

Metropolitan Police Department □ Washington, D.C.



GENERAL ORDER



Subject:

HEROES, Incorporated

| Series | Number | Distribution | Change Number |
|---|----------|--------------|---------------|
| 204 | 3 | B | 1 |
| Effective Date January 31, 1994 | | | |
| Revision Date | | | |

The purpose of this order is to establish the policy and procedures for handling donations to HEROES, Incorporated. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department.

- A. Background Information.
- B. Jurisdiction.
- C. Purpose of HEROES, Incorporated.
- D. Direct Donations.
- E. Donations Received by MPD.

PART II Responsibilities and Procedures for Supervisory and Command Personnel

- A. Office of the Chief of Police.
- B. Commanding Officers.
- C. Community Affairs Division.

PART I

A. Background Information.

HEROES, Incorporated was founded in July, 1964, as a non-profit organization dedicated to provide assistance to the spouse and families of police and fire department personnel who have given their lives in the performance of duty. The District of Columbia Government, on the recommendation of the Chief of Police, endorsed the establishment of this community organization.

B. Jurisdiction.

HEROES, Incorporated includes all the law enforcement and fire fighting personnel, professional and volunteer, in the District of Columbia, the adjoining Maryland Counties of Montgomery and Prince Georges, Virginia's Arlington and Fairfax Counties and the Cities of Alexandria and Falls Church.

C. Purpose of HEROES, Incorporated.

1. HEROES, Incorporated stands for "HONOR EVERY RESPONSIBLE OFFICER'S ETERNAL SACRIFICE." HEROES, Incorporated is an organization of dedicated professionals who have realized the importance of ensuring that a slain officer's survivors are provided for through the following measures:

- a. Within twenty-four hours after a law enforcement officer or fire fighter in the National Capitol Area dies in the line of duty, his/her dependents receive emergency funds for any immediate expenses;
- b. These funds are intended to ease the burdens of funeral costs or the immediate daily living expenses at a time when finances are completely disorganized;
- c. At the convenience of the surviving family members, a HEROES, Incorporated fact-finding committee, including a family-selected representative from the deceased's service, makes a comprehensive study of the surviving family needs. Each case is examined on its individual merits to assure the best possible disbursement of funds to ease the economic burden on the family and assist them in a new life; and
- d. Upon request and without charge, qualified professional and business members of HEROES, Incorporated are available to these family members to contribute their advice and counsel on a wide range of social and economic areas.

D. Direct Donations.

1. All donations to HEROES, Incorporated should be made directly to that organization, located at 719 10th Street, N.W., Washington, D.C. 20001. All checks and money orders should be made payable to HEROES, Incorporated.

2. When members of this department are informed by citizens of their desire to make a donation to HEROES, Incorporated, members will inform citizens of the above procedure for making such donations.

E. Donations Received by MPD.

1. Occasionally, a citizen who is grateful for some service provided to him/her by a member of this department will send a commendatory letter to the department, accompanied by a donation to HEROES, Incorporated. When this occurs, these donations will be transmitted to the Office of the Chief of Police, along with a brief memorandum outlining the circumstances under which the donation was received.

2. At the end of each memorandum there shall be a recapitulation of contributions transmitted, in the following form:

- a. Total of checks and money orders received.
- b. Total of cash received.
- c. Less cost of money order, and
- d. Total amount forwarded.

PART II

A. Office of the Chief of Police.

The Office of the Chief of Police works hand-in-hand with representatives from HEROES, Incorporated on a continual basis. All donations received by the Metropolitan Police Department, which are specifically designated for HEROES, Incorporated will be forwarded to that organization by the Chief of Police.

B. Commanding Officers.


1. Commanding officers shall ensure that any donation received by their respective elements are hand-carried to the Office of the Chief of Police by 0900 hours on the next business day.

2. In the event that cash is received, a certified check or money order will be purchased by the organizational element and the donation, minus the cost of the certified check or money order, will be forwarded to the Office of the Chief of Police.

C. Community Affairs Division.

The Chaplain Coordinator shall:

1. Be the designated representative for the department to HEROES, Incorporated in assisting the family of the deceased member.
2. Escort and/or assist the family representative in their presentation before HEROES, Incorporated Benefit Committee; and
3. Perform other such duties as assigned by the Chief of Police.


Fred Thomas
Chief of Police