



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **99-200.00**

TO: All Patrol and Judicial Personnel

RE: **LINE-OF-DUTY DEATH**

PURPOSE: To establish procedures to ensure the proper support and emotional care for a member's family following a line-of-duty death.

EFFECTIVE DATE: 2004

REVISION DATE: 3/1/2016

99-201.00 Policy

The Allegany County Sheriff's Office 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 Office. The Sheriff may institute certain parts of this Order for cases of a member's natural death. The Sheriff's Office will 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 Office's.

99-202.00 Background

Coordination of events following the line-of duty death of a law enforcement deputy 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.

.01 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.

In order to provide the best possible services and support for the member 's family, specific duties may be assigned by the Sheriff to selected members of the Office. The duties include, but are not limited to:

- A. Notification of next of kin
- B. Hospital Liaison
- C. Family Liaison
- D. Office Liaison
- E. 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.

.02 Members will maintain an up-to-date Confidential Line-of-Duty Death Information form. The information will be of extreme comfort to members ' families and the Sheriff ' s Office in fulfilling the deceased deputy ' s wishes.

.03 The Sheriff, or his designate, will conduct all press conferences, issue all press releases and otherwise handle the news media throughout the ordeal. If the family decides to accept an interview, the Sheriff should attend to screen questions presented to the family so as not to jeopardize subsequent legal proceedings.

99-203.00 Procedures and Responsibilities

.01 Notification

- A. It is the responsibility of the Sheriff to properly notify the next of kin of a member who has suffered severe injuries or died. The Sheriff will personally make the notification or, in his absence, designate the Shift Lieutenant to inform the survivors.
- B. The name of the deceased member will not be released by the Sheriff ' s Office before the immediate family is notified.

- C. 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.
- D. Notification will be made in person and never alone. The Sheriff's Office Chaplain, close friend, or another deputy survivor could appropriately accompany the Sheriff; 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 Sheriff's Office first and not from the press or other sources.
- E. 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 Sheriff 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.
- F. If the family requests to visit the hospital, they should be transported by cruiser. It is highly recommended that the family not drive themselves to the hospital. If the family insists on driving, a member of the Sheriff's Office should accompany them in the family car.
- G. If young children are at home, the Sheriff, or his designate, must arrange for babysitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or similar arrangements.
- H. Prior to departing for the hospital, the Sheriff should notify the hospital staff and the **Hospital Liaison**, (by telephone, if possible), that the family is enroute.
- I. The deceased or severely injured member's parents should also be afforded the courtesy of a personal notification, whenever possible.
- J. If immediate survivors live outside the Allegany County area, the Sheriff's Office will ensure that a teletype message is sent to the appropriate jurisdiction, requesting a personal notification. The Sheriff 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 Office.

K. 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 requested to withhold the information, pending notification of next of kin.

.02 Assistance for Affected Members

A. 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.

B. 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.

.03 Assisting the Family at the Hospital

A. The first official, other than the Sheriff or his designate, 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;

1. Arranging with hospital personnel to provide an appropriate waiting facility for the family, the Sheriff, and others requested by the immediate survivors.
2. Arranging a separate area for fellow deputies to assemble.
3. Establishing a press staging area
4. Ensuring that medical personnel relay pertinent information regarding a member's condition to the family on a timely basis and before such information is released to others.

5. Notifying the appropriate hospital personnel that all medical bills relating to the injured or deceased member are directed to the Allegany County Division of Human Resources. 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.
6. Ensuring that the family is updated regarding the incident and the member's condition upon their arrival at the hospital.
7. Arranging transportation for the family back to their residence.

B. If it is possible for the family to visit the injured member before death, they should be afforded that opportunity. The Sheriff, or his designate, 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.

C. The Sheriff should remain at the hospital while the family is present.

D. 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.

.04 Support of the Family During the Wake and Funeral

A. The Sheriff, or his designate, will meet with the member's family at their home to determine their wishes regarding agency participation in the preparation of the funeral or services. All possible assistance will be rendered.

B. With the approval of the family, the Sheriff will assign a **Family Liaison**, an **Agency Liaison** and a **Benefits Coordinator**.

.05 Family Liaison

A. The selection of a **Family Liaison** 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 Liaisons**, thus preventing bonding between the survivor(s) and member(s) during a vulnerable time in the survivor's life.

- B. This is not a decision-making position, but a facilitator between the family and the Office.
- C. Responsibilities of the **Family Liaison** include:
 - 1. Ensuring that the needs of the family come before the wishes of the Office.
 - 2. Assisting the family with funeral arrangements and making them aware of what the Office 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).
 - 3. Apprising the family of information concerning the death and the continuing investigation.
 - 4. 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.
 - 5. Being available to the family, as much as possible.
 - 6. Notifying Concerns of Police Survivors (C.O.P.S.), (573) 346-4911. Members are available to provide emotional support to surviving families.
 - 7. Being able to be contacted at all times.

.06 Agency Liaison

- A. This position will be assigned to the Shift Lieutenant because of the need to effectively coordinate resources throughout the Office.
- B. Responsibilities of the **Agency Liaison** include:

1. Working closely with the **Family Liaison** to ensure that the needs of the family are fulfilled.
2. Meeting with the following persons to coordinate funeral activities and establish an itinerary:
 - a. Sheriff and Administrative Officers
 - b. Funeral Director
 - c. Family Priest or Minister
 - d. Cemetery Director
 - e. Honor Guard
3. Directing the funeral activities of the Office and visiting police departments according to the wishes of the family.
4. Issuing a teletype message to include the following:
 - a. Name of deceased
 - b. Date and time of death
 - c. Circumstances surrounding the death
 - d. Funeral arrangements (state if service will be private or a police funeral)
 - e. Uniform to be worn
 - f. Expressions of sympathy in lieu of lowers
 - g. Contact person and telephone number for visiting departments to call to indicate their desire to attend or to obtain further information.

6. Establishing a command center, if necessary, to coordinate information and response to the tragedy.
7. Developing a policy for the wearing of badge memorial ribbons and use of patrol vehicle memorial sashes.
8. Obtaining an American flag. If the family wishes, a flag presentation by the Sheriff, with notification to the Sheriff.
9. 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.
10. Assigning members for usher duty at the church
11. Arranging for the delivery of the member's personal belongings to the family.
12. Briefing the Sheriff and staff concerning all funeral arrangements
13. Ensuring the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession
14. Arranging for a stand by doctor for the family, if necessary.
15. Coordinating traffic management, with other jurisdictions during the viewing, funeral and procession, and arranging for a tow truck to be available along with the procession route.
16. Assigning a member to remain at the family home during the viewing and funeral
17. Maintaining a roster of all Departments sending personnel to the funeral, including:
 - a. Name and address of responding agencies
 - b. Name of the Chief, Sheriff, or Commanding Officer

- c. Number of officers attending
- d. Number of officers attending the reception after the funeral
- e. Number of vehicles

18. Assisting in making the necessary accommodations for food, lodging, etc.
19. Acknowledging visiting and assisting departments
20. Arranging for routine residence checks of the survivor 's home by the Patrol Division for six to eight weeks following the funeral. This service is necessary since the survivors will be spending time away from the home dealing with legal matters.

.07 Benefits Coordinator

- A. The **Benefits Coordinator** will gather information on benefits/funeral payments available to the family. The **Benefits Coordinator** has the Office '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.
- B. The **Benefits Coordinator** is responsible for:
 1. Filing Worker 's Compensation claims and related paperwork
 2. Contacting the appropriate Human Resources offices to ensure that the beneficiary receives death and retirement benefits, the member ' s remaining paychecks and payment for remaining annual and compensatory time.
 3. Gathering information on all benefit/funeral payments, to include the Public Safety Officers Benefits Act, that are available to the family.
 4. Setting up any special trust funds or educational funds

5. Notifying police organizations such as HEROS, Inc., the Fraternal Order of Police, 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.
6. 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.
7. 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.
 - a. 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.
 - b. 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.
8. Meeting again with the family in about six months to ensure they are receiving benefits.

.08 Continued Support for the Family

- A. Members of the Office 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.
- B. Survivors should continue to feel a part of the police family. They should be invited to Office activities to ensure continued contact.
- C. Members of the Office 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.
- D. The Sheriff 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, if possible.

- E. 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.
- F. The **Family Liaison** will act as a long-term liaison with the surviving family to ensure that close contact is maintained between the Office and the survivors and that their needs are met for as long as they feel the need for support.
- G. 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.
- H. If criminal violations surround the death, the **Family Liaison**, will:
 - 1. Inform the family of all new developments prior to press release
 - 2. Keep the family apprised of legal proceedings
 - 3. Introduce the family to the victims ' assistance specialists of the court
 - 4. Encourage the family to attend the trial, and accompany them whenever possible
 - 5. Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.

By Order Of:

Craig A. Robertson, Sheriff

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 TIME TO COMPLETE THIS FORM ACCURATELY BECAUSE THE INFORMATION WILL BE OF EXTREME COMFORT TO YOUR FAMILY AND THE ALLEGANY COUNTY SHERIFF'S OFFICE IN FULFILLING YOUR WISHES.*

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

HOME PHONE: _ (____) _____

FAMILY INFORMATION

SPOUSE INFORMATION: _____

ADDRESS/PHONE (IF DIFFERENT): _____

SPOUSE'S EMPLOYER, WORK ADDRESS AND WORK PHONE NUMBER:

NAMES AND BIRTH DATES FOR CHILDREN (ALSO LIST ADDRESS/PHONE FOR EACH IF DIFFERENT FROM YOURS.)

1. _____

2. _____

3. _____

IF YOU ARE DIVORCED, PLEASE PROVIDE INFORMATION ABOUT YOUR EX-SPOUSE:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

HOME/WORK PHONE: _____

DO YOU WANT A POLICE REPRESENTATIVE TO CONTACT YOUR EX-SPOUSE?

YES _____

NO _____

PLEASE LIST THE NAME, ADDRESS, PHONES OF ANY OTHER RELATIVES YOU WOULD LIKE NOTIFIED:

1. _____

2. _____

3. _____

NOTIFICATIONS

PLEASE LIST THE PERSON(S) YOU WOULD LIKE TO BE NOTIFIED BY A POLICE REPRESENTATIVE IN CASE OF SERIOUS INJURY OR DEATH IN THE LINE OF DUTY. BEGIN WITH THE FIRST PERSON YOU WOULD LIKE NOTIFIED.

<u>NAME</u>	<u>ADDRESS</u>	<u>H&W PHONE</u>	<u>RELATIONSHIP</u>
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1. _____

2. _____

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 SHERIFF'S OFFICE DEPUTY, PLEASE INCLUDE ADDRESS AND PHONE NUMBER.

1. _____

IS THERE ANYONE YOU WOULD LIKE CONTACTED TO ASSIST YOUR FAMILY, OR TO ASSIST WITH THE FUNERAL ARRANGEMENTS, OR RELATED MATTERS WHO IS NOT LISTED ABOVE? THIS PERSON SHOULD BE KNOWLEDGEABLE ABOUT YOUR LIFE INSURANCE, LOCATION OF WILLS, ETC.

1. _____

ADDITIONAL INFORMATION

PLEASE LIST ANY PREFERENCES YOU MAY HAVE REGARDING FUNERAL ARRANGEMENTS. INCLUDE NAME/ADDRESS/PHONE

FUNERAL HOME:

CHURCH:

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 VETERAN'S AFFAIRS, DO YOU WISH ONE?

YES _____ NO _____

DO YOU WISH A LAW ENFORCEMENT FUNERAL?

YES _____ NO _____

PLEASE LIST MEMBERSHIP IN ANY ORGANIZATION 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.

COMPANY **POLICY#** **LOCATION OF POLICY**

ARE THERE ANY SPECIAL REQUESTS OR DIRECTIONS YOU WOULD LIKE FOLLOWED UPON YOUR DEATH?

SIGNATURE: _____ DATE: _____

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. Long Sleeve Shirt, Tie, and appropriate Campaign Hat.
 - 2. Members of the Honor Guard and pallbearers will wear white gloves.
 - 3. 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/badge 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, SEATS is given.
 - 5. Members will sit with their hats upright in their laps, brims/badges facing forward, maintaining a military bearing throughout the service.
 - 6. At the end of the service, members, upon receiving the command, RISE, will rise in unison and place their hats under their left arm, brims/badges facing forward, 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.
 - a. Two ranks will be formed facing each other, leaving an aisle through which pallbearers and casket may pass.
 - b. 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.
 - c. 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 Lieutenant will then dismiss the formation with the command, 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, brims/badges facing forward. 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 (if available) and taps, the command ARISE 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 DISMISSED will be given. Members will then break ranks and return to their assigned vehicles.

II. Honors Accorded

a. Any Allegany County Sheriff's Office law enforcement deputy 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 flag fold 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, long sleeves and white gloves, will be worn for the casket watch. The watch will be divided into shifts with two officers standing 15 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, with approval of the family.
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 Sheriff, or his designate.

Any additional honors to be accorded to deceased members or employees of the Sheriff's Office or to deceased members of other law enforcement agencies shall be at the discretion of the Sheriff.

BENEFITS/FUNERAL PAYMENTS AVAILABLE TO POLICE SURVIVORS

I. WORKER'S COMPENSATION

CONTACT: ALLEGANY COUNTY DIRECTOR OF HUMAN RESOURCES
ADDRESS: 700 KELLY BLVD.
CUMBERLAND, MARYLAND 21502
PHONE: 301-777-2190

II. EMPLOYEE INSURANCE PLAN

CONTACT: ALLEGANY COUNTY DIRECTOR OF HUMAN RESOURCES
ADDRESS: 700 KELLY BLVD.
CUMBERLAND, MARYLAND 21502
PHONE: 301-777-2190

III. RETIREMENT/PENSION PLAN

CONTACT: ALLEGANY COUNTY DIRECTOR OF HUMAN RESOURCES
ADDRESS: 700 KELLY BLVD.
CUMBERLAND, MARYLAND 21502
PHONE: 301-777-2190

IV. SOCIAL SECURITY

CONTACT: SOCIAL SECURITY ADMINISTRATION
ADDRESS: 1 FREDERICK STREET
CUMBERLAND, MARYLAND 21502
PHONE: 301-722-4934 OR 1-800-772-1213

V. FEDERAL PUBLIC SAFETY OFFICERS' DEATH BENEFIT

CONTACT: PUBLIC SAFETY OFFICERS' BENEFITS PROGRAM, BUREAU OF JUSTICE ASSISTANCE
ADDRESS: 633 INDIANA AVENUE, N.W.
WASHINGTON, D.C. 20531
PHONE: 1-888-744-6513

VI. BENEFITS FOR NON-FEDERAL LAW ENFORCEMENT OFFICERS

CONTACT: OFFICE OF WORKER'S COMPENSATION PROGRAM
ADDRESS: P. O. BOX 37717
WASHINGTON, D.C. 20013-7117
PHONE:

VI. STATE OF MARYLAND VICTIM COMPENSATION

CONTACT: ALLEGANY COUNTY STATE 'S ATTORNEY 'S OFFICE
ADDRESS: 59 PROSPECT SQUARE
CUMBERLAND, MARYLAND 21502
PHONE: 301-777-5959

VII. EMPLOYEE PAY/VACATION/SICK LEAVE

CONTACT: ALLEGANY COUNTY DIRECTOR OF HUMAN RESOURCES
ADDRESS: 700 KELLY BLVD
CUMBERLAND, MARYLAND 21502
PHONE: 301-777-2190

IX. DEPARTMENT OF VETERANS' AFFAIRS VETERANS' BENEFITS

CONTACT: DEPARTMENT OF VETERANS' AFFAIRS
ADDRESS: 941 NORTH CAPITOL STREET, N.W.
WASHINGTON, D.C. 20421
PHONE: 202-872-1151

X. HEROES, INC.

CONTACT: HEROES, INC.
ADDRESS: 719 TENTH STREET, N.W.
WASHINGTON, D.C. 20001
PHONE: 202-638-2770

XI. MAKE SURE SURVIVORS HAVE THE FOLLOWING FORMS AVAILABLE

1. MARRIAGE LICENSE
2. CERTIFIED COPY OF DEATH CERTIFICATE
3. CERTIFIED COPY OF CHILD(REN)'S BIRTH CERTIFICATES
4. PHYSICIAN'S STATEMENT
5. DECEASED EMPLOYEE'S W2 FORMS FOR CURRENT YEAR