

LODD – Agency Check List

- **Within 7 days of Death**

Complete and submit F-5 TCOLE Form advising nature of Separation of Licensee

Complete and submit Workers' Compensation Notification Form – DWC-001

Notify Local C.O.P.S. Chapter

- **Within 10 days of Death**

Per Texas Government Code SB 872, Section 5, Subsection (a): Provide written notice to an eligible survivor of their rights regarding employee health coverage/insurance within 10 days.

Notify Employee Retirement System (ERS) of LODD and request Benefits Application Packet. You may also request that the local C.O.P.S. Representative assist with this.

- **10 days and beyond**

Present the primary survivor with the officer's duty weapon and badge, (if not held as evidence) per Texas Government Code Chapter 615.

Complete and submit DWC Form-042

Discuss the PSOB benefit application process with primary survivor and complete the agency half of the application via the online portal.

Assist the family with submission of all benefits, if applicable or eligible.

Complete and submit the Texas Peace Officers' Memorial Nomination Form to the email address on the form.

Complete and submit the NLEOMF Officer Data Form for admission to the National Law Enforcement Memorial.