



CAPITOL POLICE BOARD
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WILLIAM J. WALKER, Chairman
KAREN H. GIBSON, Member
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**U.S. CAPITOL POLICE BOARD REGULATIONS
PERTAINING TO THE MANAGEMENT AND ADMINISTRATION
OF THE UNITED STATES CAPITOL POLICE MEMORIAL FUND**

I. AUTHORITY

The Capitol Police Board (Board) administers and manages the United States Capitol Police Memorial Fund (Fund) established in the Treasury of the United States (including the timing and manner of distribution from the Fund) in accordance with regulations issued by the Board (and approved by the Committee on House Administration (CHA) and the Senate Committee on Rules and Administration (Senate Rules)) pursuant to 2 U.S.C. § 1951, et seq.

II. ESTABLISHMENT OF THE FUND

The Fund has been established in the United States Department of Treasury (U.S. Treasury) and assigned the following Employer Identification Number by the Internal Revenue Service (IRS) [REDACTED]

**III. ACCOUNTABILITY AND RECORD KEEPING REQUIREMENTS FOR
INVENTORY AND DEPOSIT OF CONTRIBUTIONS**

A. PURPOSE

The purpose of these requirements is to ensure an accurate accounting, inventory, and recordkeeping of all contributions received for deposit into the Fund; and to facilitate the expeditious deposit of such funds into the appropriate account in the U.S. Treasury.

B. REQUIREMENTS

1. The Director of the Office of Financial Management (OFM) of the

United States Capitol Police (USCP) is the custodian of the Fund; and is responsible for the duties of receiving and recording contributions in the Department financial management system, maintaining the appropriate documentation for receipt of contributions, issuing receipts to donors, and reconciling the Fund balance with the U.S. Treasury.

2. Proper internal controls over Fund processes (including proper segregation of duties) will be maintained for the accounting activities of receiving contributions, processing receipts for deposit, entering deposit transactions in the financial management system, approving deposit transactions in the financial management system, and reconciling the Fund balance with the U.S. Treasury consistent with Government Accountability Office and USCP internal control standards.

3. Contributions shall be recorded in the financial management system of record in compliance with cash receipt procedures in effect within the OFM. At a minimum, the following data for each contribution shall be included with the deposit number: the donor's name and address, amount of contribution, date of contribution, and check number. The OFM shall respect a donor's intent to remain anonymous.

4. All contributions shall be deposited for the credit of the Fund at the U.S. Treasury. Deposits shall be made through the Federally-insured financial institution used for banking services by the USCP, as formalized by the U.S. Treasury.

5. The OFM Director shall make available all records related to the Fund for review by the Board. In addition, all transactions of the Fund shall be included as part of the USCP independent financial statement audit.

6. The OFM Director, as the custodian of the Fund, shall:

(a) Establish an automated record of contributions as described in III.B.3;

(b) Make certain that all identifiable donors are provided with a receipt for any contributions. Such receipt shall contain the donor's name, date of contribution, and the amount of the contribution; and,

(c) Establish procedures to ensure that receipts are issued to identifiable donors.

7. A monthly reconciliation of records maintained by the OFM Director with the records maintained by the U.S. Treasury of the Fund shall be made and any differences resolved in a timely manner.

8. The USCP Office of Inspector General (or other independent persons as approved jointly by the Board, Senate Rules, and CHA) may serve as independent observers/witnesses for any inventory accounting and deposit session.

C. CONFIDENTIALITY

Access to all records and information relative to the source, amount, and inventory of the contributions to the Fund shall be limited to those individuals with a need to know as a matter of business necessity (as determined jointly by the Board, Senate Rules, and CHA); but shall be available to Senate Rules and CHA. Any other release of such records and/or information shall be made only on prior approval of the Board. The release of any records and/or information provided to Senate Rules and CHA shall be governed by the confidentiality rules, procedures, and/or requirements of the respective committees.

IV. DISTRIBUTION OF FUNDS

A. DEFINITIONS

In this Part –

1. The term “Chief” means the USCP Chief of Police;

2. The term “Committees” means Senate Rules and CHA;
3. The term “employee” means members, officers, officials, and civilian employees of the USCP;
4. The term “family” means a widow(er), biological or adopted children/step-children, and parents/step-parents;
5. The term “incidental death expenses” means expenses for surviving family members (as defined above) to attend official ceremonies immediately following the death and can include travel, hotel rooms, and meals as appropriate. These expenses would not count against the death benefit paid to the family, would be capped at \$5,000 and subject to fund availability as described in IV.B.3.
6. The term “line-of-duty-death” means a death of an employee in the line of duty that occurred when the employee was performing work that was generally in direct benefit to Congress, the USCP, or the public.
7. The term “serious injury in the line-of-duty” means an injury sustained by an employee in the line-of-duty while the employee confronted a situation involving personal danger or averted or minimized potential disaster in direct benefit to Congress, the United States Capitol Police Department, or the public;
8. The term “serious injury expenses” means actual, uncompensated expenses (such as uncompensated medical expenses or out-of-pocket expenses) incurred by an employee as a direct result of a serious injury in the line-of-duty.

B. PAYMENT FROM THE FUND

1. Recommendations. The Chief shall recommend to the Board, in writing, whether a line-of-duty death or a serious injury in the line-of-duty has occurred. The

recommendation shall include the amount of payment or payments from the Fund that should be made to the family of the employee who suffered the line-of-duty death or to the employee who sustained a serious injury in the line-of-duty.

- a. *Line of Duty Death.* If the Chief's recommendation is that a line-of-duty death has occurred, the Chief shall recommend to the Board that a payment from the Fund in the amount of \$200,000¹ be made to the family of the employee who suffered the line-of-duty death (subject to the limitations of section 3). Generally, any payment should be paid in the following order of precedent: (1) widow(er), (2) biological or adopted children/step-children, and (3) parents/step-parents with payments split equally between those in the same category but not split amongst categories absent special circumstances at the Chief's discretion. In extraordinary circumstances and subject to the limitations of section 3, the Chief may recommend a different amount; but the rationale for such a deviation must be provided to the Board. Subject to the limitations of section 3, incidental death expenses up to \$5,000² may be paid out for expenses incurred by the employee's family within six (6) months of the employee's line-of-duty death. It shall be the responsibility of the employee's family or the USCP family liaison to submit to the Chief receipts

¹ Beginning in FY2023, this benefit amount will be adjusted annually to reflect changes in the cost of living using the annual percentage change in the Consumer Price Index for Urban Consumers (CPI-U) for the one-year period ending in the previous June.

² Beginning in FY2023, this benefit amount will be adjusted annually to reflect changes in the cost of living using the annual percentage change in the Consumer Price Index for Urban Consumers (CPI-U) for the one-year period ending in the previous June.

or other documentation that details any incidental death expenses incurred.

The Chief shall include the same as part of the recommendation to the Board.

- b. *Serious Injury in the Line of Duty.* If the Chief's recommendation is that a serious injury in the line-of-duty has occurred, the Chief shall recommend to the Board that a payment or payments from the Fund be made to the employee who suffered the serious injury in the line-of-duty. Subject to the limitations of section 3, the amount of the payment or payments shall be equal to the serious injury expenses incurred by the employee within one year of his or her serious injury in the line-of-duty. It shall be the responsibility of the employee to submit to the Chief receipts or other documentation that details any serious injury expenses incurred. The Chief shall include the same as part of the recommendation to the Board. In extraordinary circumstances and subject to the limitations of section 3, the Chief may recommend payments for serious injury expenses incurred beyond one year from the date of the serious injury in the line-of-duty; but the rationale for such an extension must be provided to the Board.

2. Board Approval.

- a. *Consideration of Recommendation.* The Board shall approve, modify, or reject the recommendation as soon as practicable after a recommendation is made pursuant to section 1 (and after consultation with the Committees). If the Board elects to modify or reject the recommendation, it shall provide a written justification for its decision to the Chief and to the Committees. For the purposes of this section, "as soon as practicable" shall be no later than six

months after receiving the recommendation (absent consultation with the Committees).

- b. *Request for Recommendation.* If an employee is killed or seriously injured and the Chief does not make a recommendation pursuant to section 1, the Board may direct the Chief to make such a recommendation. The Chief shall provide the recommendation within thirty (30) days of the direction by the Board, and the Board shall consider it pursuant to subsection (a) of this section.
- c. *Discretion of the Board.* Consistent with these regulations, the Board may (after consultation with the Committees) determine on its own that a line-of-duty death or serious injuries in the line-of-duty has occurred and authorize payments from the Fund. If the Board makes such a determination, it shall provide a written justification for its decision to the Chief and to the Committees.

3. Limitations on Payments.

- a. Payments for line-of-duty deaths or serious injuries in the line-of-duty are subject to the availability of funds in the Fund.
- b. In no event shall a payment for a line-of-duty death or a serious injury in the line-of-duty be in an amount more than ninety (90) percent of the total amount in the Fund.
- c. In the event of multiple line-of-duty deaths occurring from the same incident, payments by the Board to the families of those who suffered line of duty deaths shall be in equal amounts.

C. REQUIREMENTS

1. Prior to any payment from the Fund by the Board for a line-of-duty death or serious injury in the line of duty, the family or the employee shall provide to the OFM certain information. The information shall include, in writing, the necessary account information, including any deposit instructions, to enable the OFM to make appropriate payments on behalf of the Board from the Fund as may be necessary and required.

2. At the direction of the Board, the OFM Director shall process the payments. The payments shall be handled in accordance with OFM policies and procedures and incorporate appropriate internal control procedures for disbursements.

D. MANNER OF PAYMENT

Any payment issued pursuant to these regulations shall be in addition to, and does not otherwise affect, any other form of compensation payable to the family of an employee or the employee (including benefits for workers' compensation under Chapter 81 of Title 5, United States Code).

V. OVERSIGHT REPORTING

The Board shall prepare and submit a semiannual report to Senate Rules and CHA concerning the status and payment record of the Fund. The Board shall also include in its report any recommended changes to these regulations, including whether to adjust a payment amount under part IV(B)(1)(a) of these regulations. In addition, all payments from the Fund shall be incorporated into the USCP Semi-Annual Report of Disbursements as required by Section 1005 of Public Law 109-55.

Nothing in these regulations shall be construed to mean that the Congress or any of its Members, the Board, or the USCP are the sponsors, promoters, or otherwise sanction any

fundraising efforts on the part of the Fund (unless prior express written authorization by the affected individual or entity is granted). Any determinations made under these regulations and the controlling statute shall not be appealable or reviewable in any manner.

Issued: This 23rd day of March 2022.

William J. Walker Digitally signed by William J. Walker
Date: 2022.03.22
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William J. Walker
Chairman
Capitol Police Board

Karen H. Gibson Digitally signed by Karen H. Gibson
Date: 2022.03.23
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Karen H. Gibson
Member
Capitol Police Board


Blanton, Brett Digitally signed by Blanton, Brett
Date: 2022.03.23
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J. Brett Blanton, P.E.
Member
Capitol Police Board

Approved:

Zoe Lofgren, Chairperson
Committee on House Administration

Date: _____



Amy Klobuchar, Chairwoman
Senate Committee on Rules and Administration

Date: March 23, 2022

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Karen H. Gibson
Member
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Blanton, Brett Digitally signed by Blanton, Brett
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J. Brett Blanton, P.E.
Member
Capitol Police Board

Approved:



Zoe Lofgren, Chairperson
Committee on House Administration

Date: 3/24/2022

Amy Klobuchar, Chairwoman
Senate Committee on Rules and Administration

Date: _____