

Law Enforcement Officer End Of Watch Folder Planning Guide For more assistance, information, and questions, please visit:

- 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 *note - the state and federal benefit information can be found at www.nationalcops.org
 - 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

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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