

KANSAS Chapter Concerns of Police Survivors Standard Operating Procedures

Revised 9/12/2026

KS C.O.P.S. FINANCIAL SUPPORT QUALIFICATION GUIDELINES

All reimbursements are dependent upon chapter financial status

The following procedures have been voted on by the KS C.O.P.S. officers and voting members in attendance. These procedures/guidelines will be adhered to when providing financial support to KS C.O.P.S. survivors as defined in National C.O.P.S. SOP 3.16 - Definitions.

A: NATIONAL POLICE WEEK (NPW) CURRENT YEAR (The year a fallen officer is being honored at National Police Week.):

Kansas C.O.P.S. will reimburse airfare up to \$600 plus one piece of luggage (no weight overage fees will be reimbursed) and hotel accommodations up to the 5 nights of May 12th -17th ***in a C.O.P.S. designated hotel block*** for the following family members of an officer being honored at National Police Week. Any other survivor wishing to request reimbursement will submit such request to the chapter board for consideration. All decisions of the board are final.

1. Spouse of the officer.
2. Children and Stepchildren of the officer. If the children are minors, and the spouse is not their parent, the parent or guardian of the children will be reimbursed as stated above.
3. Parents and stepparents (if married to the parent or widowed by the parent) of the officer. Exception may be made to reimburse a divorced stepparent by agreement with the officer's parents that the stepparent was close to the fallen officer and that their attendance at NPW would not cause distress to the family.
4. Siblings of the officer.
5. Mother-in-law and Father-in-law of the officer.

To be eligible for this reimbursement, the following criteria must be met.

1. Attendance at the National Survivors Conference on May 14th and May 16th. If work or school constraints prohibit staying through May 17th, please alert the family liaison or the President to that before or when registering for the week. If staying through May 17th, *both* conference days must be attended.

2. Submission of flight and hotel receipts with the reimbursement form within 30 days of returning from National Police Week. Flight receipts must show each person's name, the flight information including dates, departure and arrival airports, and cost. Hotel receipt must include the name of the person staying in the room, dates and cost. Only the daily room cost will be reimbursed. *All incidental charges will be the responsibility of the survivor.* Dates between May 12th – May 17th are reimbursable for the hotel. Any other dates will be the responsibility of the survivor.

A survivor may request mileage reimbursement to/from the airport if the drive is of a significant distance. Note - Requests will NOT be approved for the first 75 miles of travel each way. A photo of a Google map or other mapping application showing the mileage is required.

B. SUBSTITUTE FOR A FAMILY MEMBER AT NPW

If an individual listed in "A" above wishes not to attend or is unable to attend NPW, a substitute member of the family or close family friend may be selected to go in their place, ***with approval of the chapter board.*** This person must be going as support for a survivor listed in "A". For example: The father of an officer does not wish to or cannot travel to National Police Week, however the mother is going and wishes either her sibling or her spouse's sibling to accompany her. Airfare and hotel will be reimbursed as stated in the above policy.

C. ALL OTHERS REQUESTING ASSISTANCE TO ATTEND NPW:

Other survivors who wish to be reimbursed after attending NPW in Washington, DC must meet one of the following criteria to qualify for financial assistance. The amount of financial assistance provided will depend on the financial status of the chapter and be voted on by a minimum of three officers and/or two-thirds of the voting members present at a Chapter meeting. The criterion for this reimbursement is:

1. Must be an active or retired Law Enforcement Officer serving as an escort for a current year survivor without agency support. This individual will be provided with airfare and/or hotel reimbursement depending on the chapter's financial status. (Receipts required before reimbursement)
2. Must be providing linguistic support for a non-English speaking individual. This individual will be provided with airfare and/or hotel reimbursement, depending on the chapter's financial status. (Receipts required before reimbursement)

D. SECOND TIME TO NPW:

Financial assistance will be provided to the following survivors to attend NPW a second time, or a first time if they did not attend during the year their officer was honored. This reimbursement includes airfare and hotel as stated above. ***Attendance at the May 14th and May 16th National Survivors Conference is required for this reimbursement.*** (Receipts required.) Survivors eligible for this reimbursement are the:

Spouse, adult children, minor children and their parent or guardian if different from the spouse, and the officer's parents.

E. SURVIVORS ATTENDING SURVIVOR WEEKENDS or the SURVIVING TO THRIVING CONFERENCE:

All survivors who are listed as attending on the National Staff Roster of Attendees will be emailed or mailed a travel form to complete and return for reimbursement. Reimbursement will be for only ONE of the programs, either a Survivor Weekend or the Surviving to Thriving conference. A survivor is welcome to and encouraged to attend both programs, however KS C.O.P.S. will only reimburse travel expenses for one per year. Coworkers will need to contact KS C.O.P.S. for the reimbursement form, as National C.O.P.S. keeps their attendance confidential until the coworker releases that information. KS C.O.P.S. will then verify with the National staff.

1. All survivors who attend a C.O.P.S. Survivor Weekend OR the Surviving to Thriving conference, provided annually by National C.O.P.S., will be given a food stipend of \$50 per person.
2. Airfare to all Survivor Weekends or to the Surviving to Thriving conference is reimbursable for up to \$600 plus one piece of checked luggage; no overweight fees will be reimbursed. Receipts must be submitted showing all flight and passenger information to receive the reimbursement.
3. A survivor may request mileage reimbursement to/from the airport if the drive is of a significant distance. Note - Requests will NOT be approved for the first 75 miles of travel each way. A photo of a Google map or other mapping application showing the mileage is required.
4. Mileage is covered at .40/mile, up to a maximum reimbursement amount of \$600, and will be paid to the driver. Mileage will be calculated from the driver's address in the C.O.P.S. database, to the Survivor Weekend or Surviving to Thriving conference and back home. If two or more survivors are riding together, only one driver will be reimbursed.
5. A rental car reimbursement may be possible if requested and approved by the board in advance, and the rental car is used by a group of survivors to attend a Survivor Weekend or the Surviving to Thriving conference. Total cost of the rental car and gas must remain below the total cost for usual travel methods. Mileage reimbursement will not be used in this scenario, and gas receipts will be needed in addition to the rental car receipt.

ADDITIONAL NOTES:

1. If the cost to fly or drive to a Survivor Weekend or to the Surviving to Thriving conference is more than \$600, a survivor may request a waiver of the maximum amount allowed. If financial hardship precludes them from attending their Survivor Weekend or the Surviving to Thriving conference, the Kansas C.O.P.S. board will consider the request. All decisions are confidential and final.
2. All financial assistance is through reimbursement. However, if a survivor is financially unable to cover the cost to attend a Survivor Weekend or the Surviving to Thriving conference, a request from the survivor to the KS C.O.P.S. board for pre-payment or partial pre-payment will be considered. All decisions are confidential and final.
3. Receipts and reimbursement form are required to be submitted to the Chapter treasurer within 30 days of returning home from the event.

F. OTHER FINANCIAL ASSISTANCE REQUESTS:

1. Reimbursement of post-secondary school books and/or supplies is available for up to \$500 per semester for fallen officer's children and spouses who live in Kansas and are in the Kansas C.O.P.S. database. "Supplies" refers to items needed for a trade school such as scissors for cosmetology or tools for auto mechanic, etc.
2. Requests for financial assistance for any other C.O.P.S. function not stipulated above must be submitted to the chapter board in adequate time to be voted on if it is determined that the Chapter has the financial funding available.

G. SPONSORSHIP OF MEMBERS ATTENDING NPW AS FAMILY LIAISONS FOR CURRENT YEAR FAMILIES.

1. Kansas C.O.P.S. will provide the NPW registration fee, airfare plus one piece of checked luggage, hotel room for up to 7 nights May 10th – May 17th, and a per diem food stipend for days not covered by NPW events.
2. Family liaisons will attend all NPW events in support of the family and agency and will attend the Survivor Conference on May 14th and May 16th.

H. EXPENSE REIMBURSEMENT FOR KS C.O.P.S. MEMBERS TRAVELLING IN AN OFFICIAL CAPACITY FOR A BOARD APPROVED STATE CONFERENCE OR EVENT.

1. Mileage will be reimbursed at the current US Government rate (gsa.gov) per mile with GPS map from home to event and back. The KS C.O.P.S. board will endeavor to provide members closest to the event as representatives of KS C.O.P.S. to ensure fiduciary responsibility.
2. Hotel – Members will be conscientious of pricing when reserving a hotel room. Receipts needed.
3. Food – Receipts required for reimbursement.

H. SPONSORED CHAPTER BOARD MEMBER REPRESENTATION AT NATIONAL C.O.P.S. EVENTS/CONFERENCES:

Chapter board member attendance at National C.O.P.S. events and conferences helps provide a complete understanding of the C.O.P.S. organization. Not only is it a great learning opportunity and motivator for chapter board members, it also is a necessary show of support for the National organization which provides so much for us as survivors. In addition, time spent at these events with other state chapter board members allows for shared ideas, concerns and solutions at the state level. As such, KS C.O.P.S. shall endeavor to send at least one, but preferably two board members, to the following conferences and board meetings per year. KS C.O.P.S. will provide airfare or mileage, hotel and a Per Diem food stipend. These board members will prepare a report on the event for the board meeting which follows the event.

1. National Police Week: If the board members are not attending as family liaisons for a current year family, they must:
 - a. Sign up to volunteer at least 8 hours during the week.
 - b. Attend both conference days; Opening Session, Closing Session, meals and chapter-related session. Volunteer work can be on these days, other than during the sessions mentioned above.
 - c. Attend the Chapter Board member luncheon provided by National C.O.P.S.
2. Surviving to Thriving Conference. Must attend all activities/sessions and meals offered at the Conference.
3. National Board meeting in July and/or National Board meeting in January.

*****A positive financial status for the chapter is required for all reimbursements from Kansas C.O.P.S. The board may vote to alter the dollar amount or structure of reimbursements at any time, reflective of the financial status of the chapter*****