

Annapolis Police Department



GENERAL ORDER

Number: N.3

**Issue Date: April
2016**

TO: All Personnel

SUBJECT: Line of Duty Deaths / Critical Injury

PURPOSE

The purpose of this General Order is to establish clear procedures and guidelines in the event of an officer line of duty death or critical injury.

POLICY

It shall be the policy of the Annapolis Police Department to provide liaison assistance to the immediate survivors of an officer who dies or who is critically injured in the line of duty, and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family.

DEFINITIONS

Benefits Coordinator- The Commander of Administrative Services Division or his/her designee in conjunction with the City of Annapolis Human Resources Director shall be responsible for filing all workers compensation claims and death benefits for the family.

Color Guard- A contingent of department members assigned to carry the American, Maryland State, and City of Annapolis flags, flanked by two riflemen.

Casket Watch- A mandatory requirement for a line of duty death that requires the constant guarding of the deceased's remains once the body has been prepared for viewing. This honor is performed on a 24 hour basis.

Department Liaison- The Commander of the Honor Guard or designee will act as the liaison between the family and the department.

Family Liaison- Will be chosen by the department liaison and/or the unit commander of the officer who died. The surviving family members will be personally informed of those designated. For the family's sake, these assignments will be individual officer oriented as opposed to rank or position oriented.

Family Support Advocate- Shall be assigned by the Chief of Police.

Hospital Liaison-Whenever possible, the Chief of Police will join the family at the hospital. The next highest ranking officer to arrive at the hospital or their designee shall serve as the liaison for coordinating all events at the hospital.

Honor Guard- A contingent of department members tasked to render appropriate military honors during the departmental funeral, e.g., saluting of the casket at the funeral site and the burial location.

Line of Duty Death- The death of an officer by felonious or accidental means during the course of performing official police functions while on or off duty.

Mourning Band- A black band with a blue stripe across the center worn on the badge to designate mourning by the department members. Officers shall wear a mourning band following the announcement of the death of any officer, within the State of Maryland, who died in the line of duty. The mourning band shall be worn until sunset on the day of internment of the fallen officer. The Administrative Support Commander, or the designee, will send notification of the wearing of the band.

Mourning Period- That period of time that is designated by the Chief of Police where the mourning band is worn by all members and the City flags are flown at half-staff. The traditional mourning period for a line of duty death is generally 30 days.

Pallbearers- Those individuals selected to carry the casket of the deceased member. Pallbearers need not be strictly departmental members. Civilians, or a combination of members and civilians can perform this function, however, all pallbearers should be dressed in similar attire.

Police Chaplain- To provide religious guidance, counseling and assistance to members of the department, their families, and to the community.

Surviving Family- Immediate family members of the deceased department member, to include spouse, children, parents, siblings, fiancée and significant others.

I. Required Action

Procedures for Death Notification

The following procedures shall be followed in the case of a line of duty death or a critically injured officer. The wishes of the family take precedence over the desires of the department.

1. The name of the deceased or critically injured officer shall not be released to the media or other parties before immediate survivors are notified.

2. The senior ranking officer will designate an officer (preferably a supervisor) to inform the family of the death or injury. The notification of the immediate family should be made as soon as possible, if possible coincidental with command notifications.
3. Notification will be made in person, in the company of other officers and the police chaplain and/or psychologist, if appropriate. Whenever the health of immediate survivors is a concern, emergency medical personnel shall be requested to stand by.
4. If the opportunity to get the family to the hospital exists prior to the officer's death, transportation will be provided by the department. If the officer has died, notification shall be made in as forthright and empathetic manner as possible.
5. Communications concerning the officer and the incident, whenever possible, should be restricted to a hard line telephone to avoid interception by the media. Should the media obtain the officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made. The ranking officer shall coordinate this effort with the Media Relations officer.
6. The officer making notification to the immediate family shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.
7. Officers providing assistance to the family shall not make promises to the family that they are not sure can be met.

II. Hospital Liaison

The Hospital Liaison shall:

- A. Arrange for waiting facilities for the immediate family members and a press staging area. The desires of the surviving family members should be followed with regard to their accessibility to family and friends.
- B. Assist family members in accordance with their desires in gaining access to the injured or deceased officer.
- C. Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the Benefit Coordinator, not to the officer's family or other survivors. This may require that the hospital liaison officer recon tact the hospital later during normal business hours to ensure that proper billing occurs.
- D. Arrange for transportation for the family upon their departure from the hospital.
- E. Ensure that the immediate family members are provided with additional assistance at the hospital, if needed.

III. Departmental Liaison

The Departmental Liaison shall:

- A. Act as a facilitator between the family and the department.
- B. Meet with the unit commander of the officer who died and designate an officer to be the family liaison.
- C. Provide travel and lodging arrangements for the family if requested.
- D. Identify alternative churches and reception halls that will accommodate the law enforcement funeral. The family will make the final determination.
- E. Coordinate all official law enforcement notifications and arrangements to include the honor guard, ceremonial funeral, traffic control and liaison with visiting law enforcement agencies. Ensure that the national TTY on the death has been sent.
- F. Ensure 24 hour security presence at the home of the spouse or significant other from the time of the incident until the conclusion of the funeral. Security will continue for as long as the situation dictates. This may require outside liaison with other jurisdictions.
- G. Ensure that the Media Relations Officer is kept up to date on all arrangements for the funeral.
- H. Ensure that Media Services deals with all press inquiries. The family should not have to deal with the media.
- I. Ensure that all stress management services that the city offers is made available to the family and that the city receives the bill for the services.
- J. Ensure that all other officers in the department are provided stress management if requested utilizing the City of Annapolis Employee Assistance Program (EAP).

IV. Family Liaison

The Family Liaison shall:

- A. Have a good knowledge of the family relationships, but not be so emotionally involved that it would impair the officer's effectiveness.
- B. Be available to the family prior to and throughout the wake and funeral.
- C. Assist the family in whatever needs they may have.
- D. Assist the family in making the funeral arrangements if requested by them.
- E. Relay any information which may be available concerning the circumstances of the officer's death and coordinate with the investigating officers to ensure the family receives as much information as possible without jeopardizing the case.

- F. Brief the family members on the procedures involved in the law enforcement funeral.

V. Benefits Coordinator

The Benefits Coordinator shall:

- A. File workers compensation claims and related paperwork. Arrange with the hospital to have all bills sent to the police department. If any bills are inadvertently sent to the family, the Benefits Coordinator will coordinate with the hospital liaison officer if necessary to ensure all bills go to the department and not to the family.
- B. Be responsible for coordination of all benefits with the Human Resources Director or his/her designee and ensure that the family is made aware of the City of Annapolis Employee Assistance Program and other such programs. The Benefits Coordinator shall also present information on all benefits available to the family.
- C. Document inquiries and interest in public donations to the family and establish a mechanism, for receipt of such contributions, as appropriate.
- D. Assist with preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of a contact person or facilitator at each benefit or payment office.
- E. Maintain contact with the family to ensure that the benefits are being received.
- F. Advise family on the role of police associations and organizations that may be of assistance to them, such as Concerns of Police Survivors (COPS P.O. box 3199 South Highway 5, Camdenton, Missouri 65020, 573-346-4911) and the National Law Enforcement Officers Memorial Fund (605 E Street N.W. Washington D.C. 20004, 202-737-3400).

VI. Benefits/Claims

There are federal and state benefits to which beneficiaries of officers killed in the line of duty are entitled. The following is provided so that the benefits coordinator can initiate contacts soon after an officer's death.

1. Federal Benefits

U.S. Department of Justice
Bureau of Justice Assistance
Public Safety Officers Benefit Program
810 Seventh Street N.W. Washington D.C. 20531
202-307-0635

Contact the office and request claim forms and a list of necessary documents.

2. State Benefits

Department of Public Safety and Correctional Services

Suite 310 Plaza Office Center
6776 Reisterstown Rd.
Baltimore, Maryland 21215-2341
Will fax/mail a list of documents necessary to file a claim.

3. City of Annapolis Human Resource Office

VII. Family Support Advocate

The family Support Advocate shall:

- A. Provide contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member.
- B. Accompany surviving family members to court to explain the nature of the proceedings and introduce them to prosecutors and other persons involved in the court system as needed.
- C. Identify all support services available to the family members and work on their behalf to secure any service necessary.
- D. Maintain routine contact with the family members to provide any emotional support and maintain an ongoing relationship between the department and the family.
- E. Ensure that the anniversary date of the officer's death is observed with a note or card to the family and that adequate support is given to the family during holidays.
- F. For the next six to eight weeks ensure that checks are made to the residence to assure that everything is in order. If the officer lives outside the City of Annapolis request the agency which has jurisdiction to check on the residence for the next six to eight weeks.

VIII. Protocol

The following will serve as a guideline in regard to those honors rendered to the various categories of deceased department personnel. Should the family specifically request that any of these traditional honors be waived, their wishes will be honored.

- A. Line of duty deaths involving sworn department members are entitled to the following honors:
 1. Wearing of the mourning band for 30 days
 2. Color Guard
 3. Honor Guard
 4. Casket Watch
 5. Pall Bearers
 6. Firing Squad - 21 Gun Salute
 7. Playing of Taps

- B. It is appropriate to have a local military contingent provide a firing squad and/or a bugler in the case of a deceased department member who is a U.S. Armed forces veteran, regardless of the manner of death. This is a customary honor that is provided as a tribute from the veteran's former branch of service.

- C. Line of duty deaths involving Auxiliary Officers or civilian personnel killed in the line of duty are entitled to the following honors:
 - 1. Wearing of the mourning band from the date of death through the day of the funeral
 - 2. Color Guard
 - 3. Honor Guard
 - 4. Casket Watch
 - 5. Pall Bearers

- D. Deaths of active or retired officers due to natural causes are entitled to the following honors:
 - 1. Wearing of the mourning band for the 24 hour period on the day of the funeral
 - 2. Either Color or Honor Guard (per request of the family)
 - 3. Pall Bearers

- E. In accordance with Federal law, the United States flag will not be flown at half-staff to acknowledge a departmental death, unless authorized by the President of the United States.

IX. General Funeral Procedures

- A. Casket Watch
 - 1. The Casket Watch is only for members who have died in the line of duty. The Casket Watch is usually comprised of officers from the Operations Division. However, volunteers can stand the watch at the discretion of the Commander of the slain officer. The officers who are assigned the detail must look sharp in uniform and conform to all current grooming regulations.
 - 2. Generally, the Commander of the Operations Division or his/her designee will be responsible for arranging and directing the Casket Watch.
 - 3. The Class A uniform will always be worn for the Casket Watch. It will include the Sam Brown belt and white gloves. The minimum number of personnel is eight officers plus a Sergeant to serve as the Commander of the Casket Watch. The watch should be divided into shifts with two officers standing 20 minutes at a time.
 - 4. The Casket Watch moves at the slow death cadence. This includes marching, movements, and saluting. The supervisor will post the watch and the officers will post themselves at/or near the head and the feet of the officer, facing the public seating area.
 - 5. While standing watch, officers will assume the position of "Parade Rest" and will not speak or move until relieved. Officers will be relieved every twenty

minutes. Circumstances at the funeral home may require adjustments to accommodate the available space and influx of visitors. The Commander of the Casket Watch will have the authority to alter the length of the individual shifts to accommodate any special circumstances.

B. Honor Guard

1. The Honor Guard will be composed of one Lieutenant (if possible), one Sergeant and/or Corporal and six officers. They will assemble at a point near the service (church, funeral home or cemetery) for inspection by the Lieutenant or Sergeant. Assembly should occur at least 30 minutes prior to the start of the viewing or service. Commands of execution will be issued by the Sergeant or Corporal.
2. Upon the conclusion of the services at the cemetery, members of the Honor Guard will remove the United States Flag from the casket and ceremonially fold it and turn it over to the Sergeant or Corporal directing the detail. The Sergeant will then present the flag to the Chief of Police for presentation to the next of kin at the gravesite.

C. Pallbearers

If requested, six pallbearers will be selected in the same manner as the Honor Guard. Pallbearers should be under the direction of the Commander of the Operations Division or his/her designee, and will report to the funeral director at the time designated for instructions and seating arrangements. The duties of the pallbearers are usually dictated by the needs of the funeral director, therefore, it is not feasible to prescribe a formation policy. However, when at all possible, members will move in some order or formation in a military manner.

D. Honor Guard and Pallbearer Uniforms

The class A uniform will be worn by both the Honor Guard and Pallbearers. The uniform will include the Sam Brown belt and white gloves.

E. Special Instructions

Honor Guard, Color Guard, Casket Watch and Pallbearers will receive specific detailed instructions from the Commander of the Operations Division or his/her designee. These instructions will address the particulars of each group's participation and responsibilities during the funeral.

F. Participating Department Members

1. Members participating in the funeral will report to a pre-designated assembly point, away from the place of services for inspections and briefing. Information regarding the uniform of the day, reporting time and location, etc. will be derived from a Chief's Memorandum.

2. From the established assembly point, members will move in an orderly fashion (i.e. route-step) to the place for service, timing their arrival to permit immediate entry.
3. Upon entering the building, members will remove their hats and hold them under their arm. They will move in an orderly manner to the place reserved for them.
4. Members will remain standing until all members are in their places and the command "BE SEATED" is given. Members will sit with hats in lap, maintaining their military bearing throughout the service.
5. Upon termination of the service, members upon command "DETAIL, RISE" will rise in unison and place their hats under their left arm and prepare to file past the casket. They will hold their hats in this position until they have passed the casket and arrived outside.
6. Upon leaving the building, members will replace their hat and assemble in formation at right angles to the hearse.
 - i. Two ranks will be formed facing each other, leaving an aisle through which pallbearer and casket may pass.
 - ii. Members should normally be dressed at extended intervals, but may be dressed at close intervals, if space is limited.
 - iii. While waiting in formation, members will be placed at parade rest.
7. When the casket comes into view, the command "DETAIL, ATTENTION" will be given. The next command will be "PRESENT ARMS". All members will salute and hold this salute until the casket is placed in the hearse. At this time, the command "ORDER ARMS" will be given and members will return hands to their sides. As the doors of the hearse close, the command is given "DETAIL, READY FACE" so that the two columns are facing the hearse. The Commander will then order "DETAIL, FALL OUT". The members may then break and quickly move to their vehicles in a professional manner.

G. Procedural Variations

1. The funeral procedures outlined will be followed in most cases. Any changes made necessary by a shortage of staffing, the unusual size of the funeral, the type of service, the physical arrangement of the place of service, or for any other reason will be made by the Commander of the Operations Division in consultation with the Chief of Police or his/her designee.
2. None of the provisions of this order will preclude the Chief of Police from authorizing a level of participation in excess of those established. This discretion will rest with the Chief of Police and will ensure appropriateness in the case of unique or unusual circumstances or events.

X. **Continued Departmental Follow-up Responsibilities**

- A. The department should be sensitive to the needs of survivors other than the spouse. Adult-aged or younger children, parents, siblings, etc., are all experiencing grief. Realize that grief is a process and that everyone handles grief differently. Do not set

time limitations on when the family should “recover” from the death. The grieving process has no time timetable, and many survivors may experience a complicated grief process.

- B. The following post-funeral procedures will be observed:
1. The Chief of Police or his/her designee should assign an officer close to the deceased officer to assemble a “shadow box” to present to the family. The box should at a minimum contain the officer’s badge, nameplate and department patch as well as any rank insignia or commendation ribbons awarded. The presentation of a second box should be considered for the surviving parents and those children who might not have been living with the officer at the time of the officer’s death.
 2. When plaques, memorabilia, etc, are given to the surviving spouse, consideration should be given to the surviving parents. They have lost a child who can never be replaced. Duplicate presentations should be considered. Remember to invite the surviving family to Police Department activities.
 3. Children from a former marriage should also be recognized. Even though they did not live with the police officer/parent, they are still that officer’s children. They, too, need personal memorabilia of their deceased parent.
 4. Close co-workers of the deceased officer should be encouraged to visit the home of the family on a regular basis. Their continued show of support and concern can have a very positive effect on the family.
 5. The commander of the deceased officer should coordinate a “formal” memorial service on the first anniversary of the officer’s death. A message should be sent to the family and flowers should be placed on the gravesite.
 6. The Chief of Police and the Commander of the Community Services Section will coordinate with any community groups and government leaders regarding the establishment of any appropriate memorial, plaques, and memorabilia.
 7. The department should maintain support as long as the family feels the need for the support. In time, the family will let you know when they are ready to move on with their lives without assistance from the Police Department.

XI. Police Chaplains

The Police Chaplains shall:

- A. Accompany officer making notification of death or serious injury.
- B. Shall be available for family of deceased or injured officer, for other members of the department, and for the community.
- C. Perform any other duties assigned by the Chief of Police and/or the Commander of the Community Services Section.

References

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| <ol style="list-style-type: none">1. Accreditation Standards 22.2.5, 22.2.62. City of Annapolis Employee Assistance Program3. General Orders N.4 Police Chaplains Program |
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This General Order replaces General Order N.3 entitled Line of Duty Deaths/Critical Injury dated May 2000.