



THE CANADIAN PEACE OFFICERS MEMORIAL ASSOCIATION

in conjunction with the

CANADIAN POLICE AND PEACE OFFICER NATIONAL MEMORIAL



NATIONAL MEMORIAL APPLICATION FORM

Organizations that wish to have the name of a police or peace officer recorded on the National Police and Peace Officers Memorial and Roll of Honour should complete this application, attach all supporting documentation and submit the package:

(a) in the case of **peace officers**, to:

**The Canadian Peace Officers Memorial Association,
1741 Woodward Drive
Ottawa
K2C 0P9**

or

in the case of **police officers**, to;
The Canadian Association of Chiefs of Police,
300 Terry Fox Drive, Suite 100, Kanata, Ontario, K2E 0E6.

This application is being submitted by:

(name of sponsoring organization, department or agency)

On behalf of:

(name of deceased officer)

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GUIDE TO COMPLETING THE APPLICATION PACKAGE

A - PEACE OFFICER STATUS AT TIME OF DEATH:

(item 5)

- (a) enclose a brief description of the peace officer's law enforcement duties
- (b) enclose documentation confirming the peace officer status of officer
- (c) enclose copies of applicable legislation with the pertinent citations
- (d) if the officer's peace officer authority was restrained or limited in any way by the employing agency or by law, describe those restrictions.

B - DESCRIPTION OF THE INCIDENT:

(item 12)

Attach a complete, detailed and full description of the circumstances and events preceding, during and subsequent to the incident that resulted in the officer's death, including the dates, times, localities, names of witnesses, subsequent events pertaining to the case, court proceedings and all other pertinent information.

C - MEDIA INFORMATION

Attach copies of all available print media articles or references to this incident including published obituaries, death notices including dates and sources. Also include any audio or visual material that provides information supporting this submission.

D - OFFICIAL REPORTS

Attach copies, where available, of

- (a) police accident or investigation reports
- (b) post mortem findings
- (c) coroner's report
- (d) summaries and results of internal investigations.

E - LACK OF INFORMATION

Where it is not possible to provide the information requested in any item or sub-item from items 3 to 18, attach a written explanation as to why each item or sub-item was not addressed or was not pertinent to this case.

F - POINTS WHICH MUST BE ADDRESSED IN THE OVERALL SUBMISSION

Sponsoring agencies and contact persons should be cognizant of a number of significant factors that will be considered in the review of this application package and take care to ensure that these points are addressed satisfactorily in their submission. They are:

- (a) the deceased officer must have been a sworn, paid, and full time peace officer in Canada, serving as a regular member or employee of a federal, provincial, or municipal law enforcement agency or service¹,
- (b) the deceased officer must have died as a result of an external influence.
- (c) the deceased officer must have been on duty at the time of death, or, if off duty, acting in the capacity of a peace officer; or the circumstances leading to the death must have been brought about because of the officer's official status, and
- (d) the deceased officer must have acted in good faith, in doing everything that could have been reasonably expected, leading up to or at the time of his death.

G - SUBMISSION DEADLINES

Historical applications must be approved by the organization concerned and submitted to the CPOMA Awards Committee before August 1st in any year.

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¹ Note: For greater clarity, this criteria does not include private agencies, auxiliary personnel or volunteers.



Please provide the following information and submit a recent photograph (preferably in uniform) of the officer.

1. **NAME OF APPLICANT** _____

2. **EXACT NAME TO BE RECORDED ON THE MEMORIAL**

3. **DATE OF BIRTH** _____ 4. **DATE OF DEATH** _____

5. **DESIGNATION** _____ 6. **RANK OR TITLE** _____

7. **APPOINTMENT DATE** _____ 8. **YEARS OF OFFICIAL SERVICE** _____

9. **NEXT OF KIN:** (a) name _____ (b) name _____
address _____ address _____

relationship _____ relationship _____
telephone _____ telephone _____

10. **EMPLOYING SERVICE AT TIME OF DEATH**

11. **SUBMITTING SERVICE** _____
address _____
contact _____ rank or title _____
contact address _____
contact telephone _____ facsimile _____ email _____

12. **SUMMARY OF THE CIRCUMSTANCES RESULTING IN DEATH**
(The summary below should outline the principal details pertaining to the officer's death and not exceed 100 words.)

NB. In addition to the summary provided above, a complete description of the circumstances and factors that contributed to the officer's death is required on (a) separate sheet(s) to be enclosed with this submission.

13. **PHOTOGRAPH INCLUDED** _____ (yes) _____ (no - reason)

14. **NAME OF CHIEF OR DIRECTOR** _____

Signature of Chief or Director

Date



FOR INTERNAL USE ONLY			
Application Received _____	Approved: yes/no If no, reason _____		
Approved by: _____	signature	title	date
_____	_____	_____	_____