

End of watch

Paperwork

Table of Contents

I. Table of Contents (Showing what documents are in the folder and listing important documents stored elsewhere)

II. Copies of forms filed at the office/department (for example - CHP Forms 102 and 611B)

III. Contact Sheets

A. Department/Agency/Union contacts (direct lines and cell numbers)

B. Family contact list (including who you've chosen as your family spokesperson) *make sure to note who is to take care of your children in the immediate and the long-term

C. Friend contact list *make sure to note who needs to be contacted right away and how you would prefer they be contacted

D. Other contacts (insurance agents, lawyers, accountants, estate executor, etc)

IV. Legal Documents

A. Last Will & Testament

B. Advanced Health Directive

C. Trust

D. Power of Attorney

E. List of locations for deeds, titles, insurance policies, etc.

V. Financial

A. List of all bank, credit, and investment accounts (including usernames and passwords and PINs)

B. List of all safe-deposit boxes and locations of keys

C. List of insurance policies (with policy numbers and contact information) that includes a benefit amount breakdown for each

D. List of local, state, and federal LODD benefits

E. Copies of forms showing beneficiaries for life insurance policies

VI. Other

A. List of all online accounts (email, etc) that includes usernames and passwords

B. List of all important serial numbers (guns, electronics, vehicles, etc)

C. List of other important numbers (social security, passport, driver license, etc)

D. List of important passcodes (safes, alarm codes, etc)

E. List of guns you own, their locations, and any notes about them

F. Other important notes for your spouse/family (ex: on caring for your home or animals, etc)

G. Personal letters to family & friends

VII. Final Arrangements

- A. Type of Services desired (funeral, memorial, wake, viewing, rosary, burial, graveside, cremation, etc.)
- B. Preferred mortuary & cemetery
- C. Preferred Officiant (chaplain, minister, pastor, priest, rabbi, other) & their contact info
- D. Preferred musical selections
- E. Preferred eulogist and speakers
- F. Preferred charity contributions
- G. Pall bearers, if applicable
- H. Preferred Law Enforcement Protocols (honor guard, etc.)
- I. Letters to be read at services

II. Copies of forms filed at the office/department
(for example - CHP Forms 102 and 611B)

III. Contact Sheets

A. Department/Agency/Union contacts (direct lines and cell numbers)

- _____

- _____

- _____

- _____

B. Family contact list (including who you've chosen as your family SpokeSperson) ★make sure to note who is to take care of your children in the immediate and the long-term

- Family SpokeSperson: _____
- Caretaker for children (immediate) _____
- Caretaker for children (long term) _____

Contact:

- | | |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

C. Friend contact list

★make sure to note who needs to be contacted right away and how you would prefer they be contacted

Contact first:

- _____
- _____
- _____

IV. Legal Documents

A. Last will & Testament

B. Advanced Health Directive

C. Trust

D. Power of Attorney

E. List of locations for deeds, titles, insurance policies, etc.

V. Financial

A. List of all bank, credit, and investment accounts (including usernames and passwords and PINs)

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B. List of all safe-deposit boxes and locations of keys

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C. List of insurance policies (with policy numbers and contact information) that includes a benefit amount breakdown for each

- _____

- _____

- _____

- _____

D. List of local, state, and federal LODD benefits ★note - the state and federal benefit information can be found at www.nationalcops.org

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- _____

E. Copies of forms showing beneficiaries for life insurance policies

C. List of other important numbers (social security, passport, driver license, etc)

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A. Type of Services desired (funeral, memorial, wake, viewing, rosary, burial, graveside, cremation, etc)

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B. Preferred mortuary & cemetery (location, phone number)

- _____

C. Preferred Officiate (chaplain, minister, pastor, priest, rabbi, other) & their contact info

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