer's Name: _____
Last First Badge/ID Number

Social Security Number: _____ Date of Birth: _____

In case of death or serious injury, have a department representative contact:

Name Day Address Evening Address Phone

Spouse: _____

Mother: _____

Father: _____

Closet Relative: _____

Former Spouse(s): _____

My best friend on the department is _____ and I would like him (her) to accompany anyone sent to give injury/death notification to my family.

My best friend's address is: _____

Phone number: _____

I want _____ to serve as the liaison officer with my family.

The following members of my family have health concerns that the department should be aware of:

My family is aware of the beneficiaries listed on all my department insurance forms.
Yes ___ No ___

I have a letter written to my family explaining why I have named certain beneficiaries on my policies. Yes ___ No ___

I would like full law enforcement honors if killed in the line of duty. Yes ___ No ___

Suggested pallbearers:

**IN CASE OF EMERGENCY,
THESE PEOPLE MUST BE NOTIFIED**

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____

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Address: _____
Home Phone: _____ Work Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____

IMPORTANT BUSINESS / PERSONAL CONTACTS

My Immediate Supervisor: _____
Employer: _____
Address: _____
Phone: _____

Spouse's Immediate Supervisor: _____
Employer: _____
Address: _____
Phone: _____

Personal Physician: _____
Phone: _____

Clergyman: _____
Church Affiliation: _____
Phone: Phone: _____

Attorney: _____
Phone: _____

Dentist: _____
Phone: _____

Accountant: _____
Phone: _____

Insurance Agent: _____
Insurance Company: _____
Phone: _____

Banker: _____
Bank Name: _____
Phone: _____

Broker: _____
Investment Company: _____
Phone: _____

Financial Advisor: _____
Phone: _____

PERSONAL DOCUMENTS/INFORMATION

My birth date is: _____

My birth certificate is located at: _____

I was born in: _____

My social security number is: _____

I was married in: _____

On: _____ To: _____

Children from this marriage: _____

I was divorced on: _____ State of: _____

I was married in: _____

On: _____ To: _____

Children from this marriage: _____

I was divorced on: _____ State of: _____

Marriage certificate(s) are located at: _____

Divorce decree(s) are located at: _____

Children's birth certificates are located at: _____

Children's adoption papers are located at: _____

Children's Names	Date of Birth	Residence
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I served in the Armed Forces: _____ Branch: _____

Service Serial Number: _____

Enlisted on: _____ At: _____

Discharged Date: _____ Discharge papers located at: _____

Personal Information (continued)

Husband's relatives and addresses: (If deceased, indicate after their name)

- 1. Mother: _____

- 2. Father: _____

- 3. _____

- 4. _____

- 5. _____

- 6. _____

Wife's relatives and addresses: (If deceased, indicate after their name)

- 1. Mother: _____

- 2. Father: _____

- 3. _____

- 4. _____

- 5. _____

- 6. _____

Personal Information (continued)

Grandchildren:

Name	Date of Birth	Their Parents

People who have special meaning to me:

BENEFITS THROUGH EMPLOYMENT

My employer is: _____

Address: _____

Phone Number of Benefits Division: _____

I began employment on: _____

The following benefits are provided through my employer:

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

Health Care Coverage Provider: _____

Phone: _____ Policy #: _____

Dental Care Provider: _____

Phone: _____ Policy #: _____

Eye Care Provider: _____

Phone: _____ Police #: _____

Disability Insurance Provider: _____

Phone: _____ Police #: _____

Files bearing employment documents are located at: _____

BANK ACCOUNTS AND INVESTMENTS

Checking Account #: _____ Bank _____

Signatories are: _____

Checkbook is kept at: _____

Checking Account #: _____ Bank _____

Signatories are: _____

Checkbook is kept at: _____

Savings Account #: _____ Bank _____

Signatories are: _____

Passbook is kept at: _____

Savings Account #: _____ Bank _____

Signatories are: _____

Passbook is kept at: _____

Savings Account #: _____ Bank _____

Signatories are: _____

Passbook is kept at: _____

Certificate of Deposit #: _____ Bank _____

Signatories are: _____

Certificate is kept at: _____

Safe Deposit Box #: _____ Bank _____

Safe Deposit Box is accessible to: _____

Key is kept at: _____

Investment/Stock portfolio is located at: _____

Bonds portfolio is located at: _____

IRA certificate and file is located at: _____

401 (k) Retirement file is located at: _____

Pension (company funded) file is located at: _____

MEDICAL AND DISABILITY INSURANCE

Medical Insurance is provided to me through my work. Yes _____ No _____

This is the name of the office/person at my place of employment regarding medical insurance issues: _____

Phone: _____

I have personally acquired medical insurance through the following companies:

Location of policies: _____

You may need to talk with the State Workers' Compensation office at: _____

Phone: _____

CREDIT CARDS

I have credit cards with the following companies:

Name	Account Number	Location of Statements	Is Insurance Provided?

TAX RETURNS

Copies of my income tax returns are located at: _____

Current withholding tax forms and receipts received from my employer are located at:

All worksheets and evidence in support of the returns are attached to the returns:
Yes ____ No ____ Worksheets are located at: _____

MY PERSONAL BUSINESS VENTURES

I own or have an interest in (name of business): _____

Address: _____

In partnership/co-ownership with: _____

Address: _____ Phone: _____

The contract concerning the business arrangement is located at: _____

Percentage of my share of the business is: _____

Tax papers for the business are located at: _____

REAL ESTATE

My residence address is: _____

I own my own residence: Yes _____ No _____

My landlord is: _____

Ownership Title bears the names of: _____

The mortgage on the property is held by: _____

The mortgage payment records are located at: _____

The mortgage agreement carried life insurance coverage: Yes: _____ No _____

Homeowner's insurance papers are located at: _____

The insurance broker is: _____

Tax paperwork on my residence are located at: _____

I own other real estate at: (list addresses)

Deeds, mortgage information, tax documents and payment records are located at:

TRUST FUNDS

I have established a living trust for the benefit of: _____

It was established on: _____

The Trust Agreement is located at: _____

The Trustees are: _____

The Attorney who drew up the Agreement is: _____

I am a beneficiary under a trust established by: _____

Papers are located at: _____

If I die, my heirs are beneficiaries of trust funds established by: _____

Papers are located at: _____

PERSONAL DEBTORS AND CREDITORS

The following owe money to me: _____

Exclusive of secured loans, I owe to the following: _____

I have the following loans covered by borrowers' life insurance: _____

Copies of notes, loan agreements and receipts are located at: _____

Are there any laws suits you are involved in either as the plaintiff or defendant?

Yes _____ No _____

Name of Attorney: _____ Phone: _____

HOMEOWNER’S AND MORTGAGE INSURANCE

Company	Contact	Phone	Location of paperwork

AUTOMOBILES AND AUTO INSURANCE

Make	Model	Year	Registered to	Status of Ownership

Company name of auto insurer _____
 Agent’s Name _____ Phone _____

BOATS, TRAILERS, OR OTHER MOTOR CRAFTS AND INSURANCE

Make	Model	Year	Registered to	Status of Ownership

OTHER INSURANCE

Often credit cards, credit unions, travel agencies, etc., carry insurance policies on clients. List various sources that provide this benefit:

MY LIVING WILL

Individuals may execute a “living will” that instructs family members and physicians to not take extraordinary steps to continue your life on life-support machines. You should investigate the legality of the “living will” within your state and take steps to execute the “living will” if you do not chose to be kept alive through mechanical means.

_____ I have not executed a “living will”

_____ I have executed a “living will”

Since copies of living wills may not be acceptable in some states, an **original, signed** copy of my living will is readily accessible at: _____
Additional copies of my “living will” are on file with my personal physician, attorney, and with my will.

MY WILL

Your will should address special requests on how you would like insurance money to be spent, who you would like to have your prized possessions, etc. By providing this information in a will, your wishes can be upheld in court. Otherwise, your primary beneficiary will have total control of your assets/possessions. However, if this information is not included in your will, there is a section in this handbook for that information to be provided.

I do not have a will. _____ (Often time’s families incur additional emotional, legal and financial burdens when a loved one dies without having executed a will. We strongly suggest this be a task that you address as soon as possible.)

I have a will that is located at: _____

The Attorney who handled my will is _____
at the law firm of _____
Phone number: _____

My last will is dated: _____

The Executor is: _____

ORGAN DONATION

_____ I do not want any of my organs donated.

_____ I would like to have my organs donated for transplant.

_____ I would like to donate the following organs for transplant/research:

FUNERAL DETAILS

Church preference: _____

Religious Affiliation: _____

Funeral Home to be used: _____

Phone: _____ I have a pre-paid burial plan. Yes _____ No _____

Contact: _____

(Some funeral homes provide free burial services to a law enforcement officer killed in the line of duty. Check on this benefit through your agency.)

Services to be held at:

Funeral Home _____ Name of Funeral Home _____

Church _____ Name of Church: _____

I prefer: Interment _____ Entombment _____ Cremation _____

My choice of cemetery is: _____

_____ I have purchased a lot. _____ I have not purchased a lot.

Lot is in the name of: _____

Section _____ Lot _____ Block _____

Location of deed for lot: _____

If interment is in another city, give information on the receiving funeral home:

Name: _____ Phone: _____

Address: _____

Pallbearers: _____

If cremated, what do you wish done with your ashes? _____

FUNERAL DETAILS (continued)

Obituary: Obituary: Yes _____ No _____

Please list the following in my obituary: _____

I am entitled to Veterans Benefits: Yes _____ No _____

I am entitled to Military Honors: Yes _____ No _____

I would like a "Lodge" service: Yes _____ No _____

By: _____

Flowers: Flowers: Yes _____ No _____ Disposal of flowers _____

Donations in lieu of flowers to: _____

Musical selections: _____

Special requests for service: _____

SPECIAL FINAL REQUESTS

As stated earlier in this handbook, special final requests should be addressed in one's will so your wishes will be upheld by a court of law. If you have not addressed these special final requests in a will, your primary beneficiary will have total control of your assets/possessions for final disposal. We strongly recommend addressing these issues in your will. If you choose not to, however, complete this section to alleviate your family of the decisions that might need to be made in your behalf.

This is how I would like insurance settlement money to be spent: _____

This is how I would like real estate to be handled: _____

SPECIAL FINAL REQUESTS (continued)

This is how I would hope my family would continue/improve their relationships:

These are my prized possessions and how I would like them to be distributed:

ITEM	GIVEN TO

I would like my clothing and other general personal effects distributed in this manner:

Other special wishes: _____

LIFE INSURANCE POLICIES

To insure easy access to actual policies, beneficiaries, etc., all policies owned should be kept together in a safe place. Premium receipts, loan information, and settlement agreements on these policies should also be filed with the policy.

Location of policies: _____

I have made loans against the following policies: _____

I also own annuity contracts Yes _____ No _____

Location of contracts: _____

My principal life insurance advisor is listed in "Important Business/Personal Contacts".

Other insurance advisors included:

Name: _____ Company: _____

Phone: _____

Name: _____ Company: _____

Phone: _____

The National Insurance Consumer Help Line can search 100 of the largest life insurance companies for policies of individuals. (Keep in mind there are over 2,000 insurance companies in existence.) There is a \$4.50 charge for this search and it may take up to six months to complete the search. Call 1-800-942-4242 for information.

I also belong to the various social/fraternal organizations that carry insurance for their membership:

Organization: _____ Contact: _____

Address: _____ Phone: _____

