

INCIDENT MANAGEMENT TEAM (IMT) FUNERAL

POLICY:

The Fire Chief will establish an Incident Management Team by appointing an Incident Commander (IC), who may designate members to serve in the following capacities; Planning Section Chief, Operations Section Chief, Logistics Section Chief, Finance Section Chief, Family Liaison Officer/Family Advocate Team, Agency Liaison Officer, Public Information Officer, Traffic Group Supervisor, Ceremonies Group Supervisor, Benefits Liaison, IAFF Liaison and family support advocate. Additional positions can be designated as needed by the IC.

The Incident Management Team will:

1. Develop an Incident Action Plan (IAP) and publish a list of assigned positions to all effected parties
2. Make additional personnel or position assignments as needed or appropriate
3. Ensure that the Employee Assistance Program is implemented to assist the surviving family members and to emphasize the family's right to psychological services
4. Ensure that other employees are provided the opportunity to participate in critical incident debriefings/defusings

INCIDENT COMMANDER:

- Develop incident objectives based upon the Fire Chief's determination of funeral category
- Determine needed Incident Management Team positions and make appointments
- Approve all Incident Action Plans, expenditures and special considerations
- Report activities to the Fire Chief

TEAM CONSIDERATIONS:

The appointment of an IC and the formation of an IMT is critical to the success of the incident and to provide the best environment possible for the healing of all involved. Patience, communications and coordination are the key to the effectiveness of the team. There is no right or wrong choice when it comes to selecting an IC or command and general staff positions within the department. However, consideration needs to be given to assessing the stability of the personnel available and call upon regional incident management staffing resources when appropriate. The process of managing an incident of this nature is in general, a good outlet for processing the emotions of grief, and allows a method to honor the deceased. This type of incident can also create additional stresses that maybe overwhelming for department staff. A constant assessment of team member mental status is important.

- It is recommended that the IC and section chiefs appoint deputies to assist

- The span of control for these types of incidents can quickly exceed management capabilities; the request for additional overhead resources should be done as early as possible, including the assignment of task force leaders.
- The team should plan for greater attendance than initial estimates; as the incident gains public recognition the numbers of attendees has a tendency to expand dramatically
- Consider forming a Chaplain Group to float through the various planned events to offer support
- Jackson County Search and Rescue is an outstanding resource for traffic control and scene security. They also have a cache of communications and incident management equipment available.
- Assigning a Staging Area Manager can help greatly with coordinating the arrival and departure of resources

Family Advocate Team:

With the approval of the family, the IC will assign an Advocate Team. It is recommended that the team be comprised of the Family Liaison Officer (team leader) who was assigned by the Fire Chief, a Chaplain and a Department member who has a close relationship with the member and his/her family if deemed necessary and appropriate. In the event of multiple deaths, additional teams should be assigned. This team approach provides for mutual support for the team members. This team acts as a facilitator between the family and the Department.

Family Advocate Team responsibilities include:

- Ensure that the needs of the family come before the wishes of the Department
- Ensure that security checks of the survivor's residence are initiated immediately following the incident and for as long as law enforcement deems appropriate
- Assist the family with funeral arrangements and making them aware of what the Department can offer if they decide to have a fire service funeral. Briefing the family on what funeral procedure events are appropriate for the event. (Based upon circumstances of the death and in accordance with established Department protocol)
- Apprise the family of information concerning the death and the continuing investigation
- Coordinate family assistance within reason, such as travel and lodging arrangements for out-of-town family members, arranging food for the family, meeting child care and transportation needs, etc.
- Deliver all the deceased member's personal belongings to the family/survivor and ensure that all the belongings are packaged in a special box
- Be available to the family
- Coordinate needs through the IMT
- Attend all planning meetings

- Be a conduit for all incoming or outgoing family communications
- If circumstances permit, arrange a visit, before the funeral, between the family and the Incident Management Team
- If donations are collected for the family, assist with the establishment of a bank account to deposit these funds
- Assist in coordinating communication between the Logistics Section Chief, Ceremonies Group Supervisor, the family, funeral home and clergy
- Attend the incident debriefing

The Family Support Advocate serves as a long-term liaison and support capacity for the surviving family. The Family Support Advocate can be a Chaplain or employee assigned to this function.

The duties of this advocate include:

- Providing contact with surviving family members in order to keep them abreast of any criminal proceedings relating to the death of their family member
- Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to the prosecutors and other persons as required
- Identifying all support services available to family members and working on their behalf to secure any services necessary
- Maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the Department and the immediate family
- Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary

Agency Liaison Officer:

The Agency Liaison Officer is assigned directly to the IC and is the initial point of contact for all outside agencies, dignitaries and VIPs.

The Agency Liaison Officer is responsible for:

- Facilitating the attendance of such persons and have them contact him/her upon arrival
- Document the attendance of such persons and the size of their delegations
- With prior clearance from the Family Liaison Officer, allow VIPs to personally express their condolences to the decedent's family on the day of the funeral
- Submit all records of the attendance of such persons and delegations to the planning and Intelligence Section prior to the incident debriefing (follow-up letters of thanks are expected)

Public Information Officer:

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

The Public Information Officer should:

- Confer with the Family Liaison Officer regarding completion of the Critical Injury/Death and Funeral Notice
- Prepare a media release regarding the death of the member and the subsequent ceremonial arrangements (the Critical Injury/Death and Funeral Notice will assist with this)- See media release policy
- Compose a brief biographical history of the deceased member
- Obtain an up-to-date departmental or family photograph to be used throughout the media coverage
- Manage social media sites. If the member has any social media pages, change them from open to private to prevent access to personal photographs, assist the family in managing social media as requested, and provide direction for incident social media releases
- If the family wishes to speak directly with the media, coordinate this with the PIO
- Arrange for media coverage of all memorial events in accordance to the family wishes
- Submit all documents to the Planning Section prior to the debriefing

Incident Safety Officer:

The Incident Safety Officer (ISO) is assigned to the Incident Commander and is responsible for the overall safety of incident personnel and participants.

- Work with Operations Section Chief to ensure safety of personnel and attendees
- Prepares a safety plan in concert with operations for all venues and activities
- Conducts incident accident investigations

IAFF Liaison:

The IAFF Liaison is designated by the IAFF Local President at the request of the Incident Commander and reports to the IC.

The IAFF Liaison is responsible for:

- Ensure that the needs of the family come before the wishes of the Local Union
- Coordinating the activities of the IAFF with the IMT
- Facilitating IAFF participation in memorial events
- Coordinating and assigning IAFF personnel as necessary to support the IMT's incident objectives

- Working with the Notification Officer to provide initial support to family members and Department personnel
- Work with the Benefits Coordinator to streamline processing of all available benefits offered by all sources for the family
- Attend and participate in planning meetings
- Attend and participate in after action review or critique

Planning Section Chief:

The Planning Section Chief coordinates the development of an IAP and maintaining incident documentation.

The Planning Section Chief is responsible for:

- Establish the planning cycle
- Announce and conduct all planning meetings
- In conjunction with the Operations Section, identify an Operational Period
- Compose a written Incident Action Plan (IAP) that allows sufficient time for all organizational components to complete assigned duties
- Conduct the incident debriefing
- Prepare an After-Action Report
- Complete incident documentation package

Operations Section Chief:

The Operations Section Chief coordinates resource deployment and executing the objectives of the IAP.

The Operations Section Chief is responsible for:

- Scheduling and maintaining activated segments of the Operations Section
- Attend all planning meetings
- Complete the Mortuary Liaison Checklist
- Supervise the progression of all memorial related events
- Submit all documentation to the Planning Section prior to the incident debriefing

Traffic / Procession Group Supervisor:

Under the direction of the Operations Section Chief the Traffic/Procession Group Supervisor is responsible for all traffic related elements the day of the funeral.

The Traffic / Procession Group Supervisor should:

- Attend all planning meetings
- Diagram the parking facilities of the mortuary and the cemetery
- Contact Oregon State Police and all other jurisdictions that may be impacted during the funeral procession
- Formulate a motorcade and parking plan for all venues
- Develop maps showing routes to be taken from the funeral home to the staging areas, the staging areas to the service location and from the service location to the cemetery
- Submit all journals and other documentation to the Planning Section prior to the incident debriefing
- Coordinate participation of apparatus staging and movement
- Coordinate with Patrol Division
- Attend the incident debriefing
- Coordinate all activities with other groups and divisions

Ceremonies Group Supervisor:

The Ceremonies Group Supervisor is under the direction of the Operations Section and they are to research, plan and execute all funeral related ceremonies.

The Ceremonies Group Supervisor should:

- Establish a Venue Ceremonies Team and Team Leader
- Establish a Cemetery Ceremonies Team and Team Leader
- Meet with the Funeral Director, the Cemetery Curator, the Family Liaison Team and religious leader(s) at the cemetery in advance and organize the gravesite ceremonies
- Conduct a dress rehearsal at both venues
- Obtain bell for last bell ceremony
- Coordinate with local florists for floral arrangement designs
- Mark the locations of the Honor Guard, Piper, Family delegation, Uniform formation with a suitable substance, cords, cones, and/or flagging
- Contact all members of the ceremonial groups and have them report to their respective duty stations well in advance on the day of the funeral for a dress rehearsal
- Ensure that all vehicles belonging to the members of the ceremonial group are parked in a position that allows for rapid departure from the house of worship to the cemetery, in advance of the funeral motorcade

- Position arriving personnel according to the parking plan
- Coordinate dispatch last alarm call with Communications

Logistics Section Chief:

The Logistics Section Chief is responsible for site security at all venues, obtaining necessary supplies and key personnel and apparatus.

The Logistics Section Chief:

- Arranges for the deployment of a tow truck at both venues the day of the funeral
- Arranges for the deployment of ambulance service to both venues the day of the funeral
- Arrange for portable toilets to be set at the cemetery
- Obtain a casket flag and white gloves
- Make requests for support teams and equipment as needed (Example: Pipe and Drums, Color Guard, Photographer, Audio, etc.)
- Obtain a sufficient supply of cones, barricades, flares and other equipment to supply the Traffic group
- With the assistance of the Family Liaison / Advocate Team, offer to assist the family with the post-funeral reception
- If the family desires a burial in uniform, obtain a uniform and deliver them to the funeral home
- Make sure all the equipment and supplies are returned prior to the incident debriefing
- Submit all documentation to the Planning Section prior to the incident debriefing
- Attend the incident debriefing

Finance Section Chief:

The IC may appoint a Finance Section Chief as necessary to manage the Departments expenditures. The Department Support Specialist may be used.

Benefits Coordinator:

The Benefits Coordinator (Human Resources Specialist) works with the IAFF Liaison and other benefit related organizations. The benefits coordinator is responsible for:

- Filing workers compensation claims and related paperwork
- Presenting information on all benefits available to the family
- Documenting inquiries and interests in public donations to the family and establishing a mechanism for the receipt of such contributions, as appropriate

- Preparing all documentation of benefits and payments due to survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office
- Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them
- Advising the surviving family of the role of fire associations and organizations and the nature of support programs that they sponsor for firefighter survivors
- Obtain approximately 20 copies of the death certificate for benefit purposes

(See 3.324 Appendix B-Possible Benefits Available to Surviving family)

FUNERAL CATEGORY PROTOCOL

POLICY:

The Fire Chief (or designee) will determine the most applicable funeral category using the best information available. Factors that the Chief will use to determine the departments involvement include but are not limited to:

- The deceased members status with the Department
- Condition or circumstances of death – specific to whether the deceased member passed in a manner that will not bring discredit to the themselves, their family, or to the organization
- Political or financial considerations
- The Chief reserves the right to modify the department’s level of involvement based upon extenuating circumstances

Category I – Line of Duty Death, traumatic injuries: (LODD)

A Category I funeral is for the death of a member the result of a traumatic injury suffered in the line of duty. The death is a public event that denotes full ceremonial honors. This category is reserved for fire service personnel serving in the field.

Category II – Line of Duty Death, non-traumatic injuries; (LODD)

A Category II funeral is for the death of a member as the result of a non-traumatic injury that is strongly believed or has been proven to be attributable to the job, i.e. stress, heart attack, stroke, hepatitis, AIDS, suicide, covered cancer. The death may be a public event with ceremonial honors depending on circumstances. This category is reserved for fire service personnel.

Category III – Civilian Duty Death

A Category III funeral is for the death of a civilian member of the department of either traumatic or non-traumatic injury that is strongly believed or has been proved to be attributed to the job, i.e. stress, heart attack, suicide. The death may be a public event with ceremonial honors depending on circumstances. This category is reserved for civilian members of the department.

Category IV – Active Duty Death

A Category IV funeral is for the death of an active duty member that occurs while off duty; the death is not related to duty or employment activities. The death may be a public event with limited ceremonial honors depending on circumstances. This category is reserved for all fire service employees.

Category V – Death of a Retired Member

A Category V funeral is for the death of a retired member in good standing, and that is not duty related. The death may be a public event with very limited department participation. The department may assist in the process of Death and Funeral Notification for the purposes of honoring the retired member and providing opportunity for peers to participate in scheduled services.

DEPARTMENT FUNERAL HONORS:

HONORS	CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV	CATEGORY V
	LODD - Traumatic	LODD Non-Traumatic	Civilian	Active Duty	Retired
American casket flag and fold ceremony	■	■	Veteran Only	Veteran Only	Veteran Only
American flag presentation (Non Veteran)			■	■	■
Flags at half-staff	■	■	■	■	
Badge mourning bands	■	■	■	■	■
Badge for deceased	■	■	■		
Bagpipers	■	■	■	■	
Buglers (if available)	■	■	■		
Last alarm bell ceremony	■	■	■	■	■
Crossed Aerials	■	■			
Fire Department eulogy	■	■	■	■	
Fire caisson	■	■			
Flower unit	■	■			
Honor corridor	■	■	■	■	
Honor Guard	■	■			■
Casket watch	■	■		■	
Dispatch last alarm/call	■	■			
Pallbearers	■	■	■	■	
Fire Station bunting/mourning	■	■			
Vehicle bunting	■	■			
Emergency Vehicle procession	■				

DESCRIPTION/ARRANGEMENTS OPTIONS:

- **American Casket Flag & Fold Ceremony:** The American Flag may be draped over the casket. The flag may be folded and presented to the family/survivor. The point of the folded flag should always be in the upright position at presentation. The funeral home will provide a flag if the deceased is a veteran. The department will provide a flag for non-veterans. Coordinate with Fire Service Honor Guard Team(s) for flag ceremony presentation details.
- **American Flag Presentation:** A department furnished American Flag may be presented to the family/survivor by the Honor Guard or representative of the department.
- **Flags at Half-Staff:** All City flags will be flown at half-staff for a Line of Duty Death, from the time of notification of the death until sundown on the day of the funeral. MFR stations will fly the flag at half-staff for 30 days after the death. No other flags will be flown with the American flag while at half-staff.

- Badge Mourning Bands: Badge Mourning Bands are to be ¼” black ribbon placed diagonally (Fire) to cover the center of the uniform badge as a reflection of mourning. Line of Duty mourning bands will be worn for 30 days after the death. Active Duty Death bands will be worn the day of the funeral.
- Badge for Deceased/Dress Uniform: The Fire Chief has the discretion to authorize the purchase of a department badge to be interred with the deceased member. A special consideration may also be given to the department purchase of a dress uniform upon special request of the family.
- Bagpipers/Buglers: A special request can be made by the department through one of the several regional law enforcement or fire pipe and drum bands to perform at the service. Participation is subject to availability.
- Last Alarm Bell Ceremony: Fire related service only. A portable fire department bell is tolled at a time designated during the funeral ceremony. The ceremony will be conducted using established fire service protocols: ceremony script to be read, uniformed personnel asked to stand and present arms, the bell is to be rung three sets of five (total of 15 rings), personnel are instructed to order arms. Coordinate ceremony with Fire Service Honor Guard.
- Crossed Aerials: Two regional aerial apparatus may be deployed in a crossed fashion with an American Flag draped from the center. This honor is subject to availability of apparatus. Location of presentation is subject to change to accommodate vehicle procession and service arrangements. (Local service only)
- Fire Department Eulogy: A command level representative of the department may be called upon to provide a short addition to the program of eulogies for the deceased member. The eulogy should be limited to gratitude for service to the community and appreciation for accomplishments of the deceased.
- Fire Caisson: Line of Duty Death only. The deceased will be transported using a department supplied apparatus or vehicle from the funeral home to the service and to the grave site. The apparatus or vehicle will be prepared with flowers and bunting. Two uniformed MFR members or Honor Guard members will guard the casket by riding with the casket or walking beside the apparatus/vehicle. A MFR apparatus/vehicle will not be used to transport the casket of a non-line of duty death.
- Flower Unit: Line of Duty Death only. A flower unit is a MFR vehicle that transports flowers from the funeral home to the memorial site and the cemetery, if appropriate.
- Honor Corridor: Honor Guard personnel and uniformed personnel line up to form a corridor. The deceased member and family/survivors pass through the corridor. All uniformed personnel will hand salute the member and the family/survivors as they pass. Honor Corridors are to be formed for any movement of the deceased from one location to another.
- Casket Watch: MFR members, or fire service Honor Guard members stand guard over the deceased’s remains at the service.

- Dispatch Last Alarm: Line of Duty Death only. Dispatch taps out the member's station, unit or radio number. They will broadcast at a designated point in the ceremony. Dispatch will call the member by rank and full name (ex: Captain John Smith). Dispatch awaits a response and repeats. Dispatch then states the member is no longer with us and ends transmission.
- Pallbearers: Pallbearers are to be uniformed MFR members, or fire service Honor Guard members. Honorary pallbearers are to be placed in a position of honor leading the casket.
- Fire Station Bunting/Mourning: Line of Duty Death only. Mourning drapes and flower arrangements are placed outside all MFR facilities. Flowers and bunting will remain in place for 7 days following a line of duty death.
- Vehicle Bunting: Black and purple drapes used to signify mourning of a deceased member. For Line of Duty Death, bunting will be used on all fire apparatus, the caisson and in the procession. For Active Duty Death bunting can be used at the ceremony/service site while the apparatus is parked.
- Emergency Vehicle Procession: Line of Duty Death only. An Emergency Vehicle Procession is a procession of emergency vehicles following a designated route from the memorial service to the grave site. Route may be altered to fit circumstances. (Local service only)

PROCESSION ORDER:

- Fire caisson
- Fire flower unit
- Family/survivor of the deceased (limousine, fire engine, etc.)
- Honor Guard
- Fire Chief /City Manager
- MFR Apparatus
- MFR vehicles
- City officials
- Other agency apparatus/vehicles
- Friends of family/survivor
- Other agency personnel

The Fire Chief will provide funeral category information and details to the Incident Commander. The IC will seek approval from the Fire Chief for any recommended changes.

All honors subject to location of service(s) and availability of resources. All requests for resources to participate in out of area services subject to approval by the Fire Chief on a case by case basis.

APPENDIX B: POSSIBLE BENEFITS AVAILABLE TO SURVIVING FAMILY

POSSIBLE BENEFITS AVAILABLE TO SURVIVING FAMILY:

- **FIRE PENSION:**
 - PERS (Oregon Public Employees Retirement System)
 - Survivors will receive 100% refund of the member (employee) account balance. The employer matching death benefit will also be paid if the member died while actively employed in a PERS-covered position.
- **CITY LIFE INSURANCE:**
 - Firefighter beneficiaries receive \$100,000 for an accidental work-related or off duty death
 - Contact Human Resources to file a claim
- **PUBLIC SAFETY OFFICER'S BENEFIT (PSOB):**
 - Federal statute may provide the following benefits:
 - A one-time death benefit to the survivors of a public safety officer who is killed in the line of duty
 - Payments to officers who are permanently or totally disabled due to an injury sustained in the line of duty
 - Education benefits to dependents of public safety officers who are killed or disabled in the line of duty
 - Forms will be completed by the Medford Fire Department and forwarded to the U.S. Department of Justice for processing and payment. Exclusions to this benefit would come if there was misconduct on the part of the officer, intoxication, performing duty in a grossly negligent manner, or if claimant was a substantial contributing factor to the death of the officer. If the documentation is submitted in order, payment of this benefit can be expected within 90 days. See 42 U.S. Code 3796 for specific details of this benefit.
 - Contact information: The Claims Examiner of the Public Safety Officer's Benefit Program at telephone 888-744-6513 or 202-307-0635. They can also be reached at FAX number 202-616-0314 or on the web at <http://www.ojp.usdoj.gov.bja>. (Go to special programs and to PSOB).
 - The street address is:
Bureau of Justice Assistance
Special Programs
Public Safety Officer's Benefits Program
810 7th Street, N.W. 4th Floor
Washington, DC 20531

▪ **SOCIAL SECURITY:**

- If the deceased member has earned the required Social Security credits prior to his/her death, the widow(er) and family may be eligible for Social Security benefits. Benefits available may be:
 - One-time cash death benefit
 - Minor child benefit payments until age 18
- Forms needed for filing claim are:
 - Certified copy of minor children's birth certificates
 - Notarized copy of marriage license
 - Current W-2 earnings form
 - Certified copy of death certificate
- Contact the local Social Security office for benefit coordination. Or call 1-800-772-1213 for assistance

▪ **CITY OF MEDFORD PAYROLL:**

- The City of Medford provides payment of the following monies to the survivors and/or the estate of deceased officers:
 - All regular earnings up to time of death
 - All accrued vacation and compensatory time
 - All earned holiday compensation time
 - Payment for accrued sick leave in accordance with Sick Leave Conversion program as defined in the Personnel Rules, Regulations and Policies of the City of Medford and the applicable collective bargaining agreement
- These earnings will be issued to the surviving beneficiaries within the IRS guidelines as soon as processing can be finalized. The supervisor of Financial is the contact person

▪ **DEFERRED COMPENSATION:**

- These monies are payable to the survivors or estate of the deceased officer provided the deceased officer participated in the program. The Director of Human Resources for the City is the contact person.

▪ **WORKER'S COMPENSATION:**

- Worker's compensation benefits are payable to the beneficiaries of a member killed in the line-of-duty. Beneficiaries are defined as surviving spouse or domestic partner, or children. Benefits are as follows:
 - Funerals Expense Benefit (not to exceed 20 times the state's average weekly wage)
 - The surviving spouse or domestic partner and dependent children are eligible for a monthly benefit. (ORS 656.204)

▪ **PERSONAL LIFE INSURANCE BENEFITS:**

- Claims for insurance benefits available through this source are filed by the family with any assistance needed from the City Human Resources Department

▪ **VETERANS ADMINISTRATIVE BENEFITS:**

- The United States Veterans Administration may provide disability or death benefits to officers who are eligible veterans. In addition, the officer's dependents may be eligible for education benefit
- Some of the benefits that may be available to eligible veterans are:
 - Death pension
 - Funeral expenses
 - National service life insurance
 - Servicemen's Group Life Insurance (SGLI) or Veteran's Group Life Insurance (VGLI)
 - Interment or burial plot allowance to include an American Flag and headstone and marker
- Contact information: The United States Department of Veterans Affairs, Benefits and Claims Office can be contacted at telephone number 1-800-827-1000. The web site is: <http://www.va.gov> (Go to benefits).

▪ **PUBLIC SAFETY MEMORIAL FUND BOARD:**

- ORS 243.950 and 243.974 allows the Memorial Fund Board to pay a death benefit of \$25,000 to an eligible beneficiary of a public safety officer within 14 days of receipt of the notice of death. It also requires health and dental insurance benefits be paid to eligible beneficiaries. Other benefits (such as educational scholarships and mortgage payments) may also be available. All of the above benefits are subject to some restrictions and limitations set out in the statute.
- Form M1 is to be completed by those applying for benefits; the Form M2 is a designation of beneficiary form to be completed by all public safety officers affected by this law; the Form M3 is notice from the employing agency to DPSST of the death or permanent total disability of an affected public safety officer.
- The Form M3 has a short time frame and must be provided to DPSST by the employing agency within three (3) days from the date of death or notice of permanent disability
- Contact person is the Department Administrative Support for the completion of the forms

▪ **OTHER SOCIAL AND FRATERNAL ORGANIZATIONS:**

- The following is a list of social and fraternal organizations that may provide death or disability benefits for their members:
 - The Military Order of the Purple Heart
 - Fraternal Order of Eagles
 - National Guard
 - National Sheriff's Association
 - National Rifle Association (NRA)

▪ **DOCUMENTATION NECESSARY FOR APPLICATION OF BENEFITS:**

- The following documentation may be needed to apply for the various benefits and assistance.
 - Marriage license: May be needed to apply for various benefits and assistance.
 - Certified copy of death certificate
 - Certified copy of minor child/children birth certificate
 - W-2 earnings statement for the current and possible immediate past year

APPENDIX C: LINE OF DUTY DEATH / SERIOUS INJURY INFORMATION

POLICY:

This document is to be filled out by all MFR personnel. The information contained within is private and is to be kept **sealed**, in the employee's personnel file kept at HeadQuarters. Employees are responsible for reviewing and updating this information annually. It is recommended employees review this form at the time of Open Enrollment for Insurance annually. Information should be updated sooner, should employee's life situation change.

PROCEDURE:

- Open P:\13_Misc\FORMS & LETTERHEADS\LODD Information Form Fillable.pdf
- This is a form fillable PDF. Complete the form on the computer
- Print the completed form
- Sign the form (with a pen ... not a computer signature)
- Put it in envelope provided and labeled with **Your Name** and **“Confidential – Open in case of Serious Injury or LODD”**
 - Labeled envelope provided by Operations Administrative Assistant
- Seal the envelope and put it in an interoffice envelope and send it to the Operations Administrative Assistant at HeadQuarters for filing
- Enter the Date Sealed on the envelope label
- The form can be changed/updated at any time by requesting a new labeled envelope from the Operations Administrative Assistant