

Concerns of Police Survivors, Inc.

Standard Operating Procedures

1.0. NATIONAL BOARD

1.1. GENERAL DUTIES:

- A. Those officers serving as a voting member of the C.O.P.S. organization are the National President, Immediate Past National President, and nine Region Trustees. Those officers serving as non-voting members of the C.O.P.S. organization shall be the Executive Director and the Executive Director Emeritus.
- B. The Executive Director and the Executive Director Emeritus, as non-voting members, shall have voice during meetings but shall not have the right to make motions. They may, however, recommend actions for the National Board to consider.
- C. The National Chapter Liaison may be invited by the National President to attend and participate at a National Board Meeting but shall have no vote on any issue. However, he/she may recommend actions for the National Board to consider.
- D. In an emergency, the National President, with approval of the National Board, shall appoint a suitable temporary replacement for the Executive Director until a permanent Executive Director can be hired.
- E. The National Board shall submit complete Expense Reimbursement forms and Travel Reimbursement forms along with accompanying receipts within thirty (30) days to the National Office and maintain his/her own Board Expense Fund.
- F. The SOPs shall be changed in accordance with Bylaws Article XV "Special Rules of Order".

1.2. RESPONSIBILITIES OF THE NATIONAL PRESIDENT:

- A. Shall be the Chief Executive Officer (CEO), Presiding Officer of this organization and shall be acknowledged as the immediate supervisor of the Executive Director.
- B. In an emergency, the National President, with approval of the National Board, shall appoint a suitable temporary replacement for the Executive Director until a permanent Executive Director can be hired.
- C. Shall be the primary spokesperson of the organization.
- D. Shall preside at all C.O.P.S. conferences, meetings and activities of the C.O.P.S. members and at meetings of the National Board.
- E. Shall be available to the press and in the public eye.

- F. Shall represent and promote C.O.P.S. at talk shows, press conferences, seminars, rallies, meetings, etc., in any way possible. Shall designate who will represent the organization in his/her absence.
- G. Shall be willing to write and present speeches and conduct seminars for the public, law enforcement, and survivors on behalf of C.O.P.S.
- H. Shall be available to travel.
- I. Shall submit his/her report 21 days prior to the: December/January National Board Meeting for the period of June 1 through October 31; July National Board Meeting for the period of November 1 through May 31.
- J. Shall be an ex-officio member of all committees, except the Nominations/Elections Committee and the Elections Audit Committee.
- K. Shall appoint the majority of any committee, committees, or any council formed, to inquire into any affair or matter concerning or affecting the organization.
- L. Shall be responsible for preparing the agenda for the National Board meetings.
- M. Shall be responsible for reviewing minutes, making corrections as necessary, prior to sending draft minutes to the National Board for approval.
- N. Shall be responsible for the President's Message in the C.O.P.S. Newsletters.
- O. Shall keep up-to-date on issues facing the law enforcement community concerning C.O.P.S.
- P. Shall oversee and approve the National Board's travel.
- Q. Shall convey to successor all unfinished business of the organization and all organization property in his/her possession.
- R. Shall perform other duties on behalf of the organization as deemed necessary.
- S. Shall attend social functions and network with attendees when representing C.O.P.S. at a conference.

1.3. RESPONSIBILITIES OF THE IMMEDIATE PAST PRESIDENT:

- A. Shall advise and assist the new National President during the transition period.
- B. Shall share with the new Board his/her insight from past experiences.
- C. Shall serve as an official spokesperson of the organization when designated.
- D. Shall be available for travel with approval by National President.

- E. Shall notify the National President and receive prior approval by completing the necessary forms for upcoming speaking engagements.
- F. Shall be willing to write and present speeches on behalf of C.O.P.S.
- G. Shall serve in an advisory capacity to the National Board.
- H. Shall Chair the Nominations/Elections Committee.
- I. Shall Chair the Past Leadership Committee.
- J. Shall be responsible for keeping Past Leadership Committee members apprised of activities and issues of the organization and will ensure that approved minutes are sent to the Past Leadership Committee from the National Office.
- K. Shall be responsible for swearing in new Board members immediately following the elections.
- L. Shall report to the National President 30 days prior to a Board meeting any matter wished to be added to the meeting agenda.
- M. Shall submit his/her report 21 days prior to the: December/January National Board Meeting for the period of June 1 through October 31; July National Board Meeting for the period of November 1 through May 31.
- N. If authorized to travel by the National President, shall attend social functions and network with attendees when representing C.O.P.S.

1.4. RESPONSIBILITIES OF CHAIR OF TRUSTEES:

- A. Shall perform other duties of Region Trustees.
- B. Shall act as President Pro Tem of the organization when necessary and shall replace the National President should the National President be unable or unwilling to fulfill his/her term of office.
- C. Follow up with Region Trustees to ensure they are functioning in their positions.

1.5. RESPONSIBILITIES OF REGION TRUSTEES:

- A. Shall be an official spokesperson of the organization when designated.
- B. Shall be available for travel within their region or designated by the National President.
- C. Shall be responsible for collection and dissemination of information relative to C.O.P.S. in their particular area.
- D. Shall notify the National Office of any reported line-of-duty death in his/her region.

- E. Shall work with region chapters to ensure contact with any law enforcement agency that has lost an officer to a line-of-duty death in their region.
- F. Shall establish and maintain contact with new and past survivors in his/her region.
- G. Shall be willing to write and present speeches on behalf of C.O.P.S.
- H. Shall complete and submit Travel Authorization form to the National President for prior approval.
- I. Ensure that a yearly audit of the financial records of National C.O.P.S. is conducted by a Certified Public Accountant (CPA).
- J. Shall be responsible for cultivating leads within his/her region for fund raising opportunities for the National C.O.P.S. organization. Shall contact local and regional law enforcement agencies offering information about C.O.P.S.
- K. Shall perform other duties on behalf of the organization as deemed necessary.
- L. Shall report to the National President 30 days prior to a Board meeting any matter wished to be added to the meeting agenda.
- M. Shall submit his/her report 21 days prior to the:
 - December/January National Board Meeting for the period of June 1 through October 31;
 - July National Board Meeting for the period of November 1 through May 31.
- N. Shall attend social functions and network with attendees when representing C.O.P.S.

1.6. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR:

As an employee of the organization, working at the direction of the National Board, and a non-voting member of the National Board of Concerns of Police Survivors, Inc., the Executive Director shall:

- A. Reside near the C.O.P.S. National Office.
- B. Be an employee of the organization.
- C. Acknowledge the National President as his/her immediate supervisor.
- D. Be knowledgeable of the wants, needs, problems, and emotions of law enforcement life.
- E. Be responsible for administering all aspects of services provided to the membership of C.O.P.S.
- F. Be responsible for the everyday business of the organization including but not limited to the responsibility for hiring, discharging, overseeing, evaluating and directing the work of

the office staff of the organization. All staff additions must be approved by the National Board and budgeted accordingly. This includes ensuring that all employer responsibilities required by Federal and State regulations are met.

- G. Work with the National Board to identify the need for, develop, implement or revise any policies and procedures that lead to effective leadership and management of the National organization and/or its chapters
- H. Work under the direction of the National Board to secure funding for any and all of the organization's programs. This includes, but is not limited to, writing grants and various in-house fundraising that are vital to the organization's financial well-being.
- I. Develop, write, and/or oversee the production of newsletters for survivors and law enforcement agencies to educate and meet the psychological, financial, and legal support needs of America's law enforcement survivors. Ensure the newsletter is viewed by the Communications Committee to ensure quality of content.
- J. Oversee the planning and implementation of Weekends and Camps.
- K. Work with the National President of C.O.P.S. to develop the agenda and business to present to the National Board at regularly scheduled or special Board meetings each year.
- L. Shall submit his/her report 21 days prior to the: December/January National Board Meeting for the period of June 1 through October 31; July National Board Meeting for the period of November 1 through May 31.
- M. Develop training programs and curriculum for the Board, chapters, staff, and law enforcement personnel. Secure training facilities for various trainings required for the organization and its purposes.
- N. Provide daily oversight of the funds of the organization in accordance of the financial policy statement as approved by the National Board, and be responsible for the reporting of the financial status of the organization. Prepare budgets, direct staff to prepare quarterly and yearly financial reports, and file those reports with appropriate governmental agencies. This includes filing paperwork necessary to conduct C.O.P.S.' national fundraising activities.
- O. Oversee the work necessary to develop an annual list of officers killed in the line of duty according to our Mission Statement as listed in the Bylaws. Work with officials at PSOB, FBI, NLEOMF, and FOP to develop the list for National Police Week, benefits, and C.O.P.S. membership purposes.
- P. Work with various committees of the National Board to develop projects, policies and procedures for effective and efficient handling of the organization's business.
- Q. Serve as the Secretary, Recording Secretary, Treasurer, Chief Financial Officer, etc., as required for filing of paperwork with Federal, state, local governments and/or banking or investment institutions.

- R. Oversee all aspects of C.O.P.S.' activities for National Police Week; secure hotel blocks, transportation, prepare the conference agenda, hire consultants/counselors needed for the National Police Survivors' Conference and "C.O.P.S. Kids and Teens" program..
- S. Serves as the chairperson and recording secretary of the National Police Week Committee.
- T. Oversee the development of public relations materials for the organization and the printing and distribution of that material.
- U. Ensure the confidentiality of the organizational business and directed procedures of the organization.
- V. Ensure the safekeeping and updating of all organizational documents, policies and procedures, and require staff to ensure the confidentiality of survivor information and/or financial assistance paid to survivors.
- W. Ensure the organization has appropriate insurance coverage.
- X. Ensure an independent accounting firm conducts an annual audit and files appropriate Federal and state tax returns.
- Y. Be available for travel to represent the organization at programs, trainings, conferences, meetings, etc., as needed.
- Z. Work with Legal Counsel on any legal issues that may arise on behalf of the organization utilizing the National Board approved attorney.
- AA. Oversee staff and staff issues including employment and benefit issues and updating the Employee Handbook as directed by the National Board.
- BB. Sign all contracts for business purposes and ensure the organization adheres to contract requirements.
- CC. Oversee the work of C.O.P.S. employees ensuring the best possible representation of the organization is seen by the individuals served by the organization.
- DD. Oversee the organization's facilities, ensuring a comfortable working environment for all employees.
- EE. Have custody of the books, records, documents, and office paraphernalia and equipment, under the general authority and orders of the National President and the National Board.
- FF. Serve as an official spokesperson of the organization.
- GG. Designate a staff member to take and transcribe minutes of all conference calls and National Board meetings submitting same to the National President for addition or correction prior to issuing copies of these minutes to the National Board for final approval.
- HH. Safely keep the Bylaws of this organization and keep records of official amendments.

- II. Furnish a surety bond for the faithful performance of duty in such amount as shall be specified by the National Board.
- JJ. Deliver all organization possessions to their successor.
- KK. Work with Congress, Federal agencies, and various levels of government on behalf of C.O.P.S. membership.
- LL. Furnish copies of all quarterly financial reports and progress reports to the National President and National Board.
- MM. Be responsible for submitting paperwork required by funding agencies, taxing organizations, etc.
- NN. Attend social functions and network with attendees when representing C.O.P.S.
- OO. Create any new position(s) with prior approval from the National Board.
- PP. Perform other related duties as business requires for the good of the organization or as directed by the National Board.

1.7. RESPONSIBILITIES OF EXECUTIVE DIRECTOR EMERITUS:

- A. The Executive Director Emeritus shall serve on the C.O.P.S. Past Leadership Committee and serve as the liaison between the Past Leadership Committee and the C.O.P.S. National Board until such time she is unable or unwilling to serve.
- B. The Executive Director Emeritus shall serve as a member of the Advisory Committee.
- C. The Executive Director Emeritus can attend all Weekends and Camps as well as National Police Week events and conferences as coordinated with the Services Director.
- D. The Executive Director Emeritus can present the Traumas of Law Enforcement, and any other law enforcement training as a certified trainer.
- E. When attending National Police Week, Weekends and Camps, Conferences, Traumas of Law Enforcement and any other C.O.P.S. function the Executive Director Emeritus shall be available to network and further the mission of C.O.P.S.

1.8. RESPONSIBILITIES OF C.O.P.S. PAST LEADERSHIP COMMITTEE:

- A. The Immediate Past President shall chair the Past Leadership Committee. Past Leadership Committee members must be Past National Presidents who are ex-officio members of the National Board and the Executive Director Emeritus. Members of the committee shall be given the option to serve annually.
- B. Shall offer advice to the National Board so as to maintain consistency with the history and mission of C.O.P.S.

- C. The Past Leadership Committee will assist in bridging any communication gap between the National Board and the chapters.

1.9. RESPONSIBILITIES OF C.O.P.S. NATIONAL COMMITTEE CHAIRPERSONS:

- A. Be cognizant of the duties and responsibilities required when appointed as a Committee Chairperson and complete required Committee tasks in a professional manner.
- B. Shall submit his/her report 21 days prior to the: December/January National Board Meeting for the period of June 1 through October 31; July National Board Meeting for the period of November 1 through May 31.

SOP 1.2.I, 1.3.L, 1.5.M., 1.6.E and 1.7.12 amended May 11, 2016

SOP 1.2.I, 1.3..L, 1.5.M, 1.6.X., 1.7.12 and 1.10 amended July 7, 2016

SOP 1.6 amended September 15, 2016

SOP 1.2I, 1.3.L, 1.5.M., 1.6.X., 1.6.DD, 1.7.12., 1.10.B amended December 4, 2017

SOP 1.0 amended, Control #8313-01 – January 9, 2019

SOP 1.3.J. amended, Control # 9050-01 – February 25, 2019

SOP 1.6 and 1.7 amended July 24, 2025