



Canadian Military Police Association  
PO Box 41190  
1910 St Laurent Blvd  
Ottawa, ON  
K1G 1A0

## **BY-LAW 7 PROCEDURES ON NOTIFICATION OF THE DEATH OF A MEMBER**

### **GENERAL**

1. Upon learning of the death of a serving Military Police member, and/or a member of the Association, the Director of Communications shall notify the CMPA President and the CMPA Secretary by the quickest means possible. The Secretary should share the information with other Executive Committee members to allow for quick passage of information to all concerned. The Director of Communications will contact the family and, with their permission, obtain a publication quality photograph and brief biographical sketch of the deceased member to assist with the preparation of an "In Memoriam" article for publication by all means available.

### **CONDOLENCES**

2. For serving members who are not members of the CMPA, the Secretary shall prepare a letter on CMPA letterhead for the President's signature and forward the letter of condolence to the next of kin (NOK) on behalf of the CMPA and its members.

3. For CMPA members (either serving or retired), the Secretary shall prepare a letter for the President's signature on CMPA letterhead and forward the letter of condolence to the NOK on behalf of all members of the CMPA. The condolence letter may include any additional messages from individual CMPA members across the country. Individual condolences may also be sent separately. Additionally, the President is authorized to spend a sum not exceeding \$100.00 for:

- Flowers to be sent to the NOK on behalf of the Association; or
- A contribution to a registered charity in lieu of flowers, as specified by the member in his/her will or as requested by the NOK.

4. Wherever possible, a member of the Executive Committee, or designated CMPA representative, will pay the Association's respects in person to the NOK at an appropriate time and offer on, behalf of the Association, any or all assistance possible, above and beyond that being provided officially by an Assisting Officer.

### **MILITARY POLICE BADGE & SHADOW BOX**

5. A Military Police badge replica in a shadow box may be issued, as described in By-Law 5, to the NOK of a deceased Military Police member as follows:



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- For a currently serving Military Police member (regardless of CMPA membership status), the member's badge mounted in a shadow box may be issued once requested by the NOK. If, for whatever reason (e.g. passage of time), the member's badge is unavailable for presentation, the presentation shall be in the form of a replica badge mounted in a shadow box.
- For a retired Military Police member whose CMPA membership is in good standing, a replica military badge mounted in a shadow box may be issued to the NOK, if the deceased member has yet to receive their CMPA departure gift.
- For a retired Military Police member whose membership is not in good standing or the deceased member has previously received a CMPA departure gift, the NOK will be permitted to purchase a replica military badge shadow box from the MP Kit Shop.
- In all circumstances, any time requirement is waived.

#### **INSCRIPTION/ENGRAVED PLATE**

6. The CMPA departure gift normally comes with an engraved plaque. If the NOK desires an engraved plate, the NOK/family representative or unit is to provide the CMPA Director of Retirement/Departure Benefits the desired inscription.

#### **PRESENTATION**

7. A designated Association representative will present the memento to the NOK in person.

#### **OPI/OCI**

OPI	Secretary
OCI(s)	President
	Director of Communications
	Director of Retirement/Departure Benefits