

GREELEY POLICE DEPARTMENT

General Order 357.00

Reviewed: 01/19

357.00 LINE OF DUTY DEATH

357.01 Definitions:

- **Line-of-Duty Death:** Any action, felonious, accidental or natural, which claims the life of a Greeley Police Officer who is performing work-related functions either while on or off duty.
- **Survivors:** Immediate family members of the deceased officer: spouse, children, parents, siblings, fiancée, and/or significant others.
- **Beneficiary:** Those designated by the officer as recipient(s) of specific death benefits.
- **Benefits:** Financial payments made to the family to insure financial stability following the loss of a loved one.
- **Funeral Payments:** Financial payments made to the surviving family of an officer killed in the line-of-duty, which are specifically earmarked for funeral expenses.

357.02 Procedures and Responsibilities:

- It shall be the responsibility of the Chief of Police or a Deputy Chief (NOTIFICATION OFFICER) in cooperation with the Coroner's Office to properly notify the next of kin of an officer who has suffered severe injuries or died.
- The name of the deceased officer must NEVER be released by the department before the survivors are notified.
- If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification.
- The family should learn of the death from the department first and not from the press or other sources. If there is an opportunity to get to the hospital prior to the demise of the officer, DO NOT wait.
- If the family requests to visit the hospital, they should be transported by police department vehicle. If the family insists on driving, an officer should accompany them in the family car.

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- If young children are at home, the NOTIFICATION OFFICER must arrange for babysitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or a similar arrangement. The Victim/Witness Assistance personnel may be utilized to assist in coordination of these needs.
- The deceased or severely injured officer's parents should be afforded the same courtesy of personal notification if possible.
- If immediate family members live outside of Weld County, the NOTIFICATION OFFICER will ensure that the Weld County Regional Communications Center sends a teletype message to the appropriate jurisdiction, requesting a PERSONAL notification. The NOTIFICATION OFFICER may choose to call the other jurisdiction by telephone in addition to the teletype message. Arrangements should be made to permit telephone contact between the survivors and the Greeley Police Department.
- The Chief or a designated Deputy Chief should respond to the residence or to the hospital to meet with the family as quickly as possible.
- If the media has somehow obtained the officer's name, they should be advised to withhold disseminating the information pending notification of the next of kin.
- The NOTIFICATION OFFICER shall submit a written memorandum specifying the identity, time, and place of survivors notified. A copy of this memorandum will be forwarded to the Coroner's Office for their records.
- Assistance for Affected Officers and Other Department Personnel
 - Officers who were on the scene or who arrived moments after an officer was critically wounded or killed should be released from the scene and/or handling other duties as quickly as possible.
 - The Greeley Police Department shall make Critical Incident Debriefings available to all Department personnel within 48 hours of the incident. Since all department employees are at least somewhat affected by a line-of-duty death, it will be the goal of the Department to ensure that all employees have the opportunity to attend a group debriefing session.
 - The debriefings will be coordinated and conducted by a psychologist and GPD personnel trained in Critical Incident debriefings.
 - A debriefing shall be made available for the surviving family to attend if they desire.

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- Any officer or dispatcher directly involved in the line-of-duty death of another officer shall be required to attend at least one individual debriefing session.
- Assisting the Family at the Hospital:
 - The first supervisor other than the Chief or his representative, to arrive at the hospital becomes the HOSPITAL LIAISON. The HOSPITAL LIAISON responsibilities will usually be fulfilled by the on-duty Watch Commander or a designated supervisor. The HOSPITAL LIAISON is responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the press, and others. These responsibilities include:
 - Arrange with the hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, and only those others requested by the immediate survivors.
 - Arrange a separate area for fellow police officers and friends to assemble.
 - Establish a press staging area. Coordinate this with the department's designated Public Information Officer.
 - Request that medical personnel relay pertinent information regarding an officer's condition to the family on a timely basis and before such information is released to others.
 - Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased officer be directed to the City of Greeley Human Resources Office. The family should not receive any of these bills at their residence. This will require the HOSPITAL LIAISON to re-contact the hospital during normal business hours to ensure that proper billing takes place.
 - Ensure that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.
 - Arrange transportation for the family back to their residence.
 - If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity. A police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it.

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Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.

- The NOTIFICATION OFFICER should remain at the hospital while the family is present.
- Support of the Family During the Wake and Funeral
 - The Chief of Police, or designee, will meet with the officer's family at their home, or a location of the family's choosing, to determine their wishes regarding Departmental participation in the preparation of the funeral or services. All possible assistance will be rendered.
 - With the approval of the family, the Chief will assign a FAMILY LIAISON Officer. Whenever possible, the FAMILY LIAISON officer will be assigned according to the wishes of the deceased/mortally injured officer as assigned in his/her Officer Information Appendix. The Chief will also designate a DEPARTMENT LIAISON/BENEFITS COORDINATOR
- FAMILY LIAISON OFFICER
 - The selection of a FAMILY LIAISON officer is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the fallen officer and his/her family.
 - This is not a decision-making position. This is a role of "facilitator" between the family and the Police Department. The Victim Assistance personnel will work closely with this designated officer to insure that his/her responsibilities are covered.
 - Responsibilities of the FAMILY LIAISON OFFICER
 - Ensure that the needs of the family come before the wishes of the Police Department.
 - Assist the family with funeral arrangements and make them aware of what the department can offer if they decide to have a police funeral. If they choose the latter, brief the family on funeral procedure (i.e., 21-gun salute, bagpipes, presentation of the flag, playing of taps). Victim Assistance personnel will be utilized to identify alternate church and reception facilities that could accommodate a law enforcement funeral. These alternatives will be presented to the family who will make the final determination.
 - Apprise the family of information concerning the death and any developments in a continuing investigation.

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- Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting childcare and transportation needs, etc.
 - Be constantly available to the family.
 - Determine what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out-of-town family travel, food for funeral attendees following the burial, etc.
 - Notify the following organizations immediately following a line-of-duty death:
 - Public Safety Officers' Benefits Program, U.S. Department of Justice: (888)744-6513
 - F.B.I. Criminal Justice Information Services, U.S. Department of Justice: (888)0827-6427
 - Concerns of Police Survivors (C.O.P.S.): (573)346-4911 (www.nationalcops.org)
 - Colorado Fallen Heroes: cofallenhero.org
 - National Law Enforcement Officers Memorial: (202)737-3400
 - Fire and Police Pension Association: (303)332-3772
 - Escort the family to any city, state, or national recognition ceremonies for the fallen officer. (It is the intent of this order for the FAMILY LIAISON officer to be available in this capacity for approximately one year following the officer's death. However, each situation will be evaluated independently to consider extending this availability)
 - Escort the family to any support services, workshops, or seminars that the family elects to attend, should the family desire.
 - The FAMILY LIAISON officer should carry a cell phone at all times during this assignment.
- DEPARTMENT LIAISON/BENEFITS COORDINATOR: This position is normally assigned to a Deputy Chief due to the need to effectively coordinate resources throughout the department.
 - Continued Support for the Family
 - Members of the department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetables and survivors may develop a complicated grief process. More

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than half of the surviving spouses can expect to develop a post-traumatic reaction to the tragedy.

- Survivors should continue to feel a part of the “police family.” They should be invited to Greeley Police Department functions and activities to ensure continued contact.
- Members of the department are encouraged to keep in touch with the family. Close friends, co-workers and officials should arrange with the family to visit the survivors’ home(s) from time to time so long as the family expresses a desire for these contacts to continue.
- The Chief of Police should observe the officer’s death date with a personal contact, a short note to the family and/or flowers on the grave.
- Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
- The FAMILY LIAISON acts as a long-term liaison with the surviving family who ensures that close contact is maintained between the department and the survivors and that their needs are met for as long as they feel the need for support.
- If no court proceedings surround the circumstances of the officer’s death, the FAMILY LIAISON will relay all details of the incident to the family at the earliest opportunity.
- If criminal violations surround the death, the FAMILY LIAISON will:
 - Inform the family of all new developments prior to press release;
 - Keep the family apprised of legal and parole proceedings;
 - Introduce the family to victim assistance specialists of the court;
 - Encourage the family to attend the trial and accompany them whenever possible; and
 - Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all of their questions.
- Officer Information Appendix: All officers, upon employment, shall fill out and maintain an Officer Information Appendix (Appendix 1)
 - Officers shall fill out Appendix 1 within 30 days of employment.
 - Appendix 1 shall be sealed by the officer.

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- It shall be kept in a secure place in the office of the Training Coordinator and opened **only** in the event of the death of the officer or in the event the officer is injured and not expected to survive.
- Appendix 1 shall be updated annually by the officer, concurrent with the performance evaluation.

General Order 357.00	<u>LINE OF DUTY DEATH</u>	Reviewed: 03/19
Authorized by Mark Jones, Police Chief		
Effective Date: March <u>21</u>, 2019		
<i>Mark Jones</i> _____ Signature	Date:	<u>March 21, 2019</u>

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APPENDIX 1

Officer Information for Line-of-Duty Death

This document is to be filled out by the employee within 30 days of employment, and it is to be updated annually on the anniversary date of the employee's hire.

This document is to be sealed by the employee and kept in the Training Coordinator's Office. All information is confidential and will not be disclosed except in the event of the death of the employee or if they are injured and have a poor prognosis for survival.

Please fill out the form as accurately as possible. In the event that you are killed or injured during the execution of your duty, the following information will become critical to your family and the Greeley Police Department in making proper, timely notifications, and in following your wishes. If you have alternate choices, or wish to add attachments, please do so with this document.

Name: _____ Badge #: _____
Address: _____
City, State, Zip: _____
Home Phone: _____ SSN: _____

Family Information

Spouse/Significant Other: _____ DOB: _____
Address & Phone (if different from above): _____
Employer: _____ Phone: _____
Address: _____

Children:

_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____

Children not living at home:

Name: _____	DOB: _____
Address: _____	Phone: _____
Employer: _____	Phone: _____
Address: _____	

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Name: _____ DOB: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____ Cell Phone: _____

Name: _____ DOB: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____ DOB: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____ DOB: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Names, addresses, and phone numbers (home & work) of key relatives (parents, siblings, & in-laws) ** use additional sheets if necessary

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

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If you are divorced, please provide information about your ex-spouse(s):

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____
Do you want us to contact them? Yes No

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____
Do you want us to contact them? Yes No

Do you have a living will? Yes No
If yes, please attach a copy.

Are you an organ donor? Yes No
If yes, please provide documentation or if you would like to donate organs, specify below.
Yes No

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

Or, do you wish to leave this decision to a family member? Yes No
If yes, who: _____ Relationship: _____

Per General Order 357.00, who would you like to have as your FAMILY LIAISON OFFICER?
Name: _____

Are there any special requests or directions you would like followed upon your death?

Date: _____

Signed: _____

GPD 2151(7/07)