



**Kentucky Law Enforcement Memorial Foundation**  
**Department of Criminal Justice Training**  
**Funderburk Building, 521 Lancaster Avenue**  
**Richmond, Kentucky 40475-3102**  
**Office: 859/622-8081 Fax: 859/622-8256**



## **Submission Requirements for Name Additions to the KLEMF Monument**

1. Current year line of duty deaths (deaths due to actions that occur while the officer is on official duty or while in the act of performing required duties) will have first priority for consideration of inclusion to the monument during the service after the year in which the death occurred.
2. Historical names will be added once submission requirements are met and discussion among board members has taken place.
3. Submission requirements will be posted on the foundation website and will be referred to in any and all conversations regarding inclusion on the monument.
4. The name is required to be already in place on the National monument in Washington, DC or approved by NLEOMF as an inclusion on the national monument for the yearly May service.
5. All names engraved on the monument must be those of sworn law enforcement officers.
6. A completed nomination form must be filed with the KLEMF office before February 15<sup>th</sup> to be included in the engraving for the current year Memorial service. The application must be completed by a family member or by the department head (or designee) from the agency/department for which the fallen officer worked at the time of death.
7. Applications may not be submitted more than once for consideration. The decision of inclusion on the monument will be up to the discretion of KLEMF board members and approval of the Executive Director and will be considered a final decision.
8. The family and/or department head making application for a name to be added will be notified of approval by the KLEMF administrative staff, as well as be informed of the date of the Memorial service at which the name will be recognized.



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**Nomination of name addition to the Kentucky Law Enforcement Memorial Foundation monument located in Richmond, Kentucky.**

Today's Date \_\_\_\_\_

Name of Fallen Officer \_\_\_\_\_

Agency or Department of Employment at the time of death \_\_\_\_\_

Date of Death \_\_\_\_\_

Your Name and phone number \_\_\_\_\_

What is your relationship to the Fallen Officer \_\_\_\_\_

Do you have contact with family members of the Fallen Officer \_\_\_\_\_

The Kentucky Law Enforcement Memorial Foundation Board of Directors is grateful for your interest in honoring the fallen officers across the commonwealth. When the submissions are approved and a date has been set for the Memorial service, historically in the spring, you will be notified so that you and other family members may be invited to participate.

Please complete the form and mail to:

Kentucky Law Enforcement Memorial Foundation  
Attn: Pam Smallwood @ DOCJT  
521 Lancaster Ave.  
Richmond, KY 40475