**Iowa Chapter of Concerns of Police Survivors**

**National Police Week Travel Assistance Policy**

 The Iowa Chapter of Concerns of Police Survivors sets aside funds each year to assist survivors with transportation and lodging, if needed, during National Police Week (NPW) in Washington, DC each May.

The Iowa C.O.P.S. Chapter Board reserves the right to determine the most cost-effective method to pay for travel expenses to NPW and will pay whichever is less, whether it is by airline tickets or reimbursement of mileage expenses paid by survivors.  C.O.P.S. membership includes surviving family members (spouse, child ((natural, adopted and step)), parent and sibling), “significant others”, fiancés, and affected coworkers of law enforcement officer who have died in the line of duty as determined by the Federal Bureau of Investigation (FBI), Bureau of Justice Assistance’s Public Safety Officers Benefit (PSOB, National Law Enforcement Officers memorial Fund (NLEOMF) or Fraternal Order of Police (FOP) criteria.

**The Iowa COPS board reserves the right to determine which family members will receive financial support in attending National Police Week when classified under “other family member” and/or to survivors meeting the above criteria residing outside the state of Iowa if their state chapter is unable to provide financial support.**

**Traveling for National Police Week can bring up unforeseen expenses, which may be reimbursed on a case-by-case basis upon being requested to be reviewed by the Iowa C.O.P.S. Board. The amount of reimbursement may vary depending on overall funding available for the year of attendance. Survivors will be notified if a lower percentage of support will be provided prior to travel.**

If you plan to only attend the Candlelight Vigil on May 13 and the Memorial Service on May 15, then travel and lodging will be at your own expense. **You still need to register with Concerns of Police Survivors in order to have your identification badge. WITHOUT A BADGE you will not be allowed inside the seating area at the Candlelight Vigil or at the Memorial Service.** The only people allowed inside the reserved seating areas are survivors with identification badges and officers in uniform. On the registration form, you will only check off that you are attending the Candlelight Vigil and Memorial services.

Prices for lodging at NPW hotels are as follows: Family, please mark Washington Hilton (Host Hotel) when registering. Coworkers, please mark DoubleTree by Hilton Washington DC when registering

**Washington Hilton (Host Hotel)** 1919 Connecticut Avenue NW, Washington, D.C. 20009 Approximate rate after taxes and fees: $325.00/night

**DoubleTree by Hilton Washington DC** - Crystal City (Located approximately 15 minutes from the Host Hotel) 300 Army Navy Drive, Arlington, VA 22202 Approximate rate after taxes and fees: $235.00/night

**Generator Washington D.C.** (Located directly across the street from the Host Hotel) 1900 Connecticut Avenue NW, Washington, D.C. 20009 Approximate rate after taxes and fees: $275.00/night

**The Churchill Hotel Near Embassy** **Row** (Located directly across the street from the Host Hotel) 1914 Connecticut Avenue NW, Washington, D.C. 20009 Approximate rate after taxes and fees: $275.00/night

Due to the increased number of participants, C.O.P.S. reserves the right to add additional hotels for NPW. Registered attendees will be placed in hotels on a first-come, first-served basis. The number of rooms requested will also be a determining factor in hotel placement. C.O.P.S. will attempt to keep families together but encourages registering early to increase chances of this. C.O.P.S. secures private discounted hotel blocks for each hotel. In order to secure this discounted rate, you must register through C.O.P.S. prior to the deadline. C.O.P.S. will then submit your reservation request to the hotel. Credit cards will not be charged until you check in at the hotel. C.O.P.S. will not be responsible for finding lodging for late registration.

**A. Current Year or 1st Time Attendee Survivors:**

* Reimbursement for 1st year survivors will be up to:
	+ Airfare - $700 for airfare per person to include luggage fees.
	+ Lodging – Up to $325 a night (this will be based on where National C.O.P.S. assigns you) for up to five nights per household
	+ Food and additional expenses will not be reimbursed, only lodging and airfare as several meals are provided at the conference.
* Current year survivors are defined as survivors whose officer died in-the-line-of-duty during the prior calendar year, the officer must have met the federal criteria and the officer will be honored during the National Police Week activities. **If all the paperwork required by the Department of Justice, Public Safety Officers Benefit Program (PSOB) has NOT been approved, your Officer may NOT be recognized and you will NOT be considered a Current Year or 1st Year Survivor.**
* **Required By Iowa C.O.P.S. to be considered for financial assistance/reimbursement for First Year Survivors:**

**Surviving Family:**

* **Orientation – May 13th Time TBD**
* **Candlelight Vigil – May 13th – 8:00 pm to 10:00 pm**
* **National Police Survivors’ Conference Day 1- May 14th 9:00 a.m.-4:00 p.m.**
* **FOP Alignment Meeting (1 person from family) – Date and time TBD**
* **Capitol Memorial Service – May 15th – Time TBD**
* **National Police Survivors’ Conference Day 2- May 16th 9:00 a.m.-4:00 p.m**

**Coworkers:**

* **Orientation – May 13th Time TBA**
* **Candlelight Vigil – May 13th – 8:00 pm to 10:00 pm**
* **Escort Officer Meeting (If designated as Escort for Memorial) – Date and Time TBD**
* **Coworker Sessions – May 14th**
* **FOP Alignment Meeting (Escort Officer) – Date and Time TBD**
* **Capitol Memorial Service – May 15th – Time TBD**
* **Day 2 Breakout Sessions – May 16th – Time TBD (2 sessions)**

**Optional Events/Sessions for All Survivors:**

* **Hands On Program Informational Sessions –**
* **Closing Session/Luncheon – May 16th – 12:00 pm**
* **Blue Family BBQ – May 16th – TBD**

**If you are unable to attend a required session immediately notify a member of the Iowa C.O.P.S. board that is your point of contact in D.C. and provide a legitimate reason. If you are unable to attend a required session for a legitimate reason you will still be provided financial support as outlined above. All times listed above are tentative and may adjust as final preparations are made for police week. A final detailed outline of times will be provided at registration.**

**B. Returning Survivors:**

* **Second Year – 75% of 1st year survivors reimbursement rate will be provided along with $150 conference fee** will be provided for attending National Police Week as long as survivor attends the hands programs and events as outlined below.
* **Third Year – 50% of 1st year survivors reimbursement rate will be provided along with $150 conference fee** will be provided for attending National Police Week as long as survivor attends the hands programs and events as outlined below and volunteer with National C.O.P.S. for at least 4 hours.
* **Fourth Year – 25% of 1st year survivors reimbursement rate will be provided along with $150 conference fee** will be provided for attending National Police Week as long as survivor attends the hands programs and events as outlined below and volunteers with National C.O.P.S. for at least 4 hours.
* **Required By Iowa C.O.P.S. to be considered for financial assistance/reimbursement for returning Survivors:**
* **Candlelight Vigil – May 13th – 8:00 pm to 10:00 pm (2 hrs)**
* **Day 1 National Police Survivors Conference May 14th - 9:00 a.m.-4:00 p.m.**
* **Day 2 Breakout Sessions – May 16th – 9:00 am to 4:00 p.m.**
* **Volunteer for National C.O.P.S. (3rd and 4th year Survivors)**

**Optional Events/Sessions for All Survivors:**

* **Orientation – May 13th**
* **Hands On Program Informational Sessions**
* **Capitol Memorial Service – May 15th TBD**
* **Closing Session/Luncheon – May 16th – 12:00 pm**
* **Blue Family BBQ – May 16th – TBD**

**If you are unable to attend a required session immediately notify a member of the Iowa C.O.P.S. board that is your point of contact in D.C. and provide a legitimate reason. If you are unable to attend a required session for a legitimate reason you will still be provided financial support as outlined above. All times listed above are tentative and may adjust as final preparations are made for police week. A final detailed outline of times will be provided at registration.**

**Other Information about NPW Activities**

1. **Dress Code** – All activities during National Police Week are casual attire, other than the National Law Enforcement Officer’s Memorial Service on May 15th. For the Memorial Service it is suggested that you dress in business attire or clothing worn to church. Wear **comfortable shoes**. The service is conducted on the West Front of the United States Capitol. You will be walking on dirt paths and grass. Uniformed Officers please wear full dress uniform, firearms optional. If you choose to take your firearm, they can be checked with your baggage through the airlines, if traveling by plane. Please contact your airline of choice to determine their security requirements on how to pack your weapon. You may wear your firearms during the week as long as you are carrying your official identification and/or permit.
2. **Weather** – Pack sunscreen and an umbrella. The weather in Washington, DC and Alexandria, VA is unpredictable during the month of May. You should plan to layer your clothing. It can be hot, cold, windy and/or raining. Our Chapter checks the national weather website prior to our trip. You should also check this site prior to packing for your trip by going to [**www.noaa.gov**](http://www.noaa.gov).
3. **Airline Security** – If traveling by plane, check the security requirements of your departing airport. Items taken in carry on luggage are restricted to the current security regulations and can change from time to time. Just prior to departure, check your airport’s security restrictions and limitations, especially restrictions on medications, liquid shampoo, shaving cream, razors, lighters, toys, etc.
4. **Meals** - Food in the hotels and surrounding areas can be very expensive. Each hotel has shuttle buses and meals can be purchased at a local food court; however the schedule is very tight and you may not have time to go to a food court. Please plan to budget for the expense of all your meals and snacks during the week. Survivors and affected coworkers registered to attend the C.O.P.S. Conferences will be provided with some meals. On May 14th, you will be provided with a continental breakfast and lunch. On May 16th you will be provided with a continental breakfast, lunch and dinner at the host hotel.
5. **Code of Conduct** – Each attending survivor is required to follow the code of conduct as set forth by National C.O.P.S. while attending National Police Week.

**Overview of Each Day’s Events**

**(All times are tentative)**

1. May 12 –Official arrival day. All meals are at your own expense. Airport pick-up at **DCA** only between 9AM and 6PM. The Law Enforcement United Bike Riders will arrive on this date, location and time are TBD. Shuttle buses will be available from the host hotel – Washington Hilton only to take you to and from this event. The Law Enforcement United Flag Presentations (1st year survivors) will be held.
2. May 13 - Conference Check-In/Registration and C.O.P.S. Kids/Teens Check-In/Registration are from 8AM-3PM at the Host Hotel, Washington Hilton. New survivor orientations will be held each hour and we **strongly encourage** our new survivors to attend the orientation meetings. Transportation for the Candlelight Vigil from the host hotel will start for family time TBD. Coworkers can take the metro, Iowa C.O.P.S. will assist with this. Uniformed Officers from around the world will be waiting in a gauntlet formation to receive family once they get to Candlelight Vigil. Seating for new and returning survivors is on a first-come first-serve basis. Do not be concerned if you cannot find a seat close to the stage. Large video screens are located throughout the area and you will be able to see and hear everything that is going on. Affected Coworkers and Escort Officers are encouraged to stand during the service along with other officers in order for the surviving family members to have a seat. There are no vendors on site so plan to pack water, drinks and snacks. It is a long evening and you won’t get back to the hotels until 10PM-11PM. You may bring items to leave at the Memorial Wall. Only blue masking tape can be used to attach items to the wall. Items left will become the property of the National Law Enforcement Officers Memorial Fund and will not be returned. Do not leave anything that cannot be replaced. If flying to DC, prior to departure, you should check with your airport security on how to pack any items you will be bringing to leave at the National Memorial Wall, especially if the item is large or oversized and will not fit inside of your checked bags. The Candlelight Vigil program is run by the National Law Enforcement Officers Memorial Fund (NLEOMF). **Iowa** **C.O.P.S. will assist you with any questions or problems, but all rules, regulations and final decisions will be made by the NLEOMF personnel**. If you still have questions regarding the May 13 Candlelight Vigil hosted by the NLEOMF, please call them at (202) 737-3400or email at vigil@nleomf.org.
3. May 14 – 1st day of Concerns of Police Survivors Conference and Kids/Teens Activities. Registered survivors will be provided with a continental breakfast and lunch. Daycare (infant-preschool) is provided for children, stepchildren and/or minor siblings of the **fallen officer ONLY** during scheduled conference times. Deadline to submit daycare request is March 24th, 2023. For more information regarding daycare please contact the C.O.P.S. Services Department at 573-346-4911 or email at cops@nationalcops.org. Daycare for children of other survivors and affected co-workers is not provided. It is strongly recommended that very young children do not attend NPW with you (other than the fallen officer’s children, stepchildren/minor siblings). It is a very long, busy week and the activities are not geared for young children. If you still plan to bring young children with you, then you are responsible for making all daycare/babysitting arrangements. You should contact your assigned hotel to see if anything is available in the area or not. All such daycare/babysitting will be at your own expense.
4. May 15 – First year survivors gather for a light breakfast will be provided at location TBD. Th Memorial Service time has not yet been announced. Coworkers will use the metro or UBER/LYFT for transportation to the Memorial Service You will want to have a hardy breakfast and plan to pack beverages and snacks to take with you. In years past, water has been provided for survivors, but we cannot be sure if that is the case every year. Immediately following the Memorial Service, you can catch shuttle buses to the Memorial Wall for a laying of the Wreath Ceremony or go back to the NPW hotels. Lunch and dinner will be at your own expense. The Memorial Service program is run by the Grand Lodge of the Fraternal Order of Police. **Iowa C.O.P.S. will assist you with any questions or concerns, but all rules, regulations and final decisions will be made by the Fraternal Order of Police personnel.** If you still have questions regarding the May 15 Memorial Service, please contact the Fraternal Order of Police Auxiliary at 615-913-3073 or email at fopmemorialservice@fop.net.
5. May 16 – 2nd day of Concerns of Police Survivors Conference and Kids/Teens Activities. Registered survivors will be provided with a continental breakfast, lunch and dinner at the Host Hotel. Daycare (infant-preschool) is provided for children, stepchildren and/or minor siblings of the **fallen officer ONLY** during the scheduled conference times. All other children are the sole responsibility of their parent/guardian. Deadline to submit daycare request is March 24th, 2023. For more information regarding daycare please contact the C.O.P.S. Services Department at 573-346-4911 or email at cops@nationalcops.org
6. May 17 – Official Departure Day. If flying, make hotel shuttle bus arrangements **the day before your departure date**.

Upon returning from National Police Week, you can expect to feel a variety of emotions including relief that it is over, sadness that you are leaving newly made friends who “get you”, loneliness after being surrounded by such a heavy support system, or all the above and more. Do not hesitate in reaching out to your Iowa C.O.P.S. support team if you need anything during or after this emotional week. After you get back home and have had time to unwind, please mail all of your receipts of expenses to Iowa C.O.P.S., PO Box 52, Granger, IA 50109 or provide them to your family liaison, no later than June 7, 2022. These receipts can be submitted by email as well.

If you have any questions or concerns, please do not hesitate to contact any of our board members that will be attending to support you during this week. You will be provided with contact information for all Iowa C.O.P.S. board members attending police week prior to you departing.

We would like to tell all of you that we, at Iowa C.O.P.S., are honored to assist you. Please let us know if you have any questions about this or any other matter.

Respectfully,

Your Iowa C.O.P.S. Board Members

**Iowa Chapter of Concerns of Police Survivors**

**National Police Week Travel Assistance Policy**

**Return no later than April 1st of year attending**

Each survivor that is requesting reimbursement from Iowa C.O.P.S. for attending National Police Week must read and acknowledge the **Iowa Chapter of Concerns of Police Survivors National Police Week Travel Assistance Policy. Parents and guardians are required to ensure children under their supervision are attending the outlined required courses.** Failure to follow the above outlined requirements will forfeit your eligibility for reimbursement and in some cases require you to reimburse Iowa C.O.P.S. for your expenses and will possibly exclude you from future reimbursement in attending National Police Week and/or other C.O.P.S. programs.

T-Shirt Sizes (per household): S\_\_\_ M\_\_\_ L\_\_\_ XL\_\_\_ 2XL\_\_\_ 3XL\_\_\_

Child T-Shirt Sizes: S\_\_\_ M\_\_\_ L\_\_\_ XL

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EOW:\_\_\_\_\_\_\_\_\_\_\_

Relationship to Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_\_

Dependent’s traveling with you:

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I have read and agree to the terms:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_