

Guidelines for Line-of-Duty Death

Essential Information Concerning Law Enforcement Officers



**A Summary Of Recommended Policies To Follow Prior To
And Following The Line-Of-Duty Death Or Serious Injury Of
Any Law Enforcement Officer In The United States**

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CHAPTER I: BE THERE

“Good men must die, but death cannot kill their names.”

So reads the inscription above the entrance to the multi-walled marble memorial that is at the heart of the American Police Hall of Fame & Museum. Engraved therein are the names, ranks and department affiliations of over 7,000 U.S. officers who have lost their lives in the line of duty since 1960. The engraving, placed end to end, stretches for more than a mile. First Lady Barbara Bush, in a letter read at the memorial's May 1990 dedication, described this as “a sad mile, but a respected mile.”

We would hope that those thousands of brave men and women who have lost their lives in pursuit of serving and protecting the U.S. public will not be forgotten, but rather that their names - and their surviving families - will be remembered with respect.

Humans, the adage tells us, are God's only creatures who know they someday will die. Yet few of us come to grips with this reality until its inevitability is thrust in our faces, most often with a grim prognosis from a doctor. For peace officers, who often face potentially deadly perils on a daily basis, the reality of death most frequently comes without such warning as a medical diagnosis. It may be as cold as a steel revolver, as sudden as a bullet.

Death remains such a foreboding mystery to many of us that we often have difficulty handling the death of a relative or close friend. We stumble over words, trying to find the right expression of sympathy to convey our condolences to the bereaved. We sometime shun the family of the deceased, not sure what to say, when to say it, what to do, how to do it. Unfortunately, that avoiding behavior only exacerbates our own pangs of remorse and guilt and does nothing to ease the loss of the survivors. In fact, ignoring the family of the deceased often later leads to bitterness and misunderstanding.

While one would doubt that any man or woman becomes a law enforcement officer without at least some inkling of the inherent danger of the work, most never fully accept the fact that any given shift may end abruptly in death or serious injury.

Similarly, law enforcement agencies often fail to consider the possibility - indeed the likelihood - of one of its members eventually suffering a line-of-duty death. Too often, the agency reacts extemporaneously to such a tragedy, willing, but unprepared, to assist the officer's family and to help its own members through the grieving process.

Line-of-duty death of law enforcement officers must be accepted as a stark reality in today's society and should be considered and planned for by law enforcement departments as carefully and thoughtfully as any other crisis situation. Ramifications extend far beyond the initial grief, sorrow and traditional mourning period.

It is essential, therefore, that departments have in place a plan to be implemented whenever a line-of-duty death occurs. This plan should take into consideration the needs of the department and the individual's previously stated wishes and requests.

The department must be there to offer comfort and assistance. It should stand ready to provide as much, or as little, participation in the mourning ceremonies as the family wants, and it should be prepared to offer information regarding federal, state and departmental death benefits as well as information on rights and benefits due to the survivors.

Most importantly, however, is for the department to “be there” for the family. All too often, there have been times when law enforcement agencies, through no fault of their own, have unknowingly deepened a family's grief by not offering help or sympathy or by cutting off all ties with a family after the funeral of an officer.

These unintentional mistakes can certainly be traced back to our own innate fear and confusion regarding death. Yet, knowing what help to offer, when to offer it and how to assist the family in the years following the death of a loved one helps to ease the trauma of the family's loss.

Also important is for the department to address the grief that will be experienced by other officers following the line-of-duty death of a comrade. Such deaths often bring to the surface an officer's previously repressed fears and concerns about the frailty of his or her own life, and the tragic circumstances under which it might end. A reminder to each officer that his or her own family might one day have to personally endure the grief of a line-of-duty death comes to play here as well.

This information has been prepared by the National Association of Chiefs of Police to detail the steps a law enforcement agency or department should consider when one of its members is killed during the performance of his or her duty. Remember that this is only a guide and that particular needs and circumstances of the department, as well as the individuals involved, should be considered in adapting procedures for any specific incident.

Fortunately, though, the single most important action that any agency can take to comfort a family that has lost an officer may be summed up in two words: **Be there.**

CHAPTER II: BE PREPARED

Although no one wishes to confront the inevitability of his or her own death, it is vital to the emotional well being of survivors that those who succumb in the line of duty have done just that - been prepared.

In most cases, a line-of-duty death is both violent and totally unexpected, leaving the family awash in a sea of sorrow and confusion. Under those very trying circumstances, it is extremely difficult for family members to make rational decisions about the many details with which they are faced.

Therefore, it is most strongly suggested that each department require each officer to complete a form to provide information essential to helping the department ease the suffering of his or her family in the event of a line-of-duty death.

CONFIDENTIAL FORM:

This is a suggested form which may be used. Permission is granted to copy this form, providing credit is given to the National Association of Chiefs of Police. Such a form allows the officer to state his or her preferences regarding the events that would transpire after a line-of-duty death and also provides valuable information for the family regarding insurance documents and other pertinent items.

This form can be found on page 17.

As detailed on the sample form, major topics addressed should include:

- Family information: Such as the spouse's name, address and work telephone number, as well as pager and/or cellular phone numbers. Also, a list of the names of all children, their dates of birth and (if appropriate) their addresses and telephone numbers. Names, addresses and phone numbers (work, home, etc.) of parents, siblings and in-laws also should be listed. Information regarding a former spouse may be provided if the officer is divorced.
- Life support decision: Ask the officer if he or she is in favor of extraordinary efforts to save or prolong life or if the officer wishes to leave such a decision to a designated family member. Some states recognize validity of a "living will" which allows a person to pre-authorize disconnection of life-support systems if medical authorities determine there is no chance of recovery and/or return to a productive life. If an officer has completed a living will, a copy should be placed in this file.
- Death notification: No one knows the officer's family better than the officer, so, rather than having a strict official death notification policy, which states exactly who would notify any officer's family in the event of death, we would suggest you give the option to the officer. Ask the officer to list his or her preference as to who should inform the family. Typical responses include a local clergy member (leave space for the clergy person's name, address and numbers), a close friend or a member of the department (often a partner).

No matter which preference is indicated, however, a member of the department should accompany the person chosen by the officer.

- Funeral arrangements: Ask the officer to list the funeral home and religious site (church or synagogue) of preference. Also, ask him or her to list a cemetery of choice and what clergy person is preferred for presiding at the ceremony. Always ask for a second choice regarding clergy in the event that the original choice has moved or is unavailable that day.

Provide the officer with a choice of memorial services, too. Is a wake desired? If so, for how many nights?

Have the officer list his or her military status, as he or she may be entitled to, and desire, a military funeral.

Burial options should be discussed. Have the officer list a cemetery of preference and, if it already has been obtained, a plot number. Also ask the officer if the body should be buried or cremated, and, if cremation is chosen, any preferences regarding the remains. If burial is chosen, does the officer wish to be buried in uniform? And is a closed or open casket preferred?

- Funeral service: Does the officer want fellow officers to be pallbearers? If so, are there any particular preferences or should the department make the determination? If the officer does not want officers as pallbearers, are there any close friends or relatives to be asked?

Are there any hymns the officer wishes to have sung or played at the church or synagogue? Is a eulogy desired and, if so, to be delivered by whom?

Often, friends and relatives in memory of the deceased make contributions. If so, what charity does the officer prefer? And does the officer prefer such donations in lieu of flowers?

In states in which such information is not included on drivers' licenses, does the officer wish to donate any organs?

- Personal arrangements: Because a line-of-duty death occurs unexpectedly, it often leaves a family in a state of confusion regarding important documents and other information. It is suggested that the officer be asked:

- Name, address and phone number of an attorney: This information will be important to the family and help members with executing the will and other items to be faced in weeks ahead.

- Location of, and other important information regarding the last will and testament.

- Have the officer list the executor of the will, as well as where the will is physically located. If the will is held in a bank safe-deposit box, make sure the officer lists the bank, box number and location of the key. If the will is located at the home, have the officer precisely describe its location. And if a lawyer holds it, be sure pertinent information regarding the lawyer is furnished.

- Insurance policies: The officer should list the numbers of any life insurance policies, as well as the name of the insurance company. The local agents' name, address and phone number also should be provided, to ensure quick and orderly settlement.

- Financial information: Ask the officer to list location and numbers of all checking and savings accounts, as well as certificates of deposits, individual retirement accounts (IRAs), etc.

- Personal requests: Some officers (and families) may feel better if given the opportunity to list any special request regarding the future. For example, some may ask that a certain song, be played in his or her memory at a child's wedding, or that a child consider attending a particular college.

- Personal effects: Ask the officer if there are any personal items that should go to specific individuals. If so, what items and to whom?

Making completion of such a form a part of the required orientation process is a preferable way of ensuring that it is filled out. If such a form has not been implemented in the past, it is suggested that existing officers be asked to submit completed forms within a reasonable yet prompt time frame, such as seven days.

Allow the officers to take the forms home to discuss the information with their families. It's important that the officer has the opportunity to review the form and its information with his or her spouse and/or other family members. The forms should be updated yearly to ensure that they are reasonably current.

Certainly, the completion and updating of such forms is not a pleasant task. For that reason, supervisors must stress that the forms, when fully and accurately completed, would allow the department to be of great comfort and solace to their families in the event of a line-of-duty death. The forms allow the funeral and other mourning arrangements to proceed in accordance with the officer's wishes and provide necessary financial and personal information to help the family through such a difficult time.

Also imperative is that it be stressed to officers that the information provided is to be held strictly confidential and is to be used only in the event of the officer's death or grave injury. The completed form should be maintained in the officer's personnel file in a sealed envelope that is so marked. If the officer leaves the department, the form should be returned to the departing officer.

Taking steps to ensure each officer completes such a form may seem unpleasant and is apt to provoke at least a small dose of anxiety, but experience has proven that this is far outweighed by the value of having such information at hand should a tragedy occur. No other single step taken in advance can have a greater positive impact to aid and comfort the family and ease sorrow. For the sake of survivors - and for the peace of mind of officers - the information is vital for the department to have on file.

CHAPTER III: BE RESPONSIBLE

While tragically unfortunate, an officer from your department, despite the best training and precautions, may die today in performance of his or her duties. If this happens, it is imperative that the department react swiftly, appropriately and responsibly. Not only will this help comfort the victim's family, but it will also assist in averting a deterioration of morale within the department.

The best way to facilitate responsible action is to have a plan in effect for responding to the crisis. Each department, no matter how large or small, should appoint a particular person (usually a desk officer) as the crisis officer to furnish the initial line of response in the event of a line-of-duty death.

Sequentially, the following are components of an appropriate plan, including detailed steps to be taken at each juncture:

- An officer is seriously hurt and his or her life is imminently threatened (a situation that often, but certainly not always, precedes an actual line-of-duty death): Treat any life-threatening injury as if the death of the officer may be inevitable. The appointed crisis officer should immediately proceed to the wounded officer's file and determine who has been designated by the injured officer to inform the family in such an event.

That contact person should be immediately notified and escorted to the family member's location by a police officer trained at dealing with such situations. It may be advisable to have an appropriate clergy member, police chaplain or department psychologist (if there is one) accompany them. Also, should the injured officer's chosen person to contact the family be unavailable, it is important that, rather than delaying contact for any considerable period of time, the trained officer and clergy person be promptly dispatched.

If the injured officer indicated on his or her form that police should make the initial contact, then two officers should be dispatched immediately to the family's home. Many departments choose to involve the chief or other top-ranking officer in this process. The officers should describe the nature of the injury and transport the family member or members directly to the hospital. If small children are present, the department should be prepared to provide instant care for them.

Answers to all medical questions should be postponed until a medical professional is available to address them. Furthermore, the family should at no time be left alone, and the police department should provide transportation. It is not advised that family members drive their personal vehicles at such a time of crisis, but if they insist, an officer must accompany them in that vehicle.

Even if it is apparent that the situation is extremely grave, the family members should be given the opportunity to visit the officer prior to death if at all possible. They should not be barred from exercising this right, although it may be necessary to prepare the family members for the shock of seeing the officer in such condition.

The department's designated public information officer or other appropriate agency spokesperson should handle questions from the media. Under no circumstances should the family be placed in the position of responding to questions from the media. In fact, it is incumbent upon the department to shield the family from such inquiries.

Family members should never learn of the incident initially from a media report. Therefore, it is essential that the officer's name and other details are not provided to the press until immediate family members are notified.

- An officer dies in the line of duty: Much of the initial responses as outlined above for serious injuries should be similarly followed, keeping in mind that there no longer is a rush involved in getting the family members to a hospital, etc.

The news should not be broken on the doorstep, but rather the family members should be seated with the visitors in the home. False hope should not be offered; instead, the information should be provided clearly and directly, yet with compassion.

It is certainly best when the officer or officers involved in such a visit are known by the family members, and it is advisable that such an officer be the one who remains with the family throughout the process, serving as liaison.

The family should be taken to the hospital or other location where the body may be being held, again with accompaniment by the officer or officers and with preparation for what they will see. After officers return the family to their home, at least one officer should remain with the family throughout the official mourning period.

It is important during these first crucial hours to identify the family member who will serve as the lead contact between the police and the other members of the family. It may often be advisable that this person not be a spouse but rather another family member less immediately and intensely impacted emotionally. Usually in such

trying circumstances, one family member will emerge in such a position of leadership. It is this person through whom the department should channel all information and assistance, preferably through the officer who has assumed the liaison role.

- Official mourning: All officers should be instructed to wear badge shrouds (typically black tape across their shield) for a period of time determined by the chief and/or departmental policy. Usually, this period coincides with the time from the death through the funeral. Also, the jurisdiction should be notified to fly their flags at half-staff throughout the same period, and officers should be advised to drive with illuminated headlights even during daylight hours.

The provision of such information to officers should be a part of the overall process of debriefing and briefing of the deceased's fellow officers. These officers, particularly those who may have been partners of the deceased, are likely to be suffering emotional impact, and thus services of the police chaplain and/or department psychologist should be made readily available on a confidential basis. If an apprehension has been made of a suspect in connection with the officer's death, caution must be followed to closely adhere to procedures so that nothing is done to jeopardize the case.

- Planning the funeral: It is important for the department to offer assistance to the family during the funeral-planning process. The information provided on the deceased officer's form becomes extremely helpful in making appropriate arrangements.

The liaison officer should review the fallen officer's preferences with the contact family member, with final decisions, arrangements and contacts regarding the funeral completed swiftly. The department should offer to escort the family to the funeral home and the cemetery to complete the requisite arrangements. If manpower allows, another officer should remain at the family's home to screen calls and accept any gifts of food or other donations that may arrive in the family's absence.

The funeral director probably will make the necessary arrangements with clergy and for the service itself, although the department should stand ready to take whatever role is necessary in regard to this and any other responsibilities.

The department also should assist in arrangement for travel and accommodations for any out-of-town family members.

If the deceased had asked to be buried in uniform, the department should make the necessary arrangements for delivery of appropriate garments to the funeral director.

- At the wake and/or memorial service: The department should escort the bereaved to and from the funeral home for the wake and/or memorial service. An honor guard, if so requested, should be stationed alongside the casket. Again, it is important that the wishes of the deceased be recognized and that department personnel undertake all reasonable efforts to ensure this.

- At the funeral: If the funeral home does not provide the service, the department should transport the immediate family members to the service, to the cemetery and then back home.

If the funeral home does furnish a limousine service, the department should provide a police escort for the funeral entourage. Also, a police car should accompany the family limousine from its departure from the home to the funeral parlor.

At the funeral, the department should provide the type of participation requested by the deceased officer. If the deceased indicated a desire for a full law enforcement funeral, this should be provided. Depending upon departmental procedure and tradition, this may include any or all of a 21-gun salute, flag presentation, bagpipes, playing of taps and a ladder archway. Family members should be aware in advance of such procedures.

If the officer requested fellow officers to be pallbearers, the department should assume responsibility for coordinating that aspect of the service, as well.

Determinations regarding proper dress for the pallbearers and/or other officers in attendance should be governed by existing departmental policy and good taste.

It is the further responsibility of the department, working with the cooperation of the funeral director and clergy, to assist in arranging the following:

- Seating for dignitaries at the funeral: High ranking police and other government officials should be given the option of having their seats predetermined before their entry into the church or synagogue. If they opt to have their seats reserved, coordinate seat selection with the clergy and have the appropriate number of seats marked as reserved. Under no circumstances, however, should the seating of these officials be allowed to in any way upstage the family.

- Funeral procession (order of cars): Typically, police motorcycles should lead the procession, followed by a marked police car or cars, the hearse (which will transport the casket) and then the vehicle with the pallbearers;

the family limousine should follow, with honorary pallbearers and departmental and governmental officials following. Consult with the funeral director to ensure that such an order does not present any problems.

It must be underscored that at no time should the wishes of the department supersede the wishes of the family.

- **Attendance:** Most families will welcome as many officers as possible at the funeral. To the extent allowed by personnel and existing personnel demands, all police officers should be encouraged to attend the funeral.

Just as importantly, however, governmental officials should be in attendance. The mayor (or other high ranking official of the city or county), police commissioners and other high ranking dignitaries (such as council president, commission chairperson, etc.), should also be encouraged to participate, with the department offering to furnish transportation.

- **Immediately following the funeral:** The family must not feel abandoned the moment formal ceremonies have been concluded. Family members do need a personal time to mourn their loss, but on the day of the funeral, and at certain subsequent times, they need to be reassured that they are still considered a part of the department's family.

The department should transport the family from the cemetery to the next appropriate site, depending upon circumstances that may be a restaurant, their own home or the home of a friend or relative.

At least one officer (preferably the liaison) and probably two officers known to the family should remain with them throughout the entire day of the funeral and into the early evening. Before leaving the family, the officers should check with the family contact person to see if the department can be of further immediate help. Also a direct pager or cellular phone number for contacting the liaison officer should be provided if it has not been done previously.

— CHAPTER IV: BE UNDERSTANDING —

The grief process is an intensely personal experience for each individual, and each person reacts differently to the death of a family member or loved one. In the case of sudden, violent death, reactions can be particularly emotional. Certainly, the task of informing the family of the death of a loved one is no pleasant job. It is one that remains upsetting even to those whose jobs involve doing it often - such as priests, ministers and rabbis.

How, then, can police officers, many of whom are relatively untrained in such matters, properly inform the family of the tragic death and then offer comfort and support throughout the hours and days that follow?

The three critical principles are: 1) be compassionate; 2) be available; and 3) have some understanding of the grief process.

Although we all grieve differently, mental health professionals have identified several stages of the process that most people experience. Any or all of these may be present, and there is no set way to determine how long it may take for an individual to pass through a given stage. Some people actually may skip through a stage, while others may never fully complete the grieving process, remaining "arrested" at a particular stage.

The typical stages, with their characteristics, include, in the usual chronological sequence:

1) **Denial and shock:** When first told of the death of a loved one, an individual will probably immediately deny it and may experience some physical distress, such as shortness of breath, a tight feeling in the throat, a general weakness and frequent deep sighing. Occasionally, such symptoms may become so pronounced as to require medical treatment, and officers involved in the process should be prepared for that possibility.

2) **Anger and irritability:** This is the "Why me?" stage. The individual may begin questioning basic beliefs about life, and death, and react angrily to others - even loved ones - around him or her.

3) **Bargaining:** At this stage, the individual attempts psychologically to negotiate the return of the dead person, thinking such thoughts as, "If I promise to do this, then maybe..."

4) **Depression:** This marks the beginning of acceptance of the loved one's death. The realization is made that, "It did happen to me," and the individual begins to try to cope with that fact.

5) **True acceptance:** The individual realizes his or her loss and believes, "OK, now I've got to get on with my life."

Although there is no sure way to ensure a smooth passage through the various stages of the grieving process, liaison officers and others involved with the family at this critical time must keep in mind that their very presence is the greatest comfort that can be offered the family.

Try to avoid phrases that may anger the bereaved, such as, "I know how you feel," "It was God's will," and the like. Instead, simply extend your heartfelt sympathy, let the bereaved know you share their loss and offer to do anything within your power to ease their burden.

A hug, a touch on the arm or a similar physical gesture is also very comforting. Allow the individual to express the grief by crying. Do not try to comfort them by saying, "It's OK," because it is not. Instead, let their grief pour out and allow your presence, your touch and your offer of help to be a source of comfort to them.

One of the first visits following the funeral, preferably within the next few days, should be to provide detailed information regarding available benefits, as well as funeral payments, and to assist with the filing of required paperwork. The agency's benefits coordinator or other assigned individual should be accompanied by the liaison officer for this vital visit.

While the Federal Public Safety Officers' Benefits Act is consistent throughout the nation, benefits of different states vary dramatically. Additionally, an increasing number of local jurisdictions mandate benefits, such as continuance of health insurance for survivors. It is extremely important that family members clearly understand what benefits are, and are not, available as early on as possible.

Dealing with grieving children presents different challenges as children grieve differently than adults. In fact, children, not yet aware of the "right" way to grieve (as perceived by adults), tend to be more open and honest with their sorrow.

While many try to hide a death from children, mental health professionals agree that this approach is inappropriate and may, in fact, be harmful. Tell the truth - "Your daddy has been killed" - and let the child seek more information with questions. Answer these questions as honestly as possible. As with adults, do not offer remarks such as, "It was God's will," or, "You'll get over it." Such statements will surely anger a child. The most precious comfort you can give a child is your presence and your physical touch. Allow the child to cry, hug the child and don't be surprised if there's an outburst venting of anger.

CHAPTER V: BE SUPPORTIVE

The months following the death of a police officer are particularly traumatic to the family survivors. For the most part, the support network of friends, relatives and department members that shepherded them through those first few days immediately following the death has diminished.

Also on the ebb is the effectiveness of the individual's own emotional defenses. The state of shock begins to wane, and the cold, hard fact that his or her loved one is gone, never to return, sets in with cruel reality. Posttraumatic stress and other psychological symptoms may have set in. The ceremonies that had served as a structure for the bereaved day are also gone, prompting the post-ceremonial emptiness of unplanned days and the attempted resumption of normal routines which inevitably remind the individual of the deceased.

What the department does or does not do, over the course of the next several months is likely to have a profound impact upon the speed and quality, of the family's recovery from grief.

Several factors come into play in this post-ceremonial mourning period, and it is important that these be understood. To many officers' families, the department represents an extension of the family. Many officers and spouses have as their closest friends other officers and spouses.

So, when a family loses a loved one to a line-of-duty death, it also faces another serious but less obvious loss: the elimination of that extended family formed by the officers, spouses and children who had become their close friends. Suddenly, often due to the uncomfortableness of these friends in dealing with the grieving family, those relationships are threatened. Consequently, it is important for the bereaved to know that they are still considered a member of the police family. That ongoing source of friendship and comfort will help ease them through the painful transition from the shock of the death to the ultimate acceptance of the reality and finality of the death.

Keeping this in mind, it is suggested that:

- For the first three to six months following the death of the police officer, someone from the department, preferably the liaison officer and/or others close to the deceased and the family, make it a point to visit the family at least once a month.

These visits need not be lengthy. Their purpose is simply to remind the family that the department and its officers have not lost the memory of their slain comrade and he or she is missed. Of course, if there are concerns about benefits or any other matter, these should be addressed. Often all that is necessary to appropriately express concern is a quick five-minute stay of the nature of, "Hi, I was just driving through the neighborhood and just stopped by to see how you were doing..."

- Encourage spouses who were friends of the deceased's family to visit and extend offers of help. Some police departments have informal spouse support committees or groups for just that purpose.
- Be certain that the family is not left alone on the officer's birth date. A visit should be paid to the family and to the grave site, where flowers should be left to honor the memory of the officer. Family visits also may be appropriate on other important dates, such as the birthday of a child or a wedding anniversary. And do not forget holidays.

When a court trial follows the line-of-duty death of an officer, the family may face an experience as emotionally gut-wrenching as the death itself. This time, as a jury sits to determine the guilt or innocence of the accused, the family is forced to relive its loss without the benefit of the initial support system and without the protection of the shock mechanism that provided defense at the time of notification.

If there is a trial, it's important that a representative of the department be present at all of the trial sessions. His or her presence will serve as a living reminder that the department remembers the slain officer and is extremely concerned about the disposition of the case against the accused. Whether or not family members should be in the courtroom during such a trial is a decision that can be made only by the family, but it is advisable that they be counseled by the liaison officer and/or others about what to expect. They should be accompanied by the liaison officer and/or clergy person and/or department psychologist.

Family members should be warned that details of the death will be retold, sometimes in vivid fashion and with graphic photos. Remind the family, too, that the job of the defense attorney is to attempt to establish the defendant's innocence using a variety of tactics, many of which are likely to be distasteful to the survivors of the slain officer.

Additionally, family members should be forewarned that there is always a chance of acquittal and, that even if the accused is found guilty, the sentence may not be the stiffest one possible. Thus being forewarned, the family members will be better prepared to hear a verdict or sentence not to their liking. While they may not accept it with open arms, they at least will not be shocked. In any event, remember that the family has already lost a loved one and that they should not be forced to suffer the further loss of one of its most important support networks - the department.

Therefore, make it a point to invite the family to all functions they normally would have attended, or been invited to attend had the line-of-duty death not occurred. Unfortunately, in many cases the family is likely to gently decline the offer, but the important point is that the offer was made out of friendship, remembrance and unity.

CHAPTER VI: REMEMBERING

Whereas it is true that time heals all wounds, or at least makes them less painful, there are certain occasions when the pain of the loss of a loved one is apt to recur, sometimes with the same intensity as the grief of the initial loss. The department should be aware of these times and make every effort to extend support and comfort to the family on these particularly trying days, such as:

- The officer's birthday: This will always be a difficult day for the family. The department should arrange for a visit to the grave site and/or the officer's home. Budget should be found for a remembrance bouquet for the grave site.
- The anniversary of the officer's death: Each year, the family is forced to relive the experience of its loss on this particular day. Again, the department should arrange to have an officer visit the home and/or grave site and to have a small bouquet placed at the grave. On these occasions, it may be appropriate for the liaison officers to accompany the family to the grave site.
- Holidays: These are particularly important if small children are involved. Holidays such as Christmas, Thanksgiving, Easter and other religious occasions, as well as children's birthdays, are likely to be especially painful. It would be fitting for the department to extend its hand in friendship and remembrance on those trying days. This could be accomplished by inviting the family to any holiday get-togethers sponsored by the department, as well as by cards and/or thoughtful small gifts for children.

Some may believe that these plans are too extensive to be effectively and practically carried out. However, the reality is that the amount of time necessary to implement the various steps posed herein ranges from 10 minutes per week for the first three to six months following the officer's death to about an hour a year thereafter.

The monetary costs of the program outlined, not including officers' time, amount to less than \$75 per year. Add it all together, and it is a small sum to pay to offer comfort to a family whose parent, child and/or spouse has given his or her life while executing the duties of an officer.

APPENDIX

FEDERAL DEATH BENEFITS

Current information on the Public Safety Officers' Benefits Program can be found online at:
http://www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html

STATE DEATH BENEFITS

The following state-by-state guide details compensation available to families of law enforcement officers killed in the line of duty for each state, updated at press time (2000). Survivors are urged to check directly with state officials to determine any recent changes that may have occurred. As you can see, both level and form of benefits vary dramatically from state to state, with some states not offering such benefits whatsoever.

State	Amount of Compensation
Alabama	\$20,000
Alaska	None mandated - All state employees have minimum \$5000 check with local city or county for insurance by purchase by individual officer.
Arizona	\$12,000 Accidental & Dismemberment basic. \$24,000 Double Indemnity if line of duty. Check for local coverage. Different for county and local officers. Tuition waiver scholarship for spouse or child under 30 years old. Scholarship for local community colleges.
Arkansas	\$25,000-plus additional \$75,000-if death is result of criminal action of other(s) \$6,000 for funeral expenses. Tuition is paid for spouse or children attending a state supported college or university.
California	\$125,000 - one dependent. \$145,000 two dependents. \$160,000 for three or more dependents. A maximum of \$490 a week will be paid out until the benefit is depleted or youngest child reaches 18 years of age. \$5,000 for burial benefit. No fees or tuition is collected by UC or CSU from surviving child. Grants for undergraduate education are awarded based on financial need, the current limits are \$9,036 for private colleges within the state, \$3,609 for UC system, \$1,584 for state university system, and \$1,410 for community.
Colorado	No benefit mandated. A FPPA pension association may cover officer who enrolled. Contact administrator. For state officers only \$12,000 life insurance, funeral expenses - half only, monthly benefit of 25% of base salary for spouse only, 40% of base salary if there is one dependent child, and 50% of base salary if there are two or more dependent children. Different for county and local officers. See FPPA pension fund or private insurance. Tuition assistance for surviving children of all peace officers is available for four years or eight semesters to a state funded college or university. If a private college is attended assistance would be granted in the amount that would be charged by a Colorado college or university.
Connecticut	State gives no special police benefits mandated by law. For state police officers only, 10% of their salary, for county or local officers - private insurance only. \$4,000 total toward funeral expenses. Benefits fall under workmans compensation rules.
Delaware	\$150,000 in annual installments - \$30,000 per year. Tuition is paid up to four years.
District of Columbia ..	No mandated district benefit other than federal law enforcement officers that covers all police officers nationwide. Life insurance - \$10,000, funeral expenses \$5,750, apply for workmans compensation benefits.
Florida	\$50,000 (accidental death in pursuit). For highway patrol, \$25,000 for line of duty death. \$75,000 for unlawful and intentional death, \$1,000 for funeral expenses. Tuition for undergraduate education at a state supported school is waived for surviving children. Educational benefits for surviving spouse must be used within seven years of death. Retirement system pays up to \$100,000 additional.
Georgia	\$75,000 paid insurance premium, \$50,000 state mandated. Tuition grant up to \$2,000 per academic year for surviving children. Shall not exceed \$8,000.
Hawaii	No mandated state benefit for line of duty death. State of Hawaii Retirement Benefits/Pension contributed by officer. See state rules. Funeral expenses/\$100 provided by state law. City & County of Honolulu - \$25,000 death benefit. State of Hawaii Organization of Police Officers Association - Funeral benefits \$1,000. \$110,000 Insurance Police (monthly premium - \$27) if enrolled. \$3,500 relief benefits. Honolulu Police Relief Association - \$500 funeral benefits. \$100,000 insurance policy (monthly \$31). For state officers only \$80,000 plus additional \$8,000 - \$10,000

Idaho	No state mandated benefit. If officer paid insurance some benefits may be available. Half pay for one year; half pay to minor children until age 18 for state police officers only. 14 years as police officer receive a \$50,000 share premium, annual salary, and tuition for college or university, for surviving children.
Illinois	\$100,000 by state law. \$10,000 funeral benefit maximum in line of duty death. \$3,150 grant tuition for college or university education or 120 credit hours. See workmans compensation for additional benefits.
Indiana	\$150,000 is state mandated. Tuition paid for 4 years at a state supported college or university. Up to \$6,000 burial transfer expenses are provided.
Iowa	There are no state mandated death benefits. Half of average of three highest-paying years of deceased, plus 6% of highest-grade patrol officer salary for each dependent child under state pension law.
Kansas	No state mandated benefit. However, if a member of police & fire retirement fund workers compensation up to \$200,000 is available. Payment or tuition for survivors at state institutions of post-secondary education is provided. For state troopers, one-half final average plus 10% of same per child, up to 75% maximum
Kentucky	\$50,000 mandated for all police officers killed in the line of duty. Full tuition paid for college or university within the state. \$200 for funeral benefits.
Louisiana	\$20,000 to spouse; \$10,000 to each minor child. For state officers 75% of salary until death or remarriage of spouse. Educational benefit in state supported college or university for children.
Maine	State has no mandated death benefit in line of duty. Tuition paid up to 5 years in a state supported college or university.
Maryland	\$50,000 is state mandated. \$10,000 funeral benefit is authorized by state. Scholarship is available to university of Maryland provided fund has \$3,000 set aside.
Massachusetts	\$100,000 for state mandated death benefit. Tuition paid for 4 years at a state supported college or university. Burial benefit \$5,000.
Michigan	No special state benefits are mandated. However, up to \$5,000 for medical and burial expenses. For state officers only \$100,000 life insurance if enrolled. Different for county or local officers must be determined. Children of officer killed in the line of duty eligible for university scholarships.
Minnesota	\$110,000 mandated for line of duty death. Education benefits of 4 years scholarship for children and spouse at a state supported college or university.
Mississippi	No death benefit is provided by law. Scholarships for tuition for eight semesters at state-supported university or college. Workmans compensation provides \$2,000 burial benefit.
Missouri	No special state benefit is mandated. Tuition free benefits are available at a state supported college or university. \$5,000 burial benefit.
Montana	No special state benefit for line of duty death mandated.
Nebraska	No special state benefits mandated.
Nevada	State benefits \$5,000 for funeral expense. No tuition charges for students at University of Nevada for line of duty survivors.
New Hampshire	No special state benefit mandated. 50% of final 12 month earnings, pension goes to spouse until remarriage or death. It can then be given to dependent children under 18. If none exist it goes to dependent parent.
New Jersey	No special state benefit mandated. 3 1/2 times officer salary in life insurance benefits; annual pension of one-half salary to surviving widow(er), plus 20% additional for one child, 35% for two children, 50% for three or more children. Education for college paid by state. \$3,500 for burial expenses.
New Mexico	\$75,000 to state patrol officers. Local officers must purchase own line of duty benefit. Up to 5 years tuition for spouse or children at a state supported post secondary education institution.
New York	No special state benefit mandated. Lifetime pension 50% of your final average salary to a spouse or dependent parent. Scholarship to family survivors are available upon application. Certain localities may provide amount equal to salary plus \$1,000 (or 10% of final salary, whichever is greater) for each child under 18.
North Carolina	\$25,000, \$10,000 upon death and \$5,000 annually for 3 years. Scholarships are provided to survivor line of duty deaths.
North Dakota	For troopers, \$100,000 - \$200,000; others vary. Check local benefits. State police \$100,000 to \$200,000. Different for local officers. Free tuition is available at a state supported institution of high education for all surviving children of any peace officer killed in the line of duty. Different for county and local officers.
Ohio	No special state benefit mandated. Burial benefit \$3,200. Full base pay annually through

APPENDIX II

STATE MEMORIALS

While the American Police Hall of Fame & Museum, comprises the first memorial engraved with names, ranks and department affiliations of the thousands of officers who have lost their lives in the line of duty throughout the nation, there are many other memorials dedicated to fallen officers. In 1990, at Judiciary Square in Washington, D.C., a memorial was dedicated to the nations police killed in the line of duty.

These include memorials in individual states, in most cases to all officers killed in the line of duty in that state while in some cases dedicated solely to fallen state

troopers. In addition, many departments and agencies maintain memorials honoring fallen comrades. These may range from elaborate marble constructions to simple displays of plaques, photos and/or badges at police headquarters. Particularly in the case of highway deaths, there may be a cross or other symbol placed at the site of a death.

The following state-by-state guide notes whether each given state has a memorial, as of press time (2000), and, where the information is available or applicable, any limitations upon the inclusions.

STATE	MEMORIAL & CITY	STATE	MEMORIAL & CITY
Alabama	Yes (Birmingham)	Minnesota	Yes (Saint Paul)
Alaska	Yes (Anchorage)	Mississippi	Yes (Jackson)
Arizona	Yes (Phoenix)	Missouri	Yes (Jefferson City)
Arkansas	Yes (Little Rock)	Montana	Yes (Deer Lodge)
California	Yes (one for all, one for troopers)(Los Angeles, Sacramento, Whittier)	Nebraska	Yes (In the process - Lincoln)
Colorado	Yes (Golden)	Nevada	Yes (Carson City)
Connecticut	Yes (Meriden)	New Jersey	Yes (Tenton)
Delaware	Yes (one for all, one for troopers)(Dover)	New Mexico	Yes (Santa Fe)
District of Columbia	Yes (Nat'l Law Enforcement - Washington)	New York	Yes (Albany)
Florida	Yes (APHF - Miami & at State Capitol - Tallahassee)	North Carolina	Yes (Salemberg)
Georgia	Yes (Atlanta)	North Dakota	Yes (Bismark)
Hawaii	No	Ohio	Yes (Columbus, London)
Idaho	Yes (Meridian)	Oklahoma	Yes (Oklahoma City)
Illinois	Yes (Springfield)	Oregon	Yes (Monmouth)
Indiana	Yes (Indianapolis)	Pennsylvania	Yes (troopers only) (Hershey)
Iowa	Yes (DesMoines)	Rhode Island	Yes (North Scituate)
Kansas	Yes (Topeka)	South Carolina	Yes (Columbia)
Kentucky	Yes (Frankfort)	South Dakota	Yes (Pierre)
Louisiana	Yes (troopers only) (Baton Rouge)	Tennessee	Yes (Marstown)
Maine	Yes (Augusta)	Texas	Yes (Austin)
Maryland	Yes (Pikesville)	Utah	Yes (Salt Lake City)
Massachusetts	No	Vermont	Yes (Pittsford in Process/ Montpilier)
Michigan	Yes (In the process - Lansing)	Virginia	Yes (Richmond)
		Washington	Yes (In the Process/Olympia)
		West Virginia	Yes (Charleston)
		Wisconsin	Yes (Madison)
		Wyoming	Yes (Douglas)

APPENDIX III

Suggested Guidelines for Handling the Death of a Law Enforcement Officer

While there are dozens of suggested methods of police funeral recommendations, we have selected as one example the recommendation of the Charleston, South Carolina Police Department that was submitted for your evaluation. We suggest that you review the suggested ceremonies and also carefully review other ceremonies that you feel are in the best interests of the family and the department. The vast majority of police agencies have less than fifty full time officers and as few as three. Because of the availability of police personnel prior to, during and after the funeral, you will need to arrange for other officers to cover patrol services so the community is never at a loss for public safety personnel. No matter how important the ceremony and events may be, your community must always have personnel on hand to cover patrol duties. It is not uncommon for state police and county sheriffs to help out local municipal agencies and vice versa. Federal officers often do not have the same period of mourning and display. To some degree it is more often that state, county and municipal officers are more likely to be killed on duty each year than a federal agency.

I. INTRODUCTION

This policy is intended to assist the department in the handling of line of Duty Death, Natural Death and Serious Injury of a Charleston Police Officer. Death of any kind is a traumatic experience. It has been learned over the years that the way a department handles itself through this period will have a lasting impact on the officer's family, friends, co-workers and the department as a whole. Depending on how well the department handles itself, this effect may be very damaging or very positive.

The intent of the police ceremonial farewell is to create a tribute that will be a lasting memory for the police survivors. Because the ceremony is a public display of respect for the deceased officer, it is imperative that it be marked by the adherence of protocol, by precision in timing and execution, and by a sense of order.

LINE OF DUTY DEATH

For the purpose of this policy, a Line of Duty Death shall be classified as any sworn Charleston Police Officer who dies while in the performance of, or as a direct result of, his/her duty. This death may be intentional or accidental. The performance of duty shall be defined by the Charleston Police Policy Manual. In the tragic event a police officer is killed in the line of duty, the notification of the family and command staff is the most difficult and important task.

The senior street supervisor shall take control of the situation. The Desk Sergeant shall be notified. If at all possible, the phone shall be used to make all notifications. The Desk Sergeant shall check the Employee Emergency Information Form to determine how many units shall be sent to the officer's residence and any other pertinent information that may be needed.

The notification of the immediate family shall be done in person by a uniformed Charleston Police Department officer. The senior street supervisor shall make the determination of who should make the notification. It is preferred that at least two officers make the notification. One officer should be an acquaintance of the family, if at all possible. One officer should be available to deal with the home situation, such as children, pets, locking up the house, etc.; a round-the-clock guard should be placed at the home immediately. Under no circumstances shall the name of the officer be used over the police radio.

The immediate family will then be transported to the hospital. Under no circumstances shall the family drive themselves. Other family members residing in the area should also be notified before the officers' name is released to the media. The Chief of Police or acting Chief shall determine how and when the Mayor and City Council should be notified.

Once all proper notifications have been made, the Chief of Police or department spokesperson shall, at their discretion, release information to the media in reference to the incident. The Chief of Police or another high-ranking Charleston Police Department Officer, along with a Police Chaplain, should be present at the hospital to meet the family. All care and consideration should be given to the family's wishes, i.e., the media should be kept away, updated medical conditions, visitation, other pertinent information, etc. The Desk Sergeant shall use the checklist for use in this tragic situation.

A.

At this time, the Chief of Police shall appoint a Liaison Support Officer for the immediate family. All care shall be made in this selection. This liaison officer should be an officer that knows the family, but is not emotionally involved. This position should be staffed around the clock until two days after the funeral. They shall be issued a beeper or cellular phone and be made available to the family for a period of time in which the following shall be accomplished:

- a. Initial contact
- b. Wake
- c. Funeral
- d. Daily contact for two weeks include one session with psychologist
- e. Bi-weekly contact for first month.
- f. During the first month, a one day session with the department benefits coordinator to explain the benefits due with a six month follow-up to ensure payment
- g. Monthly contact for six months
- h. Quarterly contact thereafter
- i. Six month counseling for family with psychologist

j. Any judicial requirements

This Liaison Support Officer is there to assist the family and to insure that the needs of the family come first. The family shall have the option of keeping the officer's issued equipment (i.e., badge, uniform, etc.)

B.

In the event of a line of duty death, the department shall immediately implement a 30 day mourning period to include: the flags at Brittlebank Park and in front of the station to be flown at half-mast, all Charleston Police Department marked units are to drive with their headlights on, and all officers are to wear black bands over their badge.

A teletype should be sent with all the details in regard to the incident and funeral arrangements. It should also contain information for out-of town officers who wish to attend. The city of Charleston Police Department should make arrangements for the payment for the "basic" funeral expense.

A traumatic incident such as this effects different people in different ways. Therefore, the Post-Traumatic Stress Debriefing Team (PTSD), under the auspices of the Police Chaplain, will provide counseling sessions (i.e., debriefing) which shall be MANDATORY for the following personnel:

- a. All officers on the scene
- b. All officers that work in the same squad/shift
- c. On duty dispatchers
- d. Close department friends
- e. Spouses of effected co-workers

This counseling session(s) will be on a voluntary basis to all other Charleston Police Department employees.

Charleston Police Department shall provide transportation for immediate family and out-of town guests, if needed, (i.e., hotel, airport, bus station, etc.) Upon the appointment of the Liaison officer for the death of a Charleston Police Department officer by the Chief of Police, the officer shall be issued a beeper or cellular phone to insure accessibility by both the family and the department. It may also be necessary to place the liaison officer on special assignment for an appropriate time.

The Liaison shall contact the family. To avoid confusion, the officer should be in contact with one family member only. Check for this assignment with the next-of-kin. The family should appoint a spokesman. The family should be advised as to what the department can do. The family should also be advised on the strong need of the department to honor one of its own, especially for a line of duty death. Once the family has made its decision, the Chief of Police shall be notified. The Training Division will coordinate with the liaison officer all aspects of the Charleston Police Department responsibilities during this time.

The Training Division, in consultation with the Police Chaplain, will be responsible for the coordinating of all aspects of the Charleston Police Department responsibilities for the wake, religious and cemetery services for the line of duty death or the death of an active or retired officer. The following is a guide, which should be followed for the line of duty death. The responsibilities for the department for an active or retired officer will not be as detailed and will depend more on the family wishes.

C. WAKE

Contact the funeral home for any arrangements.

Coordinate the Honor Guard detail.

Insure flowers from CPD are sent.

D. RELIGIOUS SERVICES

Coordinate with Traffic Division.

Procession route, traffic controls, parking, etc.

Coordinate formations and seating arrangements.

Assign ushers to assist in formations.

Assign officer to call orders.

Coordinate the procession from the funeral home to the religious service.

The procession of vehicles is as follows: CPD Motorcycle/CPD Marked Units/Hearse/Family, Vehicle/Friends/CPD Marked Units, other police vehicles, a marked CPD Unit will be at the end of the procession.

Check with the Supply Sergeant to ensure an adequate supply of white gloves for officers.

Upon the arrival of the hearse and family vehicles, the coordinator will call the detachment of officers to attention.

The pallbearers will receive the casket from the hearse and the coordinator will order the detachment to present arms. All officers will render the hand salute and hold this position until the casket and family passes into the church/chapel at which time the coordinator will order the detachment to "order arms."

Procession into the church or chapel shall be:

- a. Minister/Chaplain
- b. Honor Guard
- c. Pallbearers with casket
- d. Family (Check with family spokesman to coordinate seating arrangement)
- e. All other officers and civilians

After the services have been completed, all uniform personnel will pass in review. Uniformed personnel will again form in front of the location in the same manner as when the casket arrived.

Procession out of the church or chapel shall be:

1. Dignitaries
2. All others in attendance
3. Honor Guard
4. Minister/Chaplain
5. Pallbearers with casket
6. Family

As the minister/chaplain exits the church/chapel, the coordinator will call the detachment to attention. As the casket comes into view, the coordinator will order the detachment to "Present arms." All officers will render a hand salute until the casket is placed in the hearse, at which time to "Order Arms" command will be given, followed by an order to dismiss.

E. FUNERAL (CEMETERY)

- a. Coordinate with the Traffic Division the procession route, traffic control, parking, etc.
- b. Insure the procession from the religious service to the cemetery is as follows: CPD Motorcycles/CPD Marked Unit/Hearse/Family Vehicles/Friends Vehicles/CPD Chief of Police/other dignitaries/CPD Units/Other Police Department Units
- c. Coordinate formations and seating arrangements.
- d. Assign ushers to assist in formations.
- e. Assign officer to call orders.
- f. Assign officer to play taps (bugler.)
- g. Assign officer for 21 gun salute.

All officers will, upon arrival at the cemetery, assume their positions in formation near the grave. Formation positions will be determined by the coordinator prior to service. The coordinator will call the detachment to attention as the pallbearers remove the casket from the hearse.

The procession to the grave side will be:

1. Minister/Chaplain
2. Honor Guard
3. Pallbearers with casket
4. Family

As the procession approaches the detachment of officers, the coordinator will give the command to "Present Arms", at which time the uniformed personnel will render the hand salute until the casket has been placed at the grave side and the command is given to "Order Arms." The command to stand at "Parade Rest" will then be given. Officers will remain in this position during the grave services. After the minister/chaplain finishes, the coordinator will call the detachment to attention and then give the order to "Present Arms" while the firing team fires the twenty-one gun salute and the bugler plays taps. Upon completion of taps, the order will be given to "Order Arms."

The pallbearers will then fold the flag and present it to the highest-ranking officer of the department who will then present it to the next of kin. The Minister/Chaplain may offer a benediction. The coordinator at this time will dismiss the detachment.

All CPD officers will then form a single file to offer their last respects (i.e., Glove Salute.)

F. PALLBEARER TEAM

The family's preference whether the pallbearer will be selected from family, friends and/or co-workers. Personnel acting as pallbearers shall be in uniform. Family preferences, if any, shall be given first consideration in appointment of the team.

The arrival of the hearse, the team will accept the casket and follow the honor guard into the church/chapel, placing the casket on the stand and then taking their seats. At the end of the service, the team does not pass in review of the casket, but will remain in the church/chapel until everyone exits. They will again take the casket and follow the honor guard back to the hearse. The team will ride in the first police unit behind the staff car. Arrival at grave side, the team will again accept the casket from the hearse and follow the honor guard to the grave side and place the casket on the stand. The team will then face the casket and remain at attention throughout the ceremonies, following the commands of the coordinator through taps/21 gun salute. After the last note of taps, the team will lift the flag from the casket and fold the colors. The colors will then be presented by the team leader to the highest-ranking officer of the department, who will present the flag to the family. The team will then remove their gloves

and place them on the casket (only for an officer who has been killed in the line of duty.) The team will then march to a predetermined position until dismissal.

G. FIRING TEAM

The firing team leader will be responsible for the acquisition of firearms and ammunition and the selection and training of the team. At the church/chapel service, the firing team will line up on the second row behind the honor guard and follow up the commands given by the coordinator. The firing team will follow the family into the church/chapel (first officers to enter? And be seated in the last row of officers. After the conclusion of the services, the team shall be the first to exit the church/chapel. Upon exiting, the team will then leave the area and proceed immediately to the grave side. At the grave side, the team will be in position as the casket is being taken from the hearse to the grave side. They will follow commands given by the coordinator. At the conclusion of the minister/chaplain portion of the service, the team leader will call the team to attention and conduct the twenty-one gun salute (Line of Duty Death Only). After the last volley, the team will immediately go to present arms while taps is being played. After taps has been completed, the team will order arms and march off to their units.

H. HONOR GUARD

At the church, the team will form a corridor into the church/chapel. The team will precede the casket into the church/chapel. Upon entering the church/chapel, the team will stand on both sides of the casket's resting place, at parade rest. When those present pass in review, the team will stand at attention until all present exit. The team will precede the casket when leaving the church/chapel. Once outside, the team will again form a corridor through which the pallbearers will pass with the casket.

The team will ride in the unit immediately behind the car containing pallbearers. Upon arrival at the grave side, the team will precede the casket to the grave side. The team will assume a position in the first line of the uniformed officers and will follow the commands of the coordinator until dismissed.

II. INTRODUCTION: OTHER THAN LINE OF DUTY DEATH

In the event of the death or serious injury of a Charleston Police Department employee, other than a police officer, the department shall show every care and consideration to that employee and family.

A. ACTIVE

Upon notification of the death of a Charleston Police Department Officer, the Desk Sergeant shall notify the Charleston Police Department Command Staff, the immediate supervisors, and the Police Chaplain. The department shall implement a five-day mourning period. All flags are to be flown at half-mast. The Chief of Police shall appoint a liaison officer to the family. This officer should be familiar with the family, but who is not emotionally involved. This liaison officer shall assist the family and shall honor all reasonable requests for the family. The liaison officer should be made available to the family until such a time that the family no longer needs assistance from the department. However, the department should keep some contact especially around the holiday season.

B. RETIRED

When Charleston Police Department receives notification of the death of a retired Charleston Police Department officer, the Desk Sergeant shall notify Charleston Police Department Command Staff and the Police Chaplain. The department shall implement a three-day mourning period. All flags are to be flown at half-mast. The Chief of Police shall appoint a liaison officer to contact the family to offer the assistance on behalf of the department.

C. SERIOUS INJURY

Upon notification of the serious injury (a non-life threatening) illness and/or hospitalization of a Charleston Police Department officer, the Desk Sergeant shall notify the Chief of Police, the officer's chain of command, and the Police Chaplain. The Charleston Police Department victim/witness officer should be appointed as a liaison officer to the officer and the family. This officer should be assigned until the officer can return to work.

EMPLOYEE EMERGENCY INFORMATION FORM

Name: _____

Phone _____ Beeper _____

Address _____

SSN: _____ Date of Hire: _____

Race: _____ Sex: _____ Blood Type: _____ DOB: _____

Work Assignment: _____

Special Medical Problems: _____

In case of emergency, serious injury, or death to myself, I would like the following person notified by a Police Department Representative:

Name: _____ Relationship: _____

Address: _____ Home Phone: _____

Place of Employment: _____ Work Phone: _____

Family Minister: _____ Phone: _____

In the event the above family member cannot be reached, please notify the following:

Name: _____ Relationship: _____

Address: _____ Home Phone: _____

Place of Employment: _____ Work Phone: _____

Is there any information the department representative should be made aware of (medical problems or other family considerations, such as young children at home, etc.) _____

Date Completed: _____ Date Updated: _____

RETURN COMPLETED FORM TO POLICE DEPARTMENT PERSONNEL

CHECKLIST FOR DISPATCHERS - OFFICER DEATH OR SERIOUS INJURY

Date: _____ Time: _____

Name of Officer: _____

Location: _____

Senior Street Supervisor: _____ Time: _____

CPD Officers on Scene: _____ Time: _____

Time: _____ Time: _____

Time: _____ Time: _____

Crime Scene: Time: _____ Time: _____

Detective: _____ Time: _____

Detective: _____ Time: _____

EMS Personnel: _____

Supervisor: _____ Time: _____

Medic # _____ Time: _____

Fire Department # _____ Time: _____

Rescue Squad # _____ Time: _____

CPD Dispatchers on Duty: _____

Tape # _____

*Notebooks are to be kept for future reference.

Notifications made by Dispatchers

Name of Agency: _____ Time: /Arrived: _____

Police Chaplain _____

CHECKLIST FOR DESK SERGEANT • OFFICER DEATH OR LIFE THREATENING INJURY

Desk Sergeant, upon notification, pulls the Employee Emergency Information Form and Notifies the Senior Supervisor of any Special Instructions.

Date: _____ Time of Incident: _____

Officer Assignment: _____ Details: _____

NO INFORMATION TO BE RELEASED TO NEWS MEDIA WITHOUT DIRECTION FROM CHIEF OF POLICE

Chief of Police: _____ Time: _____ Police Chaplain: _____ Time: _____

Major Operations: _____ Time: _____ Major Spec. Ops.: _____ Time: _____

Major Admin: _____ Time: _____ Captain Detectives: _____ Time: _____

Captain Uniform: _____ Time: _____ Captain Spec. Ops.: _____ Time: _____

Captain Admin: _____ Time: _____ Lieutenant Team 1: _____ Time: _____

Lieutenant Team 2: _____ Time: _____ Lieutenant Team 3: _____ Time: _____

Lieutenant Team 4: _____ Time: _____ Lieutenant Traffic: _____ Time: _____

Lieutenant Training: _____ Time: _____

Note: Officer's Immediate Supervisors should be notified first.

Family Members: _____ Time: _____ Notified By: _____

Major: _____ Time: _____ Sheriffs Dept. _____ Time: _____

NCIC Printout Sent: _____ Date: _____ Operator: _____

If applicable: Out of Town/State Law Enforcement Agency

Agency: _____ Time: _____

Name: _____ Phone: _____

Form Completed by: _____

CHECKLIST FOR FUNERAL

To Be Completed by the Training Officer

Name of Officer: _____

Funeral Home: _____

Director: _____ Phone: _____

Officiating Minister/Chaplain: _____

Phone: _____

Funeral Home _____

Date of Wake: _____

CPD Honor Guard at Funeral Home:

Officer _____ Date _____

Officer _____ Date _____

Officer _____ Date _____

Officer _____ Date _____

Officer _____ Date _____

Special Instructions for Wake: _____ Religious Service: _____

Date and Time: _____

Location: _____

Pallbearers:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Honor Guard: _____ Full Team _____

Officer in Charge: _____ Special Instructions for Service: _____

Cemetery: _____ Date and Time: _____

Location: _____ Officer in Charge: _____

Special Instructions: _____

Traffic Detail: (To be completed by Traffic Division)

Officer in Charge: _____

Procession Route: _____

Funeral Home: _____ Church Service: _____

Officers Assigned to Detail: _____ Traffic and Transportation Notified: _____

Name: _____ Date/Time: _____

OTHER LAW ENFORCEMENT AGENCIES

Agency: _____ Contact Officer: _____

Assignment: _____ Date & Time Notified: _____

Agency: _____ Contact Officer: _____

Assignment: _____ Date & Time Notified: _____

APPENDIX IV

EMERGENCY FORM FOR PUBLIC SAFETY EMPLOYEES

CONFIDENTIAL

(Permission to reprint is provided with proper credit)

The information you provide below is confidential and will be used only in the event of your serious injury or death in the line of duty. Please fill out the form as accurately as possible; in the event you are injured or killed while on duty, the information provided will be of extreme comfort to your family and the law enforcement agency in following your wishes.

This form will be reviewed / revised by the officer with any status change. Please PRINT or TYPE all responses.

1) Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Badge _____

2) Law Enforcement Agency _____

3) City _____ State _____ Zip _____

FAMILY INFORMATION

4) Spouse's Name _____ Date of Birth _____

Address / Phone (if different from above) _____

Spouse's work number _____

5) Children's Names / Dates of Birth

_____ / _____ - _____ - _____

_____ / _____ - _____ - _____

_____ / _____ - _____ - _____

6) Addresses / Phone Numbers of Children Not Living at Home:

7) Names, Addresses and Phone Number (Home & Work) of Key Relatives (Parents, Siblings, In-laws):

Name _____

Address _____

Phone _____ Relation _____

Name _____

Address _____

Phone _____ Relation _____

(If more room needed, please list on separate sheet.)

8) If you are divorced, please provide the following information about your ex-spouse:

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Please do do not contact my ex-spouse.

9a) Is there a living will? yes no

If so, do we have a copy? yes no

9b) Are you an organ donor? yes no

If so, do we have a card on file? yes no

10) In the event you are unable to communicate after a serious accident, do you wish extraordinary efforts to be used to prolong your life? yes no

Do you wish to leave that decision to a family member? yes no

If so, please name them _____

Relation _____

11) Name of Physician _____

Address _____

City _____ State _____ Zip _____

Phone _____

12) In the event of your death, whom would you prefer to inform your immediate family?

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

13) Please list any preferences you may have regarding funeral arrangements:

Funeral Home _____

Religious Site (church, synagogue, etc.) _____

Presiding Clergy _____ Second Choice _____

Cemetery _____

14) Has a plot already been purchased? yes no

If, yes, indicate plot number _____ Cemetery _____

15) Do you wish to have calling hours? yes no If so, for how many evenings? _____

16) Are you a veteran of the U.S. Armed Services? yes no

If so, do you wish a military funeral? yes no

17) Do you wish a law enforcement funeral? yes no

18) Do you wish your remains to be buried or cremated

If buried, do you prefer to be buried in uniform or in civilian clothes

19) Do you wish an open casket? yes no

If cremated, do you have any wishes regarding your remains? yes no

20) List any preferences you have to serve as pallbearers:

21) Do you wish any particular songs or hymns to be played at the religious service? yes no

If, so, please list: _____

22) Do you wish a eulogy to be delivered? yes no

If so, please indicate who should deliver the eulogy: _____

23) Do you wish flowers to be omitted in lieu on contributions to a charity? yes no

If so, which one? _____

PLEASE PROVIDE THE FOLLOWING INFORMATION

24) Name, address and phone number of your attorney: _____

25) Do you have a will? yes no If so, where is it located? _____

26) List any insurance policies you may have:

Company _____ Policy # _____ Location _____

Company _____ Policy # _____ Location _____

27) List memberships in law enforcement organizations that may provide assistance to your family:

28) List any personal requests for the future (for example, a particular song to be played in your memory at the marriage of your children, thoughts on the remarriage of your spouse, etc.)?

29) Do you have any personal possessions you wish to be given to specific individuals?

If so, please indicate below:

Items: _____ Please give to: _____

OPTIONAL VOLUNTARY INFORMATION

30) Please list any accounts (including certificates of deposit, Keogh accounts, etc.) you have in bank or other financial institutions:

Bank _____ Account # _____

Date _____ Signed _____

This form should be placed in a sealed envelope and marked "TO BE OPENED ONLY IN THE EVENT OF SERIOUS INJURY OR LINE-OF-DUTY DEATH." It should be reviewed each year and changes made if required.

Law Enforcement Resources

American Critical Incident Stress Foundation
PO Box 204
Ellicott City, MD 21043
(410)730-4311

American Federation of Police & Concerned Citizens
3801 Biscayne Blvd.
Miami, Florida 33137
(305)573-0070 • web site www.aphf.org

American Police Hall of Fame and Museum
3801 Biscayne Blvd.
Miami, Florida 33137
(305)573-0070 • web site www.aphf.org

American Society of Law Enforcement Training
PO Box 361
102 Dock Road
Lewes, DE 19958-0361
(302)645-4080

Behavior Sciences Unit
Federal Bureau of Investigation
FBI Academy
Quantico, VA 22135
(703)640-1628

Center for Loss & Life Transition
3735 Broken Bow Road
Ft. Collins, CO 80526
(303)226-6050

Compassionate Friends
PO Box 3696
Oak Brook, IL 60522
(708)990-0010

Concerns of Police Survivors, Inc.
PO Box 3199
Camdenton, MO 65020
(573)346-4911 • 1-800-784-COPS

Federal Law Enforcement Officers Association
20 Waterside Plaza 21-G
New Yor, NY 10010
(516)264-0260

Fraternal Order of Police
National Headquarters
1410 Donelson Pike, A-17
Nashville, TN 37217
1-800-451-2711

Fraternal Order of Police Auxiliary
10600 Strawberry Hill
Midwest City, OK 73130
(405)733-2923

Homicide Survivors Group
PO Box 6201
Clearwater, FL 34618
(813)535-1114

International Association of Chiefs of Police
515 North Washington Street
Alexandria, VA 22314
800-THE-IACP • (703)836-6767

International Association of Women Police
C/O US Marshals Service
208 US Courthouse
Des Moines, IA 50309
(515)229-8739

International Brotherhood of Police Officers
2001 Crystal Drive, Suite 206
Arlington, VA 22202-3706
(703)979-0290

International Conference of Police Chaplains
101 Rainbow Drive
Livingston, TX 77351
(409)327-2332

International Union of Police Association, AFL-CIO
1421 Prince Street, Suite 330
Alexandria, VA 22314
(703)549-7473

Law Enforcement Television Network
1303 Marsh Lane
Carrollton, TX 75006
1-800-535-5386

Mothers Against Drunk Driving
511 East John Carpenter Freeway, Suite 700
Irving, TX 75062
800-438-MADD
214-744-MADD

National Association of Chiefs of Police
3801 Biscayne Blvd.
Miami, FL 33137
(305)573-0070 • web site www.aphf.org

National Association of Police Organizations
750 First Street, NE; Suite 935
Washington, DC 20002
(202)842-4420

National Black Police Association
3251 Mt. Pleasant Street, NW
Washington, DC 20010
(202)986-2070

National Law Enforcement Officer's Memorial Fund
605 E. Street, NW
Washington, DC 20004
(202)737-3400

National Organization for Victim Assistance
1757 Park Road NW
Washington, DC 20010
(202)232-6682

National Organization of Black Law Enforcement
Executives
4609 Pinecrest Office Park Drive, 2nd Floor
Alexandria, VA 22312
(703)658-1529

National Organization of Parents of Murdered Children
100 East Eighth Street, Suite B-41
Cincinnati, OH 45202
(513)721-5683

National Sheriffs' Association
1450 Duke Street
Alexandria, VA 22314-3490
1-800-424-7827

National Troopers Coalition
1415 South Shelby
Indianapolis, IN 46203-1946
(317)636-0929

National Victims Resource Center
Box 6000
Rockville, MD 20850
1-800-627-6872

Office for Victims of Crime
US Department of Justice
633 Indiana Avenue, NW, Room 1342
Washington, DC 20004
(202)514-6444

On Site Academy
PO Box 1031
Gardner, MA 01440-60231
(508)632-3518
1-800-238-3518

Police Executive Research Forum
1120 Connecticut Avenue, 9th Floor
Washington, DC 20036
(202)466-7820

Police Foundation
1001 22nd Street, NW, Suite 200
Washington, DC 20037
(202)833-1460

Public Safety Officers Benefits Program
Bureau of Justice Assistance
633 Indiana Avenue, NW
Washington, DC 20531
(202)307-0635

United Federation of Police
Box 162
Bryans Road, Maryland 20616
(301)375-7140

US Department of Justice
Bureau of Justice Assistance
633 Indiana Avenue, NW
Washington, DC 20531
(202)307-0635

Victims' Assistance Legal Organization, Inc.
(VALOR)
PO Box 862
McLean, VA 22101-0862
(701)538-6898