



## 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, upon request with transportation and lodging, during National Police Week (NPW) in Washington, DC. Survivors are expected to pay upfront for their travel and lodging expenses. Receipts can be submitted for reimbursement following NPW.

\*\*\*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. Survivors eligible for reimbursement through Iowa C.O.P.S. include:

- spouse, child, parent and sibling - (natural, adopted and step)
- “significant others”, fiancés
- Other family members at the discretion of the board
- affected coworkers

of a law enforcement officer who has 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 unforeseen expenses, which may be reimbursed on a case-by-case basis upon submitting a request to the Iowa C.O.P.S. Board. The amount of reimbursement may vary depending on overall funding available for the year of attendance.

If you plan to only attend the Candlelight Vigil on May 13 and the Memorial Service on May 15, travel and lodging will not be reimbursed by Iowa C.O.P.S. You still need to register with Concerns of Police Survivors in order to have your official National Police Week (NPW) identification badge. without a National Police Week identification 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 NPW identification badges. 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 Omni Hotel and Records: Shoreham Washington DC when registering

- **Washington Hilton (Host Hotel)** 1919 Connecticut Avenue NW, Washington, D.C. 20009 Approximate rate after taxes and fees: \$310.00/night
- **Omni Hotels & Resorts: Shoreham- Washington D.C.** – 2500 Calvert St NW, Washington, D.C. 20008 Approximate rate after taxes and fees: \$299.00/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: \$289.00/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. 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.

## **Reimbursement Amounts and Expectations:**

All Survivors will be notified if a lower percentage of monetary support will be provided prior to travel

### **Current Year or 1<sup>st</sup> Time Attendee Survivors:**

- Current year survivors are defined as survivors whose officer is being honored at NPW in 2025. 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 1<sup>st</sup> Year Survivor.
- Reimbursement for 1<sup>st</sup> year survivors will be:
  - Airfare - Up to \$700 for airfare per person to include luggage fees.
  - Lodging – Up to \$310 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.
- Co-workers attending are required to share their hotel room with a 2<sup>nd</sup> coworker if they are requesting reimbursement. Co-worker survivors may bring their significant other and not share a room with another co-worker. In this case, co-workers' reimbursement from police week will have \$700 deducted from their reimbursement and their spouse is required to pay for their own airline ticket.
- Required By Iowa C.O.P.S. to be considered for financial assistance/reimbursement for First Year Survivors:

#### **Surviving Family:**

- Orientation – May 13<sup>th</sup> Time TBD , Washington Hilton
- Candlelight Vigil – May 13<sup>th</sup> – 8:00 pm to 10:00 pm (National Mall)
- National Police Survivors' Conference Day 1- May 14<sup>th</sup> 9:00 a.m.-4:00 p.m. (Washington Hilton)
- FOP Alignment Meeting (1 person from family) – Date and time TBD
- Capitol Memorial Service – May 15<sup>th</sup> – Time Noon (U.S. Capitol)
- National Police Survivors' Conference Day 2- May 16<sup>th</sup> 9:00 a.m.-4:00 p.m. (Washington Hilton)

#### **Coworkers:**

- Orientation – May 13<sup>th</sup> Time TBA , (Washington Hilton)
- Candlelight Vigil – May 13<sup>th</sup> – 8:00 pm to 10:00 pm (National Mall)



- Escort Officer Meeting (If designated as Escort for Memorial) – Date and Time TBD (Washington Hilton)
- Day 1 Breakout Sessions – May 14<sup>th</sup> (Washington Hilton)
- FOP Alignment Meeting (Escort Officer) – Date and Time TBD (Washington Hilton)
- Capitol Memorial Service – May 15<sup>th</sup> – Time Noon (U.S. Capitol)
- Day 2 Breakout Sessions – May 16<sup>th</sup> – Time TBD (2 sessions) (Washington Hilton)

Optional Events/Sessions for All Survivors:

- Hands On Program Informational Sessions –
- Closing Session/Luncheon – May 16<sup>th</sup> – 12:00 pm
- Blue Family BBQ – May 16<sup>th</sup> – 6:00 pm (Washington Hilton)

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.

**Returning Survivors:**

- **Second Year Attending** – 75% of 1<sup>st</sup> year survivors reimbursement rate will be provided along with \$150 conference fee for attending National Police Week as long as the survivor attends the breakout sessions and events as outlined in this document.
- **Third Year Attending** – 50% of 1<sup>st</sup> year survivors reimbursement rate will be provided along with \$150 conference fee for attending National Police Week as long as the survivor attends the breakout sessions and events as outlined in this document 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 13<sup>th</sup> – 8:00 pm to 10:00 pm (2 hrs)
  - Day 1 National Police Survivors Conference May 14<sup>th</sup> - 9:00 a.m.-4:00 p.m.
  - Day 2 Breakout Sessions – May 16<sup>th</sup> – 9:00 am to 4:00 p.m.
  - Volunteer for National C.O.P.S. (3<sup>rd</sup> year attending Survivors)

Optional Events/Sessions for All Survivors:

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

- **Dress Code** – All activities during National Police Week are casual attire, other than the National Law Enforcement Officers Memorial Service on May 15<sup>th</sup>. For the Memorial Service it is suggested that you dress in business casual attire. 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.
- **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. We recommend you check this site prior to packing for your trip by going to [www.noaa.gov](http://www.noaa.gov).
- **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.
- **Meals** - Food in the hotels and surrounding areas can be expensive. 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 14<sup>th</sup>, you will be provided with a continental breakfast and lunch.
  - On May 16<sup>th</sup> you will be provided with a continental breakfast, lunch and dinner at the host hotel.
- **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)

**May 12, 2025** – **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 (1<sup>st</sup> year survivors) will be held.

### **May 13, 2025**

- 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.
- **Candlelight Vigil:** 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) 737-3400 or email at [vigil@nleomf.org](mailto:vigil@nleomf.org).

**May 14, 2025 – 1<sup>st</sup> 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 (6yrs old)) 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 31, 2025
- For more information regarding daycare please contact the C.O.P.S. Services Department at 573-346-4911 or email at [cops@nationalcops.org](mailto: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.

**May 15, 2025 – Memorial Service at the Capitol - Starts at Noon**

- A light breakfast for First Year Survivors will be provided location TBD.
- Coworkers will use the metro or UBER/LYFT for transportation to the Memorial Service. You will want to have 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.

**May 16, 2025 – 2<sup>nd</sup> 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 parents/guardian. Deadline to submit a daycare request is March 31, 2025. For more information regarding daycare please contact the C.O.P.S. Services Department at 573-346-4911 or email at cops@nationalcops.org

**May 17, 2025 – 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 please complete the online Travel Reimbursement Form at [www.iowacops.org](http://www.iowacops.org) Please attach your receipts (hotel & airfare) and submit them electronically to Iowa C.O.P.S. If you do not have internet access, mail your completed Travel Reimbursement Form along with your hotel and airfare receipts to Iowa C.O.P.S. PO Box 52, Granger, IA 50109 **no later than June 2, 2025.**

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

