
S.O.P. #: PERSONNEL-26

SUBJECT: SURVIVOR'S FUND

DIVISION: ALL FIRE DEPARTMENT PERSONNEL

Objective: To maintain a tradition established in 1948 of providing funds to the deceased member's survivor(s) during the interim between death and life insurance settlements.

Section 1: Members.

- A. Membership in the Survivor's Fund is voluntary.
- B. All Fire Department personnel may become a member.
- C. Once an individual joins, they contribute for all deceased personnel who are members of the fund.
- D. Once a member retires from active service, they no longer contribute to the fund, but remain eligible for benefits.
- E. When a member withdraws from the fund prior to retirement, benefits to survivors terminate. To ensure benefits are not paid to survivors, a letter is sent to the former member, with a copy appropriately placed in their personnel file.

Section 2: Survivor's Fund Account.

- A. The account contains sufficient funds for the immediate pay-out of two (2) deceased members; the funds are replaced upon receipt of members contributions.
- B. The initial contribution for a new member to join is \$2.00, so as to maintain sufficient funds to pay-out for 2 deceased members, as stated above. Thereafter, a contribution of one dollar (\$1) per member is to be collected upon the passing of a member.

Section 3: Procedures.

- A. When the Department receives notification of an employee's passing, it is the responsibility of the Survivor's Fund Coordinator to determine if the individual was a member of the fund and, if so, arranges for the following:
 - 1. Notification to be sent by CRT to all Department locations to begin collecting contributions.
 - 2. Immediately having a check sent, by registered mail, to the survivor(s).
- B. The following guidelines shall be followed for forwarding member's contributions to Fire Headquarters:
 - 1. Only one (1) envelope shall be submitted from each Battalion or Support Service location for each deceased member.
 - 2. Contained inside the envelope shall be a daily report from each station location within the Battalion, or Support Division, indicating those who contributed, along with a check or cash (sorted by denomination) equal to the number of persons who contribute.

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3. The envelope is to be sealed prior to sending it to the Survivor's Fund Coordinator in Fire Headquarters.

4. The outside of the envelope shall be addressed, as shown below:

TO: Survivor's Fund Coordinator
Fire Department Headquarters

Survivor's Fund for _____

From: _____ Battalion. Stations: _____.

Total contributions enclosed: \$_____.