

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>PRO-004</b>
	Subject National Police Memorial Week – Attendance	
	Special Instructions Replaces ENF-030 dated January 1, 2012	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for attending the National Police Memorial Week in Washington D.C.

## **II. POLICY**

Police personnel killed in the line of duty will have their name inscribed on the National Law Enforcement Memorial in Washington D.C. in the month of May following the year of their death. The surviving spouse or family member of police personnel killed in the line of duty will be invited by the National Fraternal Order of Police to participate at the National Police Memorial Service on May 15<sup>th</sup> of each year. A Department employee(s) will be permitted to accompany the spouse or family member to the National Police Memorial Service in Washington D. C. according to this procedure.

## **III. PROCEDURE**

A. It is the responsibility of all applicable commanders (where a deceased employee was assigned at the time of their death) to ensure that the surviving spouse or family member is made aware of the service each year.

B. The surviving spouse or family member may request (subject to approval by the Superintendent) a member(s) of the Department to accompany them at the annual service in Washington D. C. The selection shall be made by January 31<sup>st</sup> of the year following the death.

C. The approved member(s) of the Department shall submit a travel request for out-of-state travel, as per FIS-003, with the following information:

1. Travel dates: May 12<sup>th</sup> and 17<sup>th</sup>;
2. Memorial events:
  - a. May 13<sup>th</sup>: Annual Candlelight Vigil,
  - b. May 14<sup>th</sup>: National Police Survivor's Conference and C.O.P.S. Events
  - c. May 15<sup>th</sup>: Memorial Service at the U.S. Capitol, and
  - d. May 16<sup>th</sup>: National Police Survivor's Conference and C.O.P.S. Events, Picnic on the Patio

D. The approved member(s) shall be permitted duty time, including travel, to attend the service.

E. Any overtime accrued, will be compensated with compensatory time.

F. Use of a Department issued commission is authorized.

G. Wearing of the official Department Dress Uniform for sworn personnel is mandatory at the May 15<sup>th</sup> Memorial Service and is optional for the May 13<sup>th</sup> Candlelight Vigil.

H. Coordination with the Department Protocol Sergeant is mandatory to ensure all Statements of Justification (SOJs) and attendance itinerary is in order before departure.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.