

## **RFPA – Branch Grief & Bereavement Protocols**

### **13 August 2024**

These Bereavement Protocols have been prepared by the Northern Beaches RFPA Branch, Grief and Bereavement Officer, to assist branches in what to do when a member passes away. It outlines the role of the RFPA and the role of the Deceased Family.

- **Step One**
  - **Chairman or Executive**
    - Is advised of Passing of Officer
    - Obtain Widow/Relatives/NoK Phone numbers & general contact info.
    - Inform: **Welfare Officer/Grief and Bereavement**
    - Inform RFPA Secretary of passing of Member with as much detail as possible re funeral etc. including the Member's RFPA ID.
    - **It is NOT the function of the RFPA to contact Protocol, SS, Police Bank or DVA under any circumstances. It is the job of the Next of Kin.**
- **Step Two**
  - **Welfare Officer/Grief and Bereavement**
    - **Contact Widow/Relatives/NoK and ASK if they want RFPA involvement and support.**
      - Check and give them Protocol Section contacts etc if not already involved.
        - Protocol & Awards Unit :131 444 or 9285 3222 email protocol@police.nsw.gov.au
      - Next of Kin will provide Protocol with the following information...
        - Full Legal Name of deceased
        - D.O.B.
        - Registered Number
        - Last Station or Duty
        - Full Name and Contact details of Next of Kin
        - Funeral Directors Information, Funeral Date & Time, and location
        - RFPA Branch Bereavement Officer name and contact numbers, email.
      - Next of Kin will request of Protocol (if required)
        - Contact Name and Number of Protocol Officer
        - Honour Guard – Protocol will advised if this is possible.
        - Flag – Funeral Director will often have one, of not Branch to provide.
        - Cap (if not using Officers own) – Honour Guard will often provide this if requested
        - Contact at PAC providing the above
        - Service Register – Protocol will provide via the Honour Guard or to family directly.
        - Request for senior serving officer to be involved (read Service Register etc) if required.
      - Next of Kin will advise the RFPA Branch Welfare Officer that Protocol has been informed and also the Funeral Arrangement information.
      - Remind NoK if Military/RSL should be informed and/or involved. NoK should inform them.
      - Advise Funeral, Protocol Information to branch Chairman/Executive. This will then be formally posted on the Branch website. as well as a Formal Email to all branch members.
- **Step Three**
  - **Welfare Officer/Grief and Bereavement**
    - Does the NoK require RFPA Bereavement support at funeral? Return medals and/or Sash?
    - Ask if the RFPA can take respectful photos of the service for our Branch members.
    - Ask if the branch RFPA can have a short address to the service from Chairman or Rep.
    - Ask NoK who they want to read Service Register and if RFPA Member, advise Executive to arrange. If a serving officer, they should request same of Protocol.
    - Ask if NoK want an RFPA Sash for the coffin. Organise same if Yes – Confirm correct name, post-nominals and Reg.No.
    - Stay in communication with NoK as required
    - Advise re Pension and State Super information if requested.
    - With Next of Kin organise to inform NSW Police Legacy of new widow (at appropriate time)
    - Ongoing contact and support if the Next of Kin is open to contact.
      - Always ask permission for contact at the end of each call, this will indicate how they are going. If the answer from the bereaved is “No I think I’m ok now.”, always leave them with “You know how to contact if you need, please do so “
    - At all times, the privacy of the Next of Kin should be respected i.e. know when to step in and when to stay away.