

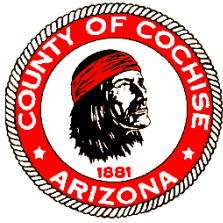
In Your Time of Need...

Cochise County Sheriff's Office



***Leading The Way
Since 1881***

**205 North Judd Drive
Bisbee, AZ 85603
(520) 432-9500**



**COCHISE COUNTY SHERIFF'S OFFICE
OFFICE OF THE CHAPLAIN**

203 N. Judd Drive
Bisbee, Arizona 85603
(520) 432-7581
Fax: (520) 432-7041
dpacker@cochise.az.gov



Dear Friend,

This letter comes to you on a very difficult day in your life. It also comes with my personal expression of sympathy for your loss.

Although I do not know all the circumstances of your loss, grief has also touched my life. Therefore, this letter is written with a sense of sharing emotional pain that the death of a loved one brings.

The information included in this booklet is provided to aid you with the difficult tasks ahead. You will find important phone numbers and helpful tips in the literature enclosed.

If there is some way that the Cochise County Sheriff's Office may be of further assistance, please do not hesitate to phone my office at (520) 432-7581.

With deepest sympathy,

Chaplain Doug Packer

Chaplain Doug Packer

Cochise County Sheriff's Office

What Do I Do Now?

The death of a loved one is always shocking and is often foreign territory. As we grieve the loss of a loved one, we are often bewildered about what we should do. The following checklist can help you start:

1. Some things you may need to do in the next few hours:

- Secure property, valuables and any pets. It is common for friends and neighbors to ask what they can do for you in a time of need. Perhaps you could ask someone you trust to “house sit” or keep an eye on your property while you make all the arrangements you need to make
- Start gathering your support system and have a support member notify those who most need to know
- Notify those in your support system who will deal with the media if needed
- Contact a funeral home to begin funeral arrangements
- Please refer to page 5 regarding getting copies of the death certificate
- Locate any will, living trust or letter of instructions and take with you to the funeral home to ensure that your loved one’s wishes are fulfilled in the funeral/memorial service
- Locate titles, deeds or life insurance policies for life, automobiles, property, etc.
- Begin dealing with the cost associated with death
- Consider memorial gifts or contributions
- Try to get some rest and start thinking about your health

2. Some things you may need to do in the next few days:

- Begin filing insurance and other claims
- Do not make any life-changing decisions right away or without consulting with a trusted person (selling the house, moving a long distance etc.)
- _____
- _____
- _____

3. In the event your loved one died away from home:

- Ask about the location of their belongings (police department, hospital, etc.):
- _____
- Ask where the remains have been taken (medical examiner’s office, funeral home):
- _____

**4. You may obtain a copy of the deputies report from the Cochise County Sheriff's Office:
(520) 432-9500**

(Note that it takes varying amounts of time to obtain death certificates, medical records, autopsy or law enforcement reports. Ask officials when you can expect them)

Deputies report number, if any: _____

Name of contact person: _____

Phone number of contact person: _____

Should there be legal action resulting from the death, remember...

There will be unhealthy consequences if grieving is tied to a legal case. The person or persons responsible may not be caught; if caught, they may not be charged; if charged, they may not be convicted. Allowing the success or failure of a case affect the way you deal with the grief can limit your progress. It is best to view the loss and the legal case as separate events. Nothing that happens in court will make your loss easier.

Adapted from "What To Do When The Police Leave: A Guide To The First Days of Traumatic Loss" by Bill Jenkins (1999). WBJ Press: Richmond, VA

**PIMA COUNTY MEDICAL EXAMINERS OFFICE
TUCSON, AZ**

The following information is provided to assist you in making necessary arrangements for the deceased. Your loved one may be taken to the Pima County Medical Examiner's Office in Tucson, AZ for examination to determine the cause of death. The exact order of events may vary in certain cases.

We understand that the necessity of doing this may create questions and/or concerns. Therefore, we invite you to call the following number with questions or concerns you may have during office hours of Monday – Friday, 8 AM – 5 PM, except major holidays. Do not go to the Medical Examiner's Office unless requested to make an identity.

- **Pima County Medical Examiner's Office: (520) 724-8600**
- **webcms.pima.gov/government/medical_examiner/**

The next of kin or person responsible by law for making burial/funeral arrangements should contact a funeral home of their choice. The funeral director will contact the Medical Examiner's Office.

The examination and release of decedent is generally done **within 72 hours** where upon the Medical Examiner's Office will contact the funeral director.

Common Questions:

Is an autopsy always done? No. The Medical Examiner's Office always tries to honor the wishes of family when deciding if an autopsy is necessary, but the final decision is made by the doctor reviewing the case to certify the cause and manner of death.

Can I view the body at the Medical Examiner's Office? Viewing is only allowed if it is necessary to establish identification and no other means is available.

When will I get a death certificate? In most cases the doctor will issue a preliminary cause of death immediately following the examination but will not include this information on the death certificate until all the findings are verified. The funeral home generally obtains copies of the death certificate for you. Be sure to get enough copies to file with insurance, banks, Social Security, etc. Usually **at least 10 copies** are recommended.

AREA FUNERAL HOMES

Hatfield Funeral Home

830 S Highway 92
Sierra Vista, AZ 85635
Phone: (520) 458-5120
www.hatfieldfh.com

Jensen's Sierra Vista Mortuary

5515 S Highway 92
Sierra Vista, AZ 85650
Phone: (520) 378-4895
www.jensensmortuary.com

Brown-Page Mortuary Inc

910 F Ave
Douglas, AZ 85607
Phone: (520) 364-3434
www.brownpagemortuary.com

Alex Espinosa Bisbee Funeral Home

1094 W Highway 92
Bisbee, AZ 85603
Phone: (520) 432-2491

Adair Douglas Funeral Chapel

1860 E 8th Street
Douglas, AZ 85607
Phone: (520) 364-2121

Westlawn Chapel & Mortuary

105 S Arizona Ave
Willcox, AZ 85643
Phone: (520) 384-2413

San Pedro Funeral Home

1500 S Lobos Run
Benson, AZ 85602
Phone: (520) 586-8841

Richardson's Benson Mortuary

725 E 4th Street
Benson, AZ 85602
Phone: (520) 586-2288
www.richardsonsbensonmortuary.com

The foregoing list is not meant to be all-inclusive.

Inclusion on this list does not constitute endorsement by the Cochise County Sheriff's Office

MAKING FUNERAL ARRANGEMENTS

Funeral arrangements must be made and authorized by spouse, next-of-kin or other responsible party, even if prepaid. For accuracy, take the deceased person's social security card, driver's license and birth certificate with you to the mortuary. The following items will assist you in making funeral arrangements. If some items are not available, your funeral director may be able to help you in obtaining them.

Social Security Number: Benefits that are available will be explained by your funeral director. You will need the Social Security Number of the deceased to assist you in making a claim.

Veterans Benefits: In order to apply for these benefits you will need Veterans Administration identification, such as discharge papers, military service number or identification card.

Vital Records: An important part of the arrangement process is the recording of vital personal data that will form the official record of death. Listed below are some items that are commonly helpful.

- ❖ Deceased's place of birth
- ❖ Deceased's date of birth
- ❖ Mother's given and maiden name and place of birth
- ❖ Father's name and place of birth

Insurance Policies: If the deceased person made pre-arrangements, purchased one or more burial policies, and/or had life insurance policies, you will take them to the meeting with the funeral director.

Newspaper Notices: The funeral director can notify local papers, as well as papers in other cities. An obituary should list the survivors, place of birth, birth and death date and provide something about the decedent such as what clubs, organizations, church membership, etc. in which the decedent participated.

Clothing: Families often ask about clothing. It is the policy of most funeral homes to completely dress all bodies, including undergarments. The type of clothing is usually optional and often reflects the individual's taste.

Photograph: A photograph of the deceased can be of help to the funeral director. The same photo may be used for the obituary. Be aware that many newspapers charge to print photos.

FUNERAL SERVICES

The purpose of a funeral is to honor a person's life. It is an opportunity for family and friends to gather and remember the deceased while offering support and comfort to one another. Planning a funeral can be an emotional process with several legal and financial matters to consider. Taking these steps can help you as you plan, whether you are planning your own funeral or that of a loved one.

Funeral Planning Summary Sheet

1. **Choosing a Funeral Home** – If your loved one has planned ahead and selected a funeral home, contact them. If you have time, you should compare at least two funeral homes in order to get the best services and price possible. You may prefer to use a funeral home which is familiar to you where you felt comfortable with the surroundings or staff. Ask if a funeral director is certified with the national Funeral Directors Association. It is not mandatory that they are certified, but it guarantees a level of professionalism compared to a funeral director who is not certified.
2. **Ask for a price list** – Funeral homes are required by law to provide you with :
 - a. Written itemized price lists in person or on the phone to help you make comparisons.
 - b. Consumer Guide to Arizona Funerals information brochure.
 - c. General Price List before discussing funeral arrangements.
 - d. Outer Burial Container Price List before discussing purchase of outer burial containers from the establishment.
3. **Carefully choose extras** – Do not be pressured to buy. Remember, funeral directors and funeral homes are trying to sell you something. **DO NOT** say yes to everything. Ask plenty of questions. A simple service can honor as well as an elaborate service.
4. **Avoid emotional overspending** – It is not necessary to buy the most expensive casket or funeral. Most people won't have the money for a very elaborate funeral and will end up financing it with interest. In the end, this can be expensive.
5. **Familiarize yourself with your rights** – Funeral laws vary from state to state. Make sure you know what goods or services you are required to purchase and which ones are optional. The easiest way to find this information is to go to do an internet search on Arizona funeral laws.
6. **Always think before you buy** – Do not be afraid to ask the funeral director how you can “cut costs.” For example, you can limit viewing to one day or one hour before the funeral. You can also dress your loved one in a favorite outfit instead of paying extra for very expensive burial clothes.
7. **Read the fine print** – You will be asked at the time of funeral arrangements to sign a contract called a Statement of Funeral Goods and Services, which lists your selections. Read the contract before signing.
8. **Third Party Charges** – Funeral homes may charge in advance for certain items that they purchase from a third party on your behalf. These items may include cemetery or crematory

charges, obituary notices, death certificates, flowers, clergy, musician honoraria and motorcycle escorts. State law prohibits charging more than the actual cost of these items without informing you that there is a service or handling fee.

9. **Location** – Decide if the location of the funeral home will be centrally located to your family and friends.

Cemetery Requirements

1. Cost may include cemetery plot, opening and closing of the grave, grave liner or vault and memorial or marker.
2. Cemeteries usually require a minimum container or casket and some sort of protection to prevent the collapse of the grave after burial.
3. Options include earth burial, entombment (placement of casket in a building called a mausoleum) or placement of cremated remains in a columbarium niche (a room or space in a mausoleum).
4. For each option offered, cemeteries may have specific requirements concerning type of memorial or marker and minimum casket or container requirements.
5. Check with the cemetery of your choice to determine its requirements and related costs.

Cremation Information and Requirements

1. Cremations must be authorized by the county Medical Examiner to ensure that any evidence of criminal activity is not destroyed.
2. State law requires that the spouse, next-of-kin or other person with legal authority sign a form authorizing cremation. The person is called the “Authorizing agent”. If there is no spouse, most funeral homes require written consent of all next-of-kin (children or siblings) sharing the same relationship to the deceased.
3. Unless arrangements are made with the funeral home, you are solely responsible for disposition of the cremated remains which may be buried, entombed, placed in a niche, scattered over private land with permission of the owner or over public property (may require permit) or remain in family’s possession, usually in urn (wood, marble or metal container).
4. Cremated remains should be collected upon notice of availability. The crematory authority may dispose of the remains in a legal manner 120 days after the cremation or after agreed to pick up date.
5. Cremation is performed by placing the deceased in a combustible casket or container that in turn is placed in a cremation chamber and subjected to intense heat/flame. Bone fragments and dust are brushed from the chamber after cremation; however, it is impossible to remove all the cremated remains. Because some dust and residue remain in the chamber, there may be an inadvertent or incidental co-mingling of residue from previous cremations. This also may occur as a result of mechanically processing cremated remains.

The above information has been reprinted with permission from the Arizona State Board of Funeral Directors and Embalmers’ Consumer Guide to Funeral information. The complete guide can be obtained from any funeral establishment.

MEMORIAL SERVICES

Types of Memorial Services

Here is some basic information about the most common types of memorial services. Some people want all of these options; others want a different set of options. The choice is entirely yours.

Viewing: This is an opportunity for family and friends to view or sit with the body. A viewing is commonly held at a funeral home or mortuary, but you are free to choose another place; for example, your home, a community hall, or a church.

Wake: Traditionally, a wake is a gathering to celebrate and remember the life of the person who has died. Often characterized by both sadness and gaiety, this gathering can be an important part of the grieving process, allowing the family and friends the opportunity to come together and comfort each other and grieve. A wake is often held at a family home or a mortuary that offers wake service.

Memorial Ceremony: A memorial ceremony is a less formal ceremony held to remember the life of someone who has died. It often takes the place sometime after the burial or cremation, so the body is not usually present. Memorial ceremonies may be held anywhere; for example, a mortuary, religious building, outdoors, or even a favorite restaurant.

Memorial ceremonies are often the choice of those who wish to have an economic, simple after-death commemoration. While funeral directors, grief counselors or clergy members may be involved in memorial ceremonies, they are not necessarily the people to consult for objective advice. Many will say that traditional funerals – often more costly – are most effective in helping survivors through the mourning process. Most survivors take the greatest comfort from a ceremony that reflects the wishes and personality of the deceased person and the surviving family members.

Ceremony of Ashes: After cremation, ashes may be legally scattered in some areas. These are garden areas made especially for this purpose. A decorative urn or a decorative, unique smaller container may be used to contain the ashes. The urn may be kept in the home or placed in a small vaulted wall or buried by itself or buried on top of an existing grave site.

**SOME IMPORTANT DETAILS TO ADDRESS AFTER THE FUNERAL ARRANGEMENTS
ARE MADE:**

- **After the final arrangements are made, you may need to:**
 1. Contact an attorney or Legal Aid Society. Take original will, living trust, financial documents, balances, death certificates and inventory of safe deposit box to the meeting with an attorney because settling an estate can be a complex affair, especially if there is no will
 2. Contact all life insurance companies and request claim(s) forms
 3. Inquire if mortgage insurance exists on the home
 4. Contact all creditors (including utility bills, credit cards, etc.)
 5. Cancel those credit cards on which the decedent was the only signer
 6. Contact the post office to make any necessary changes in delivery of mail
 7. Notify Social Security (if applicable you must have the social security number) and any other organization paying a retirement pension or paying an annuity upon death
 8. Check employee benefits to secure any available death benefits
 9. Check memberships which have offered group life insurance
 10. Automobile insurance may have a claim if the death was a result of a crash
 11. Veterans benefits may be available by contacting the Veterans Administration Regional Office

- **Obtain account balance on mortgages, loans, checking and savings accounts as of the date of death. Then gather and organize financial documents which the decedent may have:**
 1. Bank accounts, credit unions, mutual funds or brokerage accounts
 2. Certificates of deposit
 3. Stock certificates or bonds. If stocks or bonds are held in joint tenancy, contact stockbroker to change records to reflect ownership only by surviving joint tenant
 4. Any promissory notes from which the decedent received payment
 5. Titles to vehicles and/or mobile homes, etc. If automobiles are held in joint tenancy, change motor vehicle titles to reflect ownership only by surviving joint tenant
 6. Deeds to real property
 7. Appraisals of jewelry or other valuable personal property
 8. Get access to and inventory any safe deposit box
 9. Continuation of health insurance if you were carried on the policy of the decedent
 10. Cancel any upcoming appointments with doctors, dentists, auto-repair shop, etc.
 11. Cancel automatic refills of medications
 12. If the decedent lived alone stop any newspapers or other deliveries

- **Notify CPA, accountant or bookkeeper of the death to ensure IRS tax filings are done**

UNDERSTANDING AND SUPPORTING GRIEF AND LOSS

Grief is a long-term process and there will be good days and bad. Someone who has lost a loved one will never return to their pre-grief state, but they will eventually find joy in new ways.

There really are no true “stages of grief” and no time frame for mourning. All of the recognized stages are fluid. That means that the stages cannot be separated, that the survivor will go back-and-forth between stages from time to time and that the stages do not necessarily follow the same given order for everyone. Everyone approaches grief in their own way and in their own time.

“On Death and Dying” author, Dr. Kubler-Ross, stated that she had never meant for the 5 stages of grief to “help tuck messy emotions into neat packages.” There is no single pathway or progression through grief that is the main fault of any attempt to stage grief like this. Even the different Kubler-Ross stages can be experienced multiple times, at the same time, and in any order. Typically, the seven (7) stages of grief are described as:

- Shock and Denial
- Pain and Guilt
- Anger and Bargaining
- Depression, Reflection, Loneliness
- The Upward Turn
- Reconstruction and Working Through
- Acceptance and Hope

Once again, it is important to interpret the stages loosely, and expect much individual variation. There is no neat progression from one stage to the next. In reality, there is much looping back, or stages can hit at the same time, or occur out of order. So why bother with stage models at all—because they are a good general guide of what to expect. For example, generally, a long period of “depression” (not clinical depression), isolation and loneliness happen late in the grief process, months after the tragedy strikes. It actually is normal and expected for you to be very depressed and sad eight months later.

Outsiders do not understand this and feel that it should be time for you to “get over it” and rejoin the land of the living. Just knowing that your desire to be alone with your sad reflections at this time is normal will help you deal with outside pressures. You are acting normally. They just “don’t get it.”

UNDERSTANDING AND SUPPORTING GRIEF AND LOSS

The Seven Stages of Grief Model

1. **Shock and Denial:** You will probably react to learning of the loss with numbed disbelief. You may deny the reality of the loss at some level in order to avoid the pain. Shock provides emotional protection from being overwhelmed all at a once. This may last for weeks.
2. **Pain and Guilt:** As the shock wears off, it is replaced with the suffering of unbelievable pain. Although excruciating and most unbearable, it is important that you experience the pain fully and not hide it, avoid it or escape from it with alcohol or drugs. You may have guilty feelings or remorse over things you did or did not do with your loved one. Life feels chaotic and scary during this phase.
3. **Anger and Bargaining:** Frustration gives way to anger and you may lash out and lay unwanted blame for the death on someone else. Please try to control this as permanent damage to your relationship may result. This is a time for the release of bottled up emotion. You may rail against fate, questioning “Why me?” You may also try to bargain in vain with the powers that be for a way out of your despair (“I will never drink again if you just bring him back.”)
4. **“Depression,” Reflection, and Loneliness:** Just when your friends may think you should be getting on with your life, a long period of sad reflection will likely overtake you. This is a normal stage of grief, so do not be “talked out of it” by well-meaning outsiders. Encouragement from others is not helpful to you during this stage of grieving. During this time you finally realize the true magnitude of your loss and it depresses you. You may isolate yourself on purpose, reflect on things you did with your lost one and focus on memories of the past. You may sense feelings of emptiness or despair.
5. **The Upward Turn:** As you start to adjust to life without your dear one, your life becomes a little calmer and more organized. Your physical symptoms lessen and your “depression” begins to lift slightly.
6. **Reconstruction and Working Through:** As you become more functional your mind starts working again and you will find yourself seeking realistic solutions to problems posed by life without your loved one. You will start to work on practical and financial problems and reconstructing yourself and your life without him or her.
7. **Acceptance and Hope:** During this, the last of the seven stages in the grief model, you learn to accept and deal with the reality of your situation. Acceptance does not necessarily mean instant happiness. Given the pain and turmoil you have experienced you can never return to carefree, untroubled YOU that existed before this tragedy. But you will find a way forward. You will start to look forward and actually plan things for the future. Eventually, you will be able to think about your lost loved one without pain, sadness, yes, but the wrenching pain will be gone. You will once again anticipate some good times to come, and yes, even find joy again in the experience of living.

HELPING YOUR CHILD DEAL WITH DEATH

When a loved one dies, it can be difficult to know how to help kids cope with the loss, particularly as you work through your own grief. How much kids can understand about death depends largely on their age, life experiences and personality. But there are a few important points to remember in all cases.

Explaining Death in a Child's Terms

Be honest with kids and encourage questions...this can be hard because you may not have all of the answers. But it is important to create an atmosphere of comfort and openness and send the message that there's no one right or wrong way to feel. You might also share any spiritual beliefs you have about death.

A child's capacity to understand death – and your approach to discussing it – will vary according to the child's age. Each child is unique but here are some guidelines to keep in mind:

- Until kids are about 5 or 6 years old, their view of the world is very literal. So explain the death in basic and concrete terms. If the loved one was ill or elderly, for example, you might explain that the person's body wasn't working anymore and the doctors couldn't fix it. If someone dies suddenly, like in an accident, you might explain what happened – that because of this very sad event, the person's body stopped working. You may have to explain that “dying” or “dead” means that the body stopped working.
- Kids this young often have a hard time understanding that all people and living things eventually die and that it is final and they won't come back. So even after you've explained this, kids may continue to ask where the loved one is or when is the person returning. As frustrating as this can be, continue to calmly reiterate that the person has died and cannot come back. Avoid using euphemisms such as telling kids that the loved one “went away” or “went to sleep” or even that your family “lost” the person. Because young kids think so literally, such phrases might inadvertently make them afraid to go to sleep or fearful whenever someone goes away.
- Also remember that kid's questions may sound much deeper than they actually are. For example, a 5-year-old who asks where someone who dies is now probably is not asking whether there is an afterlife. Rather, kids might be satisfied hearing that someone who died is now in the cemetery. This may also be a time to share beliefs about an afterlife or heaven if that is part of your belief system.
- Kids from the ages of about 6 to 10 start to grasp the finality of death, even if they don't understand that it will happen to every living thing one day. A 9-year-old might think, for example, that by behaving or making a wish grandma won't die. Often kids this age personify death and think of it as the “boogeyman” or a ghost or a skeleton. They deal best with death when given accurate, simple, clear and honest explanations about what happened.

HELPING YOUR CHILD DEAL WITH DEATH

Helping Teens Through A Death

As kids mature into teens they start to understand that every human being eventually die, regardless of grades, behavior, wishes or anything they try to do.

As teen's understanding about death evolves, questions may naturally come up about mortality and vulnerability. For example, if your 16-year-old's friend dies in a car accident, your teen might be reluctant to get behind the wheel or even ride in a car for awhile. The best way to respond is to empathize about how frightening and sad this accident was. It is also a good time to remind your teen about ways to stay safe and healthy like never getting in a car with a driver who has been drinking and to always wear their seatbelt.

Teens also tend to search more for meaning in the death of someone close to them. A teen who asks why someone had to die probably isn't looking for literal answers but starting to explore the idea of the meaning of life. Teens also tend to experience some guilt, particularly if one of their peers died. Whatever your teen is experiencing the best thing you can do is to encourage the expressions and sharing of grief.

And if you need help there are many resources – from books to counselors to clergy to community organizations – which can provide guidance. Your efforts will go a long way in helping your teen get through this difficult time and through the inevitable losses and tough times that come later in life.

Mourning the Loss

Is it right to take kids to funerals? It is up to you and your child. It is appropriate to let kids take part in any mourning ritual – if they want to. First explain what happens at a funeral or memorial and give kids the choice of whether to go.

What do you tell a young child about the funeral? You may want to explain that the body of the person who died is going to be in a casket and that the person will not be able to talk or see or hear anything. Explain that others speak about the person who died and that some mourners may be crying.

Share any spiritual beliefs you have about death and explain the meaning of mourning rituals that you and your family will observe.

If you think your grief might prevent you from helping your child at this difficult time, ask a friend or family member to care for and focus on your child during the service. Choose someone you both like and trust who won't mind leaving the funeral if your child wants to go. Many parents worry about letting their kids witness their own grief, pain and tears about death. Don't!! Allowing your child to see your pain shows that it is a natural reaction to emotional pain and loss. And it can make kids more comfortable sharing their feelings. But it is also important to convey that no matter how sad you may feel you will still be able to care for your family and make your child feel safe.

Getting More Help

As kids learn how to deal with death they need space, understanding and patience to grieve in their own way.

They might not show grief as an adult would. A young child might not cry or might react to the news by acting out or becoming hyperactive. A teen might act annoyed and might feel more comfortable confiding in peers. Whatever their reaction, don't take it personally. Remember that learning how to deal with grief is like coping with other physical, mental and emotions. Nevertheless, watch for any signs that kids need help coping with a loss. If a child's behavior changes radically, for example, a gregarious and easygoing child becomes angry, withdrawn or extremely anxious or goes from having straight A's to D's in school – seek help.

A doctor, school guidance counselor or mental health organization can provide assistance and recommendations. Also look for books, websites, support groups and other resources that help people manage grief.

Parents cannot always shield kids from sadness and losses. But helping them learn to cope with them builds emotional resources they can rely on through life.

KidsHealth.org has a myriad of information to help providers, parents and kids. This website is highly recommended as a resource for any parent or child attempting to recover from a devastating loss. Please review this website for an overview of what is available so you can better aid the victims and survivors you are called to upon to help.

SAMPLE LETTERS

TO DECEASED'S EMPLOYER

Dear _____,

This letter is to inform you that my (husband, wife, etc.) died on (month, day, and year).

I would appreciate information on fringe benefits, such as group life insurance coverage, pension funds, accrued vacation or sick pay, disability pay, terminal pay allowance, gratuity payments, unpaid commissions, credit union balance, and service recognition awards, etc.

Please send a list of documents you require and any necessary forms to be completed.

Sincerely,

Your signature

Your full name (typed or clearly printed)

Your address (typed or clearly printed)

Your phone number (typed or clearly printed)

TO CREDITORS

Dear _____,

This letter is to inform you that my (husband, wife, etc.) died on (month, day, and year).

I wish to inquire whether (his or her) loan was covered by a credit life insurance plan offered by you organization.

Please send a list of documents and/or information necessary to file a claim. I would appreciate a response at your earliest convenience.

Sincerely,

Your signature

Your full name (typed or clearly printed)

Your address (typed or clearly printed)

Your phone number (typed or clearly printed)

A WORD OF CAUTION

Beware of Fraud

Every year survivors become vulnerable to those who prey on the suffering of others. The most vulnerable are individuals who are not accustomed to handling their own financial affairs. There are people who will search obituary pages of newspapers to find unsuspecting targets. Some of the fraud schemes involve promising to deliver a product or service. Others offer to inspect your home and then invent a problem that needs immediate and costly repair.

A good rule of thumb is to never do business with anyone before checking their reputation with the local Better Business Bureau.

LIFESTYLE TIPS FOR PEOPLE IN GRIEF

- ❖ Discipline yourself to eat regularly even if you feel you cannot eat as much as usual.
- ❖ Eat a balanced diet.
- ❖ Avoid sweets and fatty foods.
- ❖ Drink 8 to 10 glasses of water a day.
- ❖ Schedule 20 to 30 minutes of vigorous exercise daily. Consult your physician about appropriate exercise for your age and condition.
- ❖ Interaction with others will help your body and mind rejuvenate to support you as you deal with loss.
- ❖ Concentrate on deep breathing in open air.
- ❖ Concentrate on keeping good posture.
- ❖ Try to catch a nap during the day.
- ❖ Avoid alcoholic beverages altogether. Alcohol is a depressant.
- ❖ Avoid caffeine – hot or cold. This stimulates then lets you down.
- ❖ Avoid solitary TV watching.
- ❖ Keep regular hours.
- ❖ Keep a balance between work, relationships and aloneness.
- ❖ Honor your spiritual or religious needs to bring comfort on a spiritual level.
- ❖ Be kind to yourself and forgive yourself and the ones you love.



MedReturn Program

As many are aware, the impacts of improper medication disposal into water supplies and trash is becoming an issue nationwide. In light of this public health issue Cochise Health & Social Services, the Cochise County Sheriff's Office and Fire, Police and Hospital partners in Cochise County are now providing our community with a comprehensive medication disposal program.

Our program provides free, disposal locations for all Cochise County residents. We currently have twelve drop off locations located throughout Cochise County.

Cochise County Locations:

- Fry Fire Department - 4817 S. Apache Ave., Sierra Vista
- Tombstone Fire Department - 315 E. Fremont St., Tombstone
- Huachuca City Fire Department - 500 N. Gonzales Blvd., Huachuca City
- Bisbee Police Department - 1 W. Highway 92, Bisbee
- Douglas Fire Department - 1400 E. 10th St., Douglas
- Sunsites Fire Department - 105 Tracy Rd., Pearce
- Elfrida Fire Department - 10293 N. Central Hwy, Elfrida
- Willcox Police Department - 320 Rex Allen Dr., Willcox
- Northern Cochise Community Hospital - 901 W. Rex Allen Dr., Willcox
- Whetstone Fire Department - 2422 N. Firehouse Ln., Huachuca City
- Benson Hospital - 450 S. Ocotillo Ave., Benson
- Palominas Fire Department - 10202 S. Highway 92, Palominas

Items Accepted

Prescription medications
 Over-the-counter medications
 Vitamins
 Medication Samples
 Pet Medications
 Written Prescriptions
 Prescription pads

Items not accepted

Hydrogen peroxide
 Inhalers
 Aerosol Cans
 Liquids
 Medications from Doctors' offices or clinics
 Needles
 Thermometers

COMMUNITY RESOURCE GUIDE
IN ALL EMERGENCIES, DIAL 911

HOTLINES:

Nurse Wise Crisis Line	866-495-6735
Suicide Prevention	800-273-8255
Domestic Violence	800-799-7233
Sexual Assault	800-656-4673
Child Abuse	800-767-2455

LOCAL LAW ENFORCEMENT:

Cochise County Sheriff's Office	520-432-9500
Bisbee Police Department	520-432-2261
Sierra Vista Police Department	520-458-3311
Huachuca City Police Department	520-456-1353
Willcox Police Department	520-384-4673
Tombstone Marshalls Office	520-457-2244
Fort Huachuca Military Police	520-533-3000

DOMESTIC VIOLENCE HOUSING:

Forgach House - Sierra Vista	520-458-9096
House of Hope – Douglas	520-364-2465

HOUSING AND HOMELESS SERVICES:

Bisbee Coalition for the Homeless	520-432-7839
Good Neighbor Alliance	520-439-0776
Housing Authority of Cochise County	520-432-8884
Bisbee Food Bank	520-432-3872
Saint Vincent DePaul – Douglas	520-364-7573
Douglas Food Bank	520-364-4170

HOUSING AND HOMELESS SERVICES: (cont.)

Food Bank of Tombstone	520-457-3681
Saint Vincent DePaul – Sierra Vista	520-458-9725
Willcox Community Food Pantry	520-384-2114
Southeast AZ Food Bank	520-384-4433
Area Agency on Aging (SEAGO)	520-432-5301

CRIME SCENE CLEAN UP:

Aftermath Services	888-853-7603
Servpro	520-300-8991
AZ Bio Cleanup & Restoration	520-882-4350
Puro Clean	520-378-9454

The forgoing list is not meant to be all-inclusive
Inclusion on the list does not constitute endorsement by the Cochise County Sheriff's Office

THINGS TO DO

Appointments to cancel:

Contact person(s) for food/household supplies:

Social Security Benefits (800) 772-1213 or check on line at <http://www.ssa.gov/>

CONTACT NAMES	PHONE NUMBERS

Veterans Benefit Information (800) 827-1000

CONTACT NAMES	PHONE NUMBERS

Financial Obligations (loans, credit cards, mortgage, etc.)



**This booklet is provided
as a resource for you from the
Cochise County Sheriff's Office Chaplains.**

**We extend our heartfelt
sympathy and condolences to you
in your time of loss.**

**We hope this information
will be helpful and assist you during
this difficult time.**

Sincerely,

Chaplain Doug Packer

Chaplain Doug Packer

Cochise County Sheriff's Office

(520) 432-7581

dpacker@cochise.az.gov

Member International Conference of Police Chaplains