



Illinois Chapter of Concerns of Police Survivors, Inc Standard Operating Procedures



1.0 Code of Conduct

1.1 SCOPE & PURPOSE: The purpose of this procedure is to establish clear communication and clearly define and promote acceptable behavior as an Illinois Chapter of C.O.P.S. Executive Board Member. This procedure applies to all Members of the Illinois Chapter of Concerns of Police Survivors Executive Board (IL C.O.P.S. EBM).

1.2 RESPONSIBILITIES:

- A. Any member or affiliate member should report all potential violations to the Illinois C.O.P.S. Chapter President. If the President is the subject for the violation the Vice President will be the person notified of the potential violation.
- B. Each voting board member may miss only one scheduled chapter meeting per fiscal year (April-April) without an approved absence by the Chapter President. In addition, each voting member may miss only one scheduled executive session per fiscal year (April-April). Acceptable attendance at the executive sessions and chapter meetings include in person, zoom or telephone. Acceptable attendance for board members at the chapter meetings are in person only unless excused by the Chapter President. Acceptable attendance for board members at the executive sessions are either in person or via Zoom as deemed by the Chapter President. If a board member exceeds this limit, his/her position shall be declared vacant by the Chapter President and, with the approval of the Chapter Board, the Chapter President will fill the vacancy according to Standard Operating Procedures (SOP). This SOP shall go into effect when approved by the executive board, and the date will be added at this time.

1.3 PROCEDURES:

- A. IL C.O.P.S. EBM, will be deliberate in their responsibilities to the Illinois Chapter of C.O.P.S. by preparing for Executive Board Meetings, Membership Meetings and decisions-making, and following through in a timely manner to all duties assigned.
- B. IL C.O.P.S. EBM, will base each decision to be made on all available facts in each situation. These decisions will be made in the best interest of the Illinois Chapter of C.O.P.S. as a whole and any personal bias or the views of special interests will not be the



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basis of a decision. With each decision made, IL C.O.P.S. EBM, will accept and implement all decisions of the Illinois Chapter of C.O.P.S. Executive Board even if an individual may not initially support the decision or if decisions were made in the absence of that IL C.O.P.S. EBM.

- C. The Confidentiality Agreement will be adhered to when discussion or decisions are deemed confidential by the Illinois Chapter of C.O.P.S. Executive Board and shall remain confidential outside the Executive Board Meetings unless deemed necessary by the Illinois Chapter President to discuss.
- D. IL C.O.P.S. EMB, will abide by C.O.P.S. policies on conflicts of interest and will strive to avoid even the slightest appearance of such conflicts. IL C.O.P.S. EBM will adhere to the Bylaws and SOPs of the Illinois Chapter of C.O.P.S., and the requirements of the assigned committees.
- E. IL C.O.P.S. EMB, shall conduct themselves at all times in a manner which will reflect credibility on Illinois Chapter of C.O.P.S. and National C.O.P.S. IL C.O.P.S. EMB, will avoid and refrain from any personal and or inappropriate comments, touching, or suggestive mannerisms with fellow C.O.P.S. members and survivors. Physical assault or sexual assault will not be tolerated. If such actions are witnessed, it must be reported to the Illinois Chapter of C.O.P.S. Executive Board.
- F. IL C.O.P.S. EMB, will never be in the possession of and/or consume illegal controlled substance, drug paraphernalia or be under the influence of such substances while participating in any Illinois Chapter C.O.P.S. or National C.O.P.S. activity or meeting.
- G. IL C.O.P.S. EMB, will act with utmost professionalism and carry out all duties to not cause harm to the integrity, activity, or purpose of the organization as a whole.
- H. IL C.O.P.S. EBM, who willfully violates the Code of Conduct faces a variety of consequences, depending on the severity of the offense. Potential actions may include, but are not limited to, verbal warning, written warning, reprimand, and/or removal from office/appointed position. If removal from office/appointed position occurs, the Illinois Chapter of C.O.P.S. President has the authority to fill the vacant position by appointing an individual with the approval of the Illinois Chapter of C.O.P.S. Executive Board. If it is the Illinois Chapter of C.O.P.S. President in violation, the Vice President will be transferred the duties of the Illinois Chapter of C.O.P.S. President and follow the same procedure listed above.
- I. Any grievances reported to the Chapter President/Vice President will be reported to the National C.O.P.S. with the Chapter's Executive Board's final conclusion.

2.0 Financial

2.1 SCOPE & PURPOSE: This procedure establishes guidelines for the Illinois C.O.P.S. regarding the handling of financial transactions in a fiscally responsible and transparent manner.



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2.2 RESPONSIBILITIES:

A. IL C.O.P.S. EXECUTIVE BOARD shall

- a) Exert supervision, financial controls, and direction of the property (material and fiscal assets), business affairs, and activities of the Chapter.
- b) Have absolute discretion in the approval and disbursement of the funds and in the sale, conveyance, transfer, leasing, pledging, use, and management of the property (material and fiscal assets) of the Illinois Chapter of C.O.P.S.
- c) Have the power to adopt, and from time-to-time change, such rules and regulations for the use of the property and the conduct of business, financial affairs, and activities of the Chapter as it may consider advisable.
- d) Have the power to delegate to officers, agents, and committees of the Chapter the powers to transact the business and carry out the functions of the Chapter, subject to the right of the Executive Board to supervise, define, and terminate such powers.
- e) The Treasurer is responsible for abiding by all duties listed in the Illinois C.O.P.S. By Laws.

B. FUNDRAISING EVENTS: Illinois C.O.P.S. sponsored fundraising events may have a separate Treasurer for the individual event with the approval of the Executive Board. The said Event Treasurer will only be only allowed to deposit donations to the assigned bank account. He/ She will need to keep proper records of all deposits and submit invoices and reimbursement requests to the Chapter Treasurer for proper payment.

2.3 BANKING PRACTICES

2.3.1 BANK: All Illinois Chapter of C.O.P.S. accounts will be held in a bank that is federally insured and that has multiple branch locations in multiple cities/towns within the state of Illinois.

2.3.2 BANK STATEMENTS

- A. Illinois Chapter of C.O.P.S. account(s) bank statement (s) should be addressed to the Illinois C.O.P.S. address of record.
- B. A copy of the bank statement either in hard copy or electronic copy should be retained by the Chapter Treasurer.
- C. A copy of the bank statement(s) will be available for the Chapter's Executive Board for review upon demand.

2.3.3 ONLINE BANKING



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- A. Online banking transactions, including bill payment and transfer of funds, are permitted up to the dual signature amount of \$500, or on a case-by-case basis and must be approved by the Chapter President with the approval of the Chapter's Executive Board.
- B. Access to view the bank account(s) online will be determined by the Chapter's President with the approval of the Chapter's Executive Board.
- C. Account login password(s) to view the banking history will be changed annually at the Annual Meeting (March) following the Illinois Chapter of C.O.P.S. Annual Meeting and/or following any election and/or appointment of the Illinois Chapter of C.O.P.S. President and/or Chapter Treasurer.

2.3.4 CHECK/DEBIT CARDS:

- A. Chapter bank account(s) Check/Debit Card(s) is/are permitted and its use must be approved by the Chapter President with the approval of the Executive Board
- B. As a minimum, the Illinois Chapter of C.O.P.S. President and Treasurer shall be recorded at the Chapter's banking facility as the authorized account holders of the Chapter account(s). Any voting Executive Board member may be designated and authorized by the Chapter President to sign Chapter checks. This ensures the availability of a "second" person to sign a check that requires two signatures.
- C. If the Chapter Treasurer is unable to write a check for bill payment/reimbursement within 14 days of receipt of an invoice/reimbursement request, the responsibility of check writing will be deferred to the Chapter President.

2.3.5 DEPOSIT OF CHAPTER FUNDS:

- A. All Chapter funds (Check, money order, and credit card deposits) will be received and deposited by the Chapter Treasurer within 14 days of receipt.
- B. A copy of the deposit receipt(s) will be posted to Chapter financial records and recorded in an account ledger within 14 days of receiving the funds, and maintained in a permanent file by the Chapter Treasurer.

2.3.6 DEPOSIT OF CASH – Special Accounting Procedures:

- A. Before depositing cash from a special event and/or merchandise sales, two people who are attending the event will be designated by the Chapter President or his representative to count the cash, indicate the amount and sign a Cash Deposit Receipt. Form-IL-002.3.6.
- B. Cash from a special event and/or merchandise sales will be deposited into the Chapter's bank account within fourteen days of the event by an Executive Board Member listed on the Bank's Signature Card.
- C. A copy of the cash deposit receipt will be posted to the Chapter financial records and recorded in an account ledger, within 14 days of receiving the funds, and maintained in a permanent file by the Chapter Treasurer.



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2.4 REIMBURSEMENT

2.4.1 ELIGIBILITY FOR EXPENSE REIMBURSEMENT

- A. To be eligible for reimbursement for an expense incurred for Illinois Chapter of C.O.P.S. purposes other than travel/transportation expenses, the expense must have been pre-approved by the Chapter's Executive Board vote or budgeted expense and recorded in the Executive Board's meeting minutes.
- B. To request reimbursement, an individual must complete and sign the Chapter's Request for Reimbursement Form (Form-IL-002.03) and include receipts within 30 days of the expense. The Request for Reimbursement Form is available at any Executive Board or Membership Meeting or can be obtained from the Chapter Treasurer via a telephone call or an e-mail request. The form can be submitted at an Executive Board, Membership Meeting, or can be found on the chapter's website, or can be mailed to the registered Illinois C.O.P.S. official address.
- C. Reimbursements will not be given for expenses without a submitted Chapter Expense Reimbursement Request Form (Form-IL-002.4.1) signed by the individual requesting reimbursement.
- D. Reimbursement will not be given for any expenses without a proper receipt. If there is no receipt available or it has been lost or destroyed, the individual(s) must include a statement reporting the circumstances as to why a receipt is not available.
- E. The Illinois C.O.P.S. Executive Board reserves the right to deny the request reimbursement after 30 days of the expense(s) incurred or at the next Quarterly Meeting.
- F. The Illinois C.O.P.S. Treasurer will provide reimbursement as appropriate within 14 days of the receipt of the Request for Reimbursement Form (Form IL 004.03).
- G. All reimbursement checks greater than \$500.00 will require two signatures by the individuals authorized to sign checks for the Illinois C.O.P.S. account(s).
- H. Any authorized reimbursement to an individual(s) is predicated/contingent upon the Chapter having adequate funds available and that a request form has been properly completed and approved.
- I. Members who attend chapter meetings will only be reimbursed for one night lodging if the location of the meeting is more than 100 miles from their legal residence.
- J. Those Illinois C.O.P.S. Executive Board Members traveling to required quarterly meetings will be eligible to be reimbursed for the cost of fuel to travel to/from the meeting only. A fuel receipt must be submitted with the expense form.

2.4.2 ELIGIBILITY FOR TRAVEL REIMBURSEMENT



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- A. Travel reimbursement, if allowable, will only be available for individuals who attend and participate in the Illinois Chapter of C.O.P.S. activity/event or a National C.O.P.S. activity/event. Unless approved by the Chapter's Executive Board.
- B. Payment for any travel for a National C.O.P.S. event/activity will not be prepaid or paid during the time of travel unless there are unusual circumstances and it is approved by the Chapter's Executive Board.
- C. Individuals requesting travel reimbursement must complete and sign the Travel Expense Report Form (Form IL-002.4.2) and include copies of all receipts. The Travel Expense Report Form is available at any Executive Board or Membership Meeting or can be obtained from the Chapter Treasurer via a telephone call or an e-mail request, or can be found on the Chapter website. The form can be submitted at an Executive Board or Membership Meeting or can be mailed to the registered Illinois C.O.P.S. official address, or emailed to the Treasurer.
- D. To be eligible for reimbursement for travel expenses incurred, the travel expense must meet the criteria in a relevant SOP, if applicable, or be pre-approved by the Chapter's Executive Board and recorded in the meeting minutes.
- E. Individuals traveling on behalf of the Illinois Chapter of C.O.P.S. or to a National C.O.P.S. events are required to utilize the **most economical mode of transportation** available, whether by air or personal vehicle. If a traveler elects to use a mode of transportation that exceeds the cost of the least expensive option, reimbursement will be limited to the equivalent cost of the most economical mode of travel. *Example:* If the round-trip airfare to a destination is \$300 and the cost of driving (based on fuel receipts) totals \$600, the maximum reimbursement allowable will be \$300.
- F. Persons traveling to an Illinois Chapter of C.O.P.S. activity/event or to a National C.O.P.S. activity/event will be expected to participate in the entire C.O.P.S. event for which they are traveling and requesting reimbursement. If the individual does not participate in the entire C.O.P.S. event, reimbursement **may be denied**. Unless approved by the Chapter's Executive Board.
- G. If you travel to a C.O.P.S. Chapter or National event requires the transport of supplies via automobile, only one individual representative may be reimbursed, even if another mode of travel is less expensive, with written authorization by the Chapter President with the approval of the Chapter's Executive Board.
- H. If two or more individuals are traveling by personal vehicle, only one individual will be reimbursed for the travel expense. Those individuals utilizing a vehicle owned by a state or municipality to travel to the event will not be eligible for reimbursement for travel.



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- I. When traveling by air, an individual may be reimbursed for the cost of checking a maximum of one piece of luggage and flight insurance.
- J. All reimbursement checks greater than \$500.00 will require two signatures by the individuals authorized to sign checks for the Illinois Chapter of C.O.P.S. account(s).
- K. Any authorized reimbursement to an individual(s) is predicated /contingent upon the Chapter having adequate funds available and that a request form has been properly completed and approved.
- L. In order for any individual to be eligible for requesting reimbursement by the Chapter for any travel expenses he/she must be included in the survivor and/or membership database at the Illinois C.O.P.S. level and at the National C.O.P.S. Office as being a survivor and/or member of the Illinois C.O.P.S. The member must appear in the National survivor database, prior to the date of the event in which reimbursement is being requested.
- M. By accepting financial assistance/reimbursement from the Chapter for the purpose of attending the event for which the individual is seeking reimbursement, he/she must certify that:
 - a. he/she is a survivor and/or member of the Illinois C.O.P.S. In addition, he/she is included in the survivor and/or membership database at the Illinois C.O.P.S. level and at the National C.O.P.S. Office as being a survivor and/or member of the Illinois Chapter of C.O.P.S.;
 - b. the travel was completed as stated on the request for reimbursement form;
 - c. he/she attended and/or completed the appropriate C.O.P.S. sessions and programs offered at the event;
 - d. proof of attendance may be requested (for example, airfare receipt, parking receipt, confirmation by National C.O.P.S. of attendance at the event/training, etc.);
 - e. no other funds were received or requested from any other C.O.P.S. or other organizations for the same travel and/or event participation.
- N. Airline reservations will be purchased at the lowest fare available offered by an airline, e.g., senior fare, coach fare, Wanna Get Away or similar airline programs, etc. Airfare should be purchased at least 3 weeks prior to departure, if possible. In addition, any fees or charges for any optional or special service(s) associated with or charged with the purchase of an airline ticket (for example, upgrade of seating, Business Select or similar programs, checking more than one piece of luggage, Early Bird Check-In or similar optional services, Choice Seats or similar optional services offered by an airline, etc.) are subject to disapproval for reimbursement unless unusual circumstances warrant the optional service(s) purchased.
- O. Meals, if eligible, will be reimbursed at the current GSA rates. Rates vary by area and time of year. Pending board approval.



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- P. If he/she did not comply with Chapter requirements in order to obtain travel reimbursement but received payment to attend the program/session/event, any funds received as payment will be returned to the Chapter.

2.4.3 NON-REIMBURSABLE EXPENSES

The following expenses are **not eligible** for reimbursement:

- A. Early Bird Check-In fees or First-Class/seat upgrade charges.
- B. Additional baggage fees beyond standard checked luggage.
- C. Transportation to or from the airport.
- D. Any upgrades to accommodations, unless prior board approval.

2.4.4 Training

2.4.4.1 Members must submit a Training Request Form to the board at least 30 days prior to the scheduled training.

- 1.a The request must include:
- 2.b Training title, date, and location
- 2.c Description and relevance to current role
- 2.d Estimated costs (registration, travel, lodging)
- 2.e Final approval must be obtained from the board.

2.4.5 Eligible Reimbursable Expenses

Reimbursement will be provided for reasonable and necessary expenses directly related to the approved training.

2.4.5.1 Eligible expenses include:

- 1.a Registration or tuition fees for the approved training event.
- 1.2 Travel expenses such as gas receipts, airfare, tolls, and parking fees.
- 1.3 Lodging if overnight stay is required and approved in advance.

Note: All expenses must comply with organizational travel policies and must be supported by original itemized receipts.

2.4.6 Non-Reimbursable Expenses

6.1 The following are not eligible for reimbursement:



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- 1.a Meals, snacks, or beverages
- 1.b Personal items or entertainment
- 1.c Upgraded travel accommodations (first class, luxury hotels, etc.)
- 1.d Extended stays unrelated to the training event
- 1.e Costs incurred by family members or guests

2.4.7 Reimbursement Procedure

7.1 Upon completion of training, members must submit a Reimbursement Request Form within 30 business days, including:

- 7.a Original itemized receipts
- 7.b Proof of attendance or completion certificate
- 7.c Pre-approval documentation

Reimbursements will be processed within 30 days after verification of all documentation. Failure to obtain pre-approval or submit required documentation may result in denial of reimbursement.

3.0 National Police Week - First Year and Returning Survivors

3.1 SCOPE & PURPOSE: This procedure applies to all members of Illinois C.O.P.S. requesting the First Year or Returning Survivors Travel Assistance for attendance to National Police Week (NPW) activities in Washington, DC. The purpose of this procedure is to establish the Travel Assistance requirements and explain what is eligible for assistance.

3.2 RESPONSIBILITIES:

- A. Illinois C.O.P.S. Executive Board shall:



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- a. Contact current year survivors and offer assistance with registration through C.O.P.S. for NPW. To be considered for reimbursement, NPW attendees must be registered through C.O.P.S.
- b. Explaining the Travel Assistance to Current Year Survivors. The intention of the Travel Assistance is to help offset the travel cost associated with NPW. Families should first seek assistance from their department.
- c. Setting the funding amounts for Current Year Survivors at the Third Quarter Membership Meeting.
- d. Reviewing requests from any Illinois survivor regarding their ability for funding and/or assistance for attendance to NPW on a case-by-case basis.

3.3 Current Year Survivors

- A. Properly register for National Police Week and verified through the National COPS survivor database.
- B. Retain receipts for assistance and submit to Chapter Treasurer no later than July 1st of the current year.
 - a. Hotel, airfare or gas receipts, travel insurance, baggage, and airport/hotel parking. See SOP 2.4.2 for assistance policies.
- C. Submitting National Police Week First Year Travel Reimbursement (FORM-IL-003.3.3)
- D. In order to be eligible for reimbursement, First Year Families must agree to and sign the written contract provided by Illinois C.O.P.S. mandating attendance at:
 - a. Opening or Closing Survivors Conference Session, and
 - b. Candlelight Vigil and
 - c. Peace Officer's Memorial Service.

Failure to register and attend these NPW events could result in the member not being reimbursed for NPW.

- E. A co-worker who sustained serious injuries during the critical incident that resulted in the death of an officer may be eligible for reimbursement as a First Year Survivor. This consideration applies when both the injured officer and their caregiver (if applicable) are medically cleared and able to attend National Police Week, regardless of the time that has passed since the incident, provided it falls within a reasonable timeframe. Such special cases will be reviewed individually by the Illinois C.O.P.S. Executive Board. If approved, reimbursement will be provided at the current First Year Survivor rate.

3.4 Returning Survivors



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- A. Must be registered and verified for National Police Week if attending NPW activities requiring transportation, admittance to Candlelight Vigil, FOP Memorial Service or C.O.P.S. Conferences.
- B. Retain receipts for reimbursement and submit to Chapter Treasurer no later than July 1st of the current year.
 - a. Hotel, airfare or gas receipts, travel insurance, baggage, airport/hotel parking, C.O.P.S. Conference Registration. See SOP 2.4.2 for assistance policies.
- C. Consider volunteering to assist National COPS during your time at National Police Week.
- D. Submitting National Police Week Returning Survivors Travel Reimbursement (FORM-IL-003.3.4)

3.5 National C.O.P.S.

- A. National COPS requires all attendees to register for NPW events. Registration with National C.O.P.S. will:
 - a. Allow family survivors to stay at the Host or Overflow hotels.
 - b. Secure a name badge for the safety and security of the NPW Events.
 - c. Offer shuttle service to host and overflow hotel and transportation to Candlelight Vigil and National Peace Officers Memorial Service.
 - d. Allow returning survivors that pay the registration fee eligibility to attend the breakfasts, luncheons, conferences, and C.O.P.S. picnic.

3.6 Illinois C.O.P.S.

- A. Requests for NPW reimbursement may be prorated depending on the total amount of requests based on that Fiscal Year's Budget.
- B. All forms should be received by the Treasurer no later than July 1st of the current year.
- C. Reimbursements will be made by July 30 of the current year.
- D. Please include all receipts when you submit the form. Missing receipts could delay processing. Illinois C.O.P.S. Standard Operating Procedures Rev 1/2020

4.0 National Police Week - Family Liaison

4.1 SCOPE & PURPOSE: This procedure applies to all members of Illinois C.O.P.S. applying for the role as Family Liaison. The purpose of this procedure is to establish the role of the Family Liaison Person and their responsibilities for National Police Week (NPW).



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4.2 RESPONSIBILITIES:

- A. Anyone wishing to be considered to the Family Liaison should complete Family Liaison Application. (FORM-IL-004.2)
- B. The IL C.O.P.S. EBM will review applications and appoint the Family Liaison. Every attempt will be made to find family survivors that have attended NPW more than 2 years to have the experience needed to help navigate a First Year Family during NPW.
- C. The IL C.O.P.S. EBM will introduce the Family Liaison to the current year survivor and explain their role to each other.
- D. For the purposes of reimbursement for National Police Week, the current fiscal and previous fiscal voting Executive Board are considered Liaisons, and will be reimbursed at the current year rate.
- E. To be considered for reimbursement everyone must be registered for National Police Week through C.O.P.S.

4.2.1 Family Liaison should:

- A. Register for National Police Week in a timely manner.
- B. Contact the assigned family survivors and the officer's agency prior to NPW to introduce themselves and provide the family and agency with their contact information and explaining their role at National Police Week.
- C. To be available to the families at all times from the "official arrival day" to the "official departure day."
- D. Being present at the following:
 - a. Candlelight Vigil
 - b. Both days of the conference (this includes being in the lobby during the breakfast, the opening of the conference and in the lobby area after the conference ends each day). At this time, the Family Contact should be prepared to help the survivors find sessions that would be to their benefit and direct them to the location of the session they wish to attend.
 - c. It is recommended that the Family Contact try to touch base on the day of the National Peace Officers Memorial Service (Either at the hotel when the families leave for the Memorial to see them off or at the actual Memorial before it begins).
 - d. C.O.P.S. Picnic.
- E. Contacting the family members after NPW to check in on them and ensuring that NPW reimbursements are completed using Current Year Survivors (FORM-IL 003.3) and turned into the Treasurer by July 1st of that current year.



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- F. Providing all receipts and completing the Travel Expense Form (FORM-IL 002.2.2) to the treasurer no later than July 1st of the year.
 - a. Air travel should be booked no later than 3 weeks prior to the event. Major airports are encouraged, and book the lowest fare available. Parking charges can be included, the cost of checking a maximum of one piece of luggage, and travel insurance.
 - b. If deemed necessary for a NPW Family Liaison to drive to NPW fuel for those driving would be eligible for reimbursement with fuel receipts.
 - c. Attendees will be expected to travel in the least expensive mode of travel (air or personal vehicle). If an individual chooses to travel in another mode that is more expensive, the individual will be reimbursed only for the amount of what the least expensive mode of travel would have cost, e.g., if a roundtrip airfare to destination is \$300, and vehicle gas cost to the destination is \$600, reimbursement will be only \$300 if the person chooses to drive, not \$600.
 - d. If two or more individuals are traveling by personal vehicle, only one individual will be reimbursed for the travel expense.

5.0 Survivor Weekends and Camps

5.1 SCOPE & PURPOSE: This procedure applies to all members of Illinois C.O.P.S. attending National C.O.P.S. Survivor weekends and camps. The purpose of this procedure is to establish Travel Assistance for National C.O.P.S. Survivor Weekends and Camps for new, returning, and Co-Workers survivors.

5.2. RESPONSIBILITIES:

- A. Illinois C.O.P.S. Executive Board shall
 - a. Set individual funding amounts for Survivors by the 3rd Quarter Membership Meeting.
 - b. Educate new and seasoned survivors on the benefits of attending National C.O.P.S. Survivor Weekends and Camps.
 - c. Reviewing requests from any Illinois survivor who has special circumstances and may need additional or immediate assistance.
- B. Illinois Survivors & Co-Workers are responsible for:
 - a. Properly registering for National C.O.P.S. Survivor Weekends and Camps in a timely manner.



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- b. Attending and participating in Survivor Weekends and Camps. Attendees arriving late or leaving early may have the reimbursement prorated or denied. Unless approved by the Chapter's Executive Board.

5.2.1. Participation Award Requests are no longer being given per National.

5.2.2. Travel Award Reimbursement Request

- A. If your travel cost exceeds the set individual participation award amount you may be eligible to receive your reasonable travel expenses reimbursed. To be eligible for reimbursement for Survivor Weekends and Camps, Please complete Survivor Weekend and Camp Travel Assistance (FORM-IL-005.2.2) and submit it no later than 30 days after weekend or camp. If after the 30 days the board can approve or deny your request on a case by case basis.
- B. Air travel should be booked no later than 3 weeks prior to the event. Major airports are encouraged, and book the lowest fare available. Parking charges can be included and the cost of checking a maximum of one piece of luggage and travel insurance.
- C. Those individuals that drive to their respective survivor weekends, will no longer be reimbursed mileage, but rather for fuel costs. Receipts for fuel costs reimbursements are required and must be submitted with the travel requests form. Fuel costs will only be reimbursed for travel to and from the survivor weekend and Camp.
- D. Individuals traveling on behalf of the Illinois Chapter of C.O.P.S. or to a National C.O.P.S. events are required to utilize the **most economical mode of transportation** available, whether by air or personal vehicle. If a traveler elects to use a mode of transportation that exceeds the cost of the least expensive option, reimbursement will be limited to the equivalent cost of the most economical mode of travel. *Example:* If the round-trip airfare to a destination is \$300 and the cost of driving (based on fuel receipts) totals \$600, the maximum reimbursement allowable will be \$300.
- E. If two or more individuals attending the same Survivor Weekend and Camp, are traveling by personal vehicle, only one individual will be reimbursed for fuel costs with receipts.
- F. IL COPS will reimburse for one Survivor Weekend and Camp per fiscal year, even if the member is eligible to attend or chooses to attend more than one Survivor weekend and Camp. The exception to this is the adult (parent/guardian) who attends COPS Kids Camp. Since the attendance of an adult is required at Kids Camp, this attendance does not count as a survivors weekend, and the adult who attended Kids Camp can attend and be reimbursed for an additional survivors weekend.



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6.0 Critical Incident Memorial Team (Approved)

6.1 SCOPE & PURPOSE: This procedure establishes guidelines for Illinois COPS regarding the handling of Line of Duty Death Memorials Services. The purpose of this procedure is to establish the Critical Incident Memorial Team's responsibilities to be carried out when notified of an Illinois Law Enforcement Officer Line of Duty Death.

6.2 RESPONSIBILITIES:

- A. Family Survivors and Members of Law Enforcement interested in serving in the Family Survivor Coordinator or Law Enforcement Coordinator Co-Chair positions shall submit a Letter of Intent to the board by April 10 of even years.
- B. Illinois C.O.P.S. Executive Board shall appoint an eligible Family Survivor Coordinator and Law Enforcement Coordinator (current or retired) to work together and serve as Co-Chairs for the CIMT.
- C. Establish a budget for the CIMT to be approved at the Annual Membership Meeting each year.

6.2.1 Family Liaison (Co Chair)

- A. Establish a pool of family survivors that will be able to support a new surviving family during the initial contact and planning stages of the Memorial Services.
- B. Assign a "Survivor Liaison" to the 'new' family as the primary advocate. Consideration will be given to match survivor types to ensure the greatest support.
- C. Will serve in this position until the newly elected ILCOPS Board has a chance to appoint the next Family Survivor Coordinator.
- D. Must be a current active member.

6.2.2 Law Enforcement (Co Chair)

- A. Establish a pool of Law Enforcement Officers (Current/Retired) that will be able to assist in the planning and coordination of Line of Duty Death Memorial Services.
- B. Assign personnel to assist as; Logistics, Visitation Logistics, Funeral Logistics, and Cemetery Logistics.
- C. Will serve in this position until the newly elected ILCOPS Executive Board has a chance to appoint the next Law Enforcement Coordinator.
- D. Must be an active/retired member of Law Enforcement in good standing.



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6.3 LODD Procedures

- A. Upon notification of an Illinois LODD, establish contact with and offer CIMT assistance to the affected Department. Request primary family contact and determine family structure.
- B. Family Survivor Coordinator (Co Chair) assigns appropriate Survivor Liaison based on needs of family. Initial contact with family should be made as soon as possible.
- C. Law Enforcement Coordinator (Co Chair) activates the team to begin and carry through planning of the LODD Memorial Services.
- D. Assigned Family Liaison must complete the family contact form and return to the Chapter's Secretary for safe keeping and ensuring National received the family contact form.
- E. CIMT works together to communicate needs of family, department and community.
- F. CIMT debriefing should happen within 6 weeks of the Memorial Services. All available members of the team and anyone that assisted at the services should be invited to attend.

6.4 Reimbursement Procedures

- A. Anyone assisting at a LODD on behalf of the CIMT is eligible for reimbursement for related eligible expenses if they are a recognized Member of CIMT approved by the Co-Chairs.
- B. Eligible expenses included gas with receipts in personal vehicles and hotels.
- C. Necessary visitation and funeral supplies with Co-Chair approval.
- D. Travel Expense Reimbursement form (FORM-IL-002.4.2) will be completed and signed by the Law Enforcement and/or Family Survivor Coordinator. The treasurer will make reimbursements to CIMT members within 14 days of receipt of the completed form.
- E. Request for Chapter Expense Reimbursements (FORM-IL-002.4.1) non-travel related expenses should be submitted to the Treasurer within 30 days of the event. Receipts for visitation/funeral supplies should be included with the request.

7.0 Election and Election Committee (Approved)

7.1 SCOPE & PURPOSE: This procedure establishes guidelines and policies for the elections of officers for serving the Illinois Chapter of Concerns of Police Survivors. (C.O.P.S.). The purpose of this procedure is to establish clear direction for Chapter Board Elections.



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7.2 RESPONSIBILITIES:

A. Illinois C.O.P.S. Executive Board shall:

- a. Ensure the elections follow the ILCOPS Bylaws Article IX Nominations and Elections of Officers and National COPS SOP 3.3.7 Voting/Election Procedures.
- b. Appoint an Election Chair to establish an Election Committee.
- c. Set the Annual Membership Meeting date (to be held in March during even years).
- d. If a questionnaire is to be used, it should be made available by January 1st of the election year.

B. Election Chair

- A. Comprising a committee of at least 2 other active members from different families and survivorship. Illinois C.O.P.S. Standard Operating Procedures Rev 1/2020 11 of 14
- B. Review submitted Letters of Intent/Questionnaire. Forward to committee members.
- C. Ensure that we have an eligible survivor for each position on the Board.
- D. Present the nominees to the Membership at the Annual Meeting.

7.3 Procedure

- A. An email address will be established for the Election Committee Chair to receive Letters of Intent and/or Questionnaires.
- B. All Letters of Intent and/or Questionnaires shall be submitted to the Election Chair no later than Feb 15th. Postmarked by Feb 10th of the election year.

DEFINITIONS

C.O.P.S. – Concerns of Police Survivors

IL C.O.P.S. EBM - Illinois C.O.P.S. Executive Board Members

NPW- National Police Week

Current Year Survivors – Families of the Fallen Officer being recognized at the Current National Police Week Events (Candlelight Vigil and/or National Peace Officers Memorial Service)

Eligible Family Members- include the Surviving Spouse along with the following family members and their spouses: Children, Step-Children, Parents, Step-Parents, Siblings, the



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Surviving Spouse's Siblings, Significant Others/Fiancés, the Parent of the Officer's Minor Child/ren. Also eligible are approved IL C.O.P.S. Family Liaisons.

Returning Survivors - Families of the Fallen Officer previously recognized at the National Police Week Events (Candlelight Vigil and National Peace Officers Memorial Service)

HOP - Hands on Programs will now be called Survivor Weekends and Camps

Family Survivor – a family survivor of a Law Enforcement Officer that lost their lives in the Line of Duty.

CIMT – Critical Incident Memorial Team

LODD – Line of Duty Death

Family Liaison – The family survivor will make initial contact with the family and help ensure their wishes are communicated with the Department and remaining CIMT. Typically Surviving Spouse, Adult Children, Parents, Siblings, Extended Family. GSA - General Services

Administration (GSA.Gov) established rates for per diem travel rates.

SWC- Survivor Weekends and Camps.

REFERENCES

National C.O.P.S. By Laws

Illinois C.O.P.S. By Laws

National C.O.P.S., National Police Week Registration National

C.O.P.S., National Police Week Invitation Illinois C.O.P.S. Standard Operating Procedures Rev 1/2020 13 of 14

SOP

1.0 Code of Conduct

2.0 Financial

3.0 National Police Week - First Year and Returning Survivors

4.0 National Police Week - Family Contact Liaison

5.0 Survivor Weekends and Camps

6.0 Critical Incident Memorial Team

7.0 Elections

Definitions are included at the end of this document.

Forms



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Form #002.3.6 Cash Deposit Receipt
Form # 002.4.1 Chapter Expense Reimbursement Request
Form #002.4.2 Travel Expense
Form #003.3 NPW Participation Award for Current Year Survivors
Form #003.4 NPW Registration Fee Reimbursement -Volunteer Award
Form#004.2 NPW Family Contact Liaison Application
Form #005.2.2 Survivor Weekend and Camps Travel Assistance