



Canadian Military Police Association  
PO Box 712  
Winchester, ON  
K0C 2K0

## **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**

5. A CMPA Departure Gift, as described in By-Law 5, may be given to the NOK of a deceased currently service Military Police member regardless of CMPA membership status as per paras 5 or 6 of By-Law 5. All criteria and procedures described in By-Law 5 apply except the requirement for CMPA Membership and any time requirement is waived. The Assisting Officer should contact the CMPA Departure Gift Coordinator at [CMPADEPARTUREGIFT@GMAIL.COM](mailto:CMPADEPARTUREGIFT@GMAIL.COM) for assistance.



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6. A CMPA Departure Gift, as described in By-Law 5, may be given to the NOK of a deceased former Military Police member as per paras 5 of By-Law 5 in cases where their MP Wallet Badge is still available, and they meet all criteria and procedures described in By-Law 5. Any time requirement is waived. The Assisting Officer or NOK should contact the CMPA Departure Gift Coordinator at [CMPADEPARTUREGIFT@GMAIL.COM](mailto:CMPADEPARTUREGIFT@GMAIL.COM) for assistance.” The availability of the Member’s issued MP Wallet Badge is at the discretion of the Canadian Forces Provost Marshal. If the Member’s MP Wallet Badge is not available, or they were not issued a MP Wallet Badge, a gift as described in para 6 of By-Law 5 may be offered.

7. In cases where the former Military Police Member is not a member in good standing of CMPA, the NOK may purchase a Departure Gift providing all criteria and procedures as described in By-Law 5 are met. The Assisting Officer or NOK should contact the CMPA Departure Gift Coordinator at [CMPADEPARTUREGIFT@GMAIL.COM](mailto:CMPADEPARTUREGIFT@GMAIL.COM) for assistance.”

## **PRESENTATION**

8. 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