|  |  |
| --- | --- |
|  | **2015** |
|  | **Prepared by:** |

|  |
| --- |
| **[End of Watch Folder:]** |
| In the event of a line of duty or end of watch incident, the attached information will provide directives and information on contacts, legal documents, financial accounts, and other relevant details including final arrangement requirements.  |

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# Forms Filed With the Department

1.
2.

# Contact Information

**Departmental Contacts:**

|  |  |  |
| --- | --- | --- |
| **NAME:** | **POSITION:** | **PHONE:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Family Contacts:**

|  |  |  |
| --- | --- | --- |
| **NAME:** | **RELATIONSHIP:** | **PHONE:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Friends of the Family:**

|  |  |  |
| --- | --- | --- |
| **NAME:** | **RELATIONSHIP:** | **PHONE:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Additional Contacts:**

|  |  |  |
| --- | --- | --- |
| **NAME:** | **POSITION:** | **PHONE:** |
|  |  |  |
|  |  |  |
|  |  |  |

# Legal Documents

**Last Will and Testament**

**Advanced Health Directive**

**Trust**

**Power of Attorney**

**Storage Locations for Documents Not Contained in this File**

# Financial Information and Accounts

**Bank Accounts:**

|  |  |  |
| --- | --- | --- |
| **ACCOUNT TYPE:** | **INSTITUTION:** | **ACCOUNT NUMBER:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Credit Card Accounts:**

|  |  |  |
| --- | --- | --- |
| **ACCOUNT TYPE:** | **INSTITUTION:** | **ACCOUNT NUMBER:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Investment Accounts:**

|  |  |  |
| --- | --- | --- |
| **ACCOUNT TYPE:** | **INSTITUTION:** | **ACCOUNT NUMBER:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Safe Deposit Box(es):**

|  |  |  |
| --- | --- | --- |
| **ACCOUNT TYPE:** | **INSTITUTION:** | **ACCOUNT NUMBER:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Insurance Policies:**

|  |  |  |
| --- | --- | --- |
| **ACCOUNT TYPE:** | **INSTITUTION:** | **POLICY NUMBER:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Beneficiaries:**

|  |  |  |
| --- | --- | --- |
| **NAME:** | **RELATIONSHIP:** | **BENEFIT AMOUNT:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Line of Duty Death Benefit Information:**

|  |  |  |
| --- | --- | --- |
| **AGENCY:** | **CONTACT NAME:** | **PHONE/EMAIL:** |
|  |  |  |
|  |  |  |
|  |  |
|  |  |  |
|  |  |  |
|  |  |
|  |  |  |
|  |  |  |
|  |  |

# Personal Documents

**Forms and Identification**

|  |  |  |
| --- | --- | --- |
| **TYPE:** | **NUMBER:** | **ISSUING AUTHORITY:** |
|  |  |  |
|  |  |  |
|  |  |  |

# Serial and Identification Numbers

**Electronics and Vehicles**

|  |  |  |
| --- | --- | --- |
| **MAKE:** | **MODEL:** | **NUMBER:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Pass and Alarm Codes

**Safes, Alarms, PINs**

|  |  |  |
| --- | --- | --- |
| **TYPE:** | **LOCATION:** | **NUMBER:** |
|  |  |  |
|  |  |  |
|  |  |  |

# Armaments

**Guns and Registered Weapons**

|  |  |  |  |
| --- | --- | --- | --- |
| **MAKE:** | **MODEL:** | **NUMBER:** | **LOCATION:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Other Important Accounts

**Email and Online Accounts:**

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE:** | **URL:** | **USERNAME:** | **PASSWORD:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Final Arrangements

**Service Preferences:**

**Preferred Law Enforcement Protocols:**

**Preferred Providers:**

|  |  |  |
| --- | --- | --- |
| **TYPE:** | **BUSINESS NAME:** | **PHONE:** |
| Mortuary/Crematorium |  |  |
| Cemetery |  |  |

**Service Contacts:**

|  |  |  |
| --- | --- | --- |
| **POSITION:** | **NAME:** | **PHONE:** |
| Officiant |  |  |
| Eulogist / Speaker |  |  |
| Musician |  |  |
| Musician |  |  |
| Pall Bearer |  |  |
| Pall Bearer |  |  |
| Pall Bearer |  |  |
| Pall Bearer |  |  |

**Preferred Charity Contributions:**

|  |  |  |
| --- | --- | --- |
| **NAME:** | **CONTACT NAME:** | **PHONE:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Music Selection Preferences:***

|  |  |  |
| --- | --- | --- |
| **Artist** | **Song** | **Recorded or to be sung by musician** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Picture Selections:***

|  |  |  |
| --- | --- | --- |
| **Location (computer, thumb drive, etc.)** | **Video Slide Show** | **Printed Photo for easel or collage** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Personal Letters to Friends and Family

**Letters to Forward:**

|  |  |  |
| --- | --- | --- |
| **TO:** | **ADDRESS:** | **LETTER LOCATION:** |
|  |  |  |
|  |  |  |
|  |  |  |