3.9.1 PURPOSE

This policy creates procedures to be followed when an employee is killed or seriously injured in the line of duty.

3.9.2 POLICY

The Department shall provide liaison assistance to the immediate family of any employee who dies in the line of duty. This assistance will be provided whether the death is the result of felonious or accidental circumstances while that employee is an active TPD member. The Department will provide similar liaison assistance to any employee who suffers a severe and debilitating injury in the line of duty whether the injury is the result of felonious or accidental circumstances.

3.9.2 CLASSIFICATIONS

A. Decedents

It is recommended that classifications of law enforcement employees be adopted for the purpose of identification and discharge of the appropriate level of funeral ceremonies.

1. SWORN: those sworn to enforce laws;
2. CIVILIAN: all other employees, including volunteers;
3. RETIRED: those honorably retired from service or disability pensions:

B. Events

1. LINE OF DUTY: Death of a sworn employee that is the proximate result of a traumatic injury sustained in the line of duty.
2. RETIRED: Death of a retired sworn employee.
3. NON-LINE OF DUTY: Death of a sworn employee in any other manner.
4. NON-SWORN: Death of a civilian Topeka Police Department employee.

3.9.3 PROCEDURE <22.2.4>
This section shall apply to line of duty serious injury or death of employees.

A. Employees who wish to have critical information made available to their families in event of emergency may obtain a “Critical Incident Booklet” provided by the FOP and ordered through the Grand Lodge.

B. Notification of Family

The Chief of Police or Bureau Commander shall designate an Employee Assistance Officer to notify the deceased or severely injured employee’s surviving family unless a higher ranking official assumes the responsibility. The following guidelines must be strictly adhered to when making notification to the surviving family:

1. The name of the deceased employee must never be provided to the media before immediate survivors living in the area are notified.
2. If there is knowledge of an existing medical problem with an immediate survivor, medical personnel shall be dispatched to the residence to coincide with the death notification.
3. Notifications will be made in strict coordination/cooperation with the Coroner’s office. If the immediate surviving members of the deceased are out of town, notification will be made in cooperation with the Coroner’s office and an appropriate law enforcement agency in that area.
4. Notification must always be made in person, when possible, and never alone. The following persons should be present when notification is made:
   a. The Chief of Police or designee;
   b. The Department Chaplain; and
   c. An Employee Assistance Team representative.
5. If these persons are not readily available, notification shall not be held up. If the opportunity exists to get the family to the hospital prior to the demise of the employee, there shall be no delay for the appropriate delegation to respond.
6. The best person to make the actual death notification might not always be a command-level officer. Another officer or supervisor close to the deceased and his or her family, may be the most appropriate choice, if available. This person shall not replace the Chief of Police, but instead serve as a valuable assistant.
7. If the person responsible for the death notification has been seriously affected by the death, he/she shall understand that showing emotions is perfectly acceptable. If specifics of the incident are known, the officer shall relay as much information as possible to the family and not
intentionally withhold information from the family, unless it could jeopardize an ongoing investigation.

8. If the family wants to go to the hospital, they shall be transported via police vehicle. It is highly recommended that the family not drive themselves to the hospital. If there is serious resistance and the family insists on driving, an officer shall accompany or follow their car.

9. The deceased or severely injured employee’s parents will be afforded the courtesy of personal notification if they live within a reasonable distance of the City. The deceased’s parents are immediate family members and are very important during this time of crisis.

C. Family Assistance at the Hospital < 22.2.4>

1. The Employee Assistance Officer and supporting team shall immediately respond to the hospital and meet with the hospital personnel to arrange appropriate waiting facilities for the family, as well as a separate area for fellow officers. They shall also ensure that medical personnel relay pertinent information to the family on the employee’s condition in a timely manner.

2. The Employee Assistance Team will ensure that the family is updated on the incident as soon as the family arrives at the hospital.

3. Arrangements shall be made, if needed, for transportation of the family back to their residence.

3.9.4 SUPPORT FOR THE OFFICER’S FAMILY DURING THE WAKE AND FUNERAL < 22.2.4>

A. The Employee Assistance Team will perform the following duties during the wake and funeral period:

1. Compile information concerning the funeral arrangements and any other pertinent information needed to complete the teletype notification as follows:

   a. Name of deceased;
   b. Date/time of death;
   c. Funeral arrangements (to include whether service is private or formal);
   d. Expressions of sympathy in lieu of flowers;
   e. Uniform to be worn;
   f. Staging area; and
   g. Encouraging officers attending the funeral to carpool with three and four per patrol vehicle to avoid traffic and parking problems.

2. Arrange for replacements for on-duty officers desiring to attend the funeral services.
3. Meet with or contact the following persons to coordinate all funeral activities and establish a complete funeral itinerary:

   a. Family members/liaison officer;
   b. Public Information Officer (PIO);
   c. Priest/minister/chaplain;
   d. Funeral director; and
   e. Cemetery director.

4. Coordinate through the Chief of Police the order to fly flags at half-staff and direct the wearing of mourning bands for the designated period in the case of line-of-duty deaths.

5. If the family desires a burial in uniform, designate an officer to obtain a uniform and all accoutrements, assemble the uniform and deliver it to the funeral home. The officer's weapon can be displayed during the actual viewing, but will be secured at all other times by the supervisor of the Casket Watch.

6. Assign an officer to remove property from the deceased officer's assigned patrol vehicle and clean the vehicle.

7. Arrange for meals for the immediate family and any other services, if necessary.

8. The Employee Assistance Team can coordinate additional personnel and assignments as needed such as:

   a. Command liaison;
   b. Benefits coordinator;
   c. Peer Support Team;
   d. Funeral coordinator/liaison officer; and
   e. Family liaison.

9. The Employee Assistance Team will direct and coordinate the following assignments, ensuring their execution is in keeping with the highest degree of reverence and dignity:

   a. Casket Watch;
   b. Honor Guard;
   c. Color Guard; and
   d. Pallbearers.

10. The Employee Assistance Team is also responsible for the following (with additional personnel assistance if/when needed):

    a. Complete an itinerary for the day of the funeral services;
    b. Brief the Chief of Police and command staff concerning all funeral arrangements and special family requests;
c. Determine whether the family wishes a flag presentation by the Chief of Police. Obtain an American flag which may be obtained through the funeral home;

d. Ensure a State of Kansas seal wreath is ordered;

e. May arrange for a fire authority ambulance to be present at the cemetery;

f. Obtain a tow truck to be on standby in the vicinity of the funeral procession in case of a disabled vehicle in the procession;

g. Decide procession-route traffic posts;

h. Parking coordination at the church and cemetery;

i. Assign traffic-safety officers to reconnoiter the procession route;

j. Assign traffic posts (funeral home, church, procession route, cemetery, reception, etc.);

k. Obtain traffic cones, barricades, etc., from Public Works for parking;

l. Arrange for assistance from other jurisdictions if the services extend beyond the Department;

m. Arrange for a tactical radio channel with the SCECC for the funeral detail;

n. Prepare and publish a document outlining the procedures and itinerary of the funeral;

o. Maintain a roster of all law enforcement agencies sending members to the funeral. Assist in arranging for all the necessary accommodations, i.e., food, lodging, etc;

p. Acknowledgement of visiting or assisting departments with letters of appreciation prepared for the Chief’s signature. Administrative support can be acquired from other members;

q. Complete and submit the FBI’s Analysis of Law Enforcement Officer’s Killed and Assaulted providing information of the incident; and

r. Establish contact with Concerns of Police Survivors when needed. The National Institute of Justice funds this national networking organization. They provide peer support to police survivors and assist law enforcement agencies with their response to the tangible and intangible needs of survivors.

Concerns of Police Survivors, P.O. Box 3199, Camdenton, MO 65020 Phone: 573--346-4911 or at www.nationalcops.org.

B. Public Information Officer

It is the responsibility of the designated PIO to handle all exchanges with the media throughout the process. The PIO shall coordinate any release of information with the designated Command Officer to ensure no information is released which could jeopardize a possible criminal prosecution of the case.
C. Family Liaison Officer

1. The Employee Assistance Team, with the approval of the family, shall appoint a family liaison officer to assist the family throughout the wake and funeral. The appointment of a liaison officer is a critical assignment. Although the liaison officer may know the officer and be aware of the family relationships, the officer shall not be so emotionally involved with the loss that he/she would become ineffective. The liaison officer must know that this is not a decision-making position. This is a role of "facilitator" between family and the Department. The liaison officer must be an officer, but need not be of a supervisory rank.

2. The liaison officer will:

   a. Meet with the family and tell them what his or her responsibilities will be during this time.
   b. Be constantly available to the surviving family throughout the wake and funeral.
   c. Assist the family in making the necessary funeral arrangements and ensure the needs of the family come before the wishes of the Department. Since most officers have not prearranged their wishes for the handling of their own funeral, the families will most likely need to decide most aspects of the funeral. The liaison officer shall only make the family aware of what can be offered in the way of assistance if the family decides to have a "law enforcement funeral." The Department further realizes and understands that the actual funeral arrangements shall properly reflect the wishes of the deceased officer's family, and that any conflict will be decided in favor of the family.
   d. See that the surviving parents are afforded appropriate recognition and have proper placement arranged for them during the funeral and funeral procession.
   e. Attempt to accommodate family requests for assistance by communicating those desires to the appropriate Command Officer. The liaison officer may not authorize any expenditure without the express approval of the appropriate Commander.
   f. Ensure that Chief of Police is fully aware of all requested assistance.
   g. Determine the location of the officer’s personal property being particularly attentive to wedding rings and religious medals.

D. Benefits Coordinator assigned by the Chief of Police should assure the following is completed:

1. Filing Workers Compensation claims and supporting documentation;
2. Presenting information on all benefits available to the family;
3. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate;

4. Preparing all documentation of benefits and payments due survivors to include:
   a. The nature and amount of benefits to be received by each beneficiary,
   b. The schedule of payments; and
   c. The name of a contact person or facilitator at each benefit or payment office.

5. Ensure benefits are received by filing all benefits paperwork and maintaining contact with the family. A copy of benefits documentation should be provided to all survivors affected and explained to each of them; and

6. Advise surviving family of the role police associations and organizations play in support programs for law enforcement survivors.

7. If applicable, contact the Police Protective Fund Felonious Assault Line-of-Duty Death Benefit for a claim. Call 512-476-1042 or at www.PoliceUSA.com

3.9.5 AUTHORIZED HONORS

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

A. Line-of-Duty Deaths – Sworn Officers

1. Line-of-duty deaths (felonious or accidental) involving sworn officers are entitled to the following honors: No effort should be spared in the conduct of a Line of duty death funeral that is consistent with tradition, good taste, and the wishes of the immediate next of kin. Line of duty deaths (felonious or accidental) involving sworn officers are entitled to the following honors:

   a. Wearing of mourning band for designated period;
   b. Flags at half-staff for designated periods.
   c. Motor escorts;
   d. Color Guard;
   e. Honor Guard;
   f. Casket Watch by Honor Guard;
   g. Pall Bearers;
   h. Rider-less Horse;
i. Flyover;
j. Pipe and Drum Corp;
k. Last Radio Call;
l. Full seven man Firing Squad – 21-Gun Salute;
m. Ceremonial flag fold; and
n. Playing of Taps.

2. It is appropriate to have a local military contingent provide a firing
   squad and/or 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 current or former branch of service.

B. Line-of-duty Deaths – Non-sworn Members

Line-of-duty deaths (felonious or accidental) involving non-sworn
members who die 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; and
4. Pall Bearers.

C. Deaths of Retired Sworn Officers

Retired Officers Deaths will not be provided the same honors given to
those who fall in the line of duty. Honors shall still be given for the
sacrifices the officers and their families have made while serving the City
of Topeka. Retired Officer’s deaths are entitled to the following honors:

1. Wearing of the mourning band for the twenty-four hour period on the
day of the funeral;
2. Motor escort;
3. Static Honor Guard;
4. Voluntary Casket Watch in Class A uniforms;
5. Pipe and Drum Corp
6. Three man Firing Squad- 21 Gun Salute
7. Ceremonial flag fold;
8. Either Color or Honor Guard (per request of family); and
9. Pall Bearers (per request of family);
10. Playing of Taps

D. Non Line of Duty Death-Sworn Officer
1. Non Line of Duty deaths will not be provided the same honors given to those who fall in the line of duty. Honors shall still be given for the sacrifices the officers and their families have made while serving the City of Topeka. Non Line of Duty deaths involving sworn officers are entitled to the following honors:

   a. Wearing of mourning bands for designated period;
   b. Motor escorts;
   c. Static Honor Guard;
   d. Voluntary Casket watch in Class A uniforms;
   e. Pipe and Drum Corp;
   f. 3 man Firing Squad;
   g. Ceremonial flag fold; and
   h. Playing of TAPS

E. Non Line of Duty Death-Non-Sworn

1. Non-Sworn employee deaths are entitled to the following honors:

   a. Motor Escort
   b. Static Honor Guard

F. Additional Honors – Generally

1. Flying of the flags at half-staff. Only those deaths occurring in the line of duty will be acknowledged by flying of flags at all City government buildings at half-staff on the day of the funeral at the direction of the Chief of Police. Flags at the Department will be flown at half-staff until the burial of the sworn officer in the case of a line-of-duty death.

2. 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.

3.9.6 GENERAL FUNERAL PROCEDURES

A. Casket Watch

1. The Casket Watch is only for sworn officers who have died in the line of duty. The Casket Watch is usually comprised of Honor Guard members from the Department. However, volunteer officers can stand the watch at the discretion of the Commander of the deceased officer.
The officers who are assigned the detail must look sharp in uniform and conform to all current grooming regulations.

2. The Class A uniform will always be worn for the Casket Watch. The minimum number of members is eight officers plus a sergeant to serve as the Officer in Charge of the Casket Watch. The watch shall be divided into shifts with two officers standing 20 minutes at a time.

3. The Casket Watch moves at the slow-death cadence. This includes marching, movements and saluting. The supervisor will post the watch and officers will post themselves at/or near the head and feet of the deceased officer, facing the public seating area.

4. 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 officer in charge of the Casket Watch will have the authority to alter the length of the individual shifts to accommodate any special circumstances.

5. After the formal viewing hours, an informal Casket Watch will take over. This detail usually consists of two officers and is staffed on a twenty-four-hour basis.

B. Honor Guard

1. The Honor Guard shall assemble at a point near the service such as church, funeral home or cemetery for inspection by the Lieutenant. Assembly shall occur at least thirty minutes prior to the start of the viewing or service. The Lieutenant or designee shall issue commands of execution.

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 directing the detail. The sergeant shall then present the flag to the Chief of Police for presentation to the surviving family at the gravesite.

C. Pallbearers

If requested, six pallbearers shall assemble in the same manner as the Honor Guard. Pallbearers shall be under the direction of an assigned supervisor 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 Honor Guard uniform shall be worn by the Honor Guard. Other officers serving as pall bearers shall wear Class A uniforms.

E. Procedural Variations

1. The funeral procedures previously 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 Employee Assistance Team in consultation with the Chief of Police.

2. None of the provisions of this policy 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.

3.9.7 DEPARTMENT RESPONSIBILITIES DURING CRIMINAL PROCEEDINGS

A. It is the Department's responsibility to keep the family informed of all pertinent legal proceedings if the officer died as a result of a criminal act.

B. The Commander of the Investigations Bureau shall assign a contact officer to notify the family of upcoming court proceedings and keep them informed as to the current status of the criminal case.

C. The Commander of the Investigations Bureau shall also ensure the members of the deceased officer's family are given a detailed account of the entire incident which led to the officer's death or debilitating injury. If any details may not be released because of legal or prosecution reasons, this shall also be explained to the family. Failure to disclose information may be viewed as an attempt to "hide something" and could create serious concerns for the family.

3.9.8 CONTINUED DEPARTMENTAL FOLLOW-UP RESPONSIBILITIES

The following post-funeral procedures will be observed:

A. The Employee Assistance Team may assign an officer close to the deceased officer to assemble a shadow box to present to the family. The box shall contain at a minimum, the officer's badge, nameplate and Department patch, as well as any rank insignia or commendation ribbons awarded.

B. When plaques, memorabilia, etc., are given to the surviving spouse, consideration shall be given to the surviving parents. Duplicate
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presentations shall be considered. Remember to invite the surviving family to Department activities.

C. Children from a former marriage shall also be recognized even if they did not live with the officer/parent.

D. The Employee Assistance Team shall coordinate a formal memorial service on the first anniversary of the officer's death. Announcement of this service shall be sent throughout the Department to ensure maximum participation. A message shall be sent to the family and flowers shall be placed on the gravesite.

E. The Chief of Police and the liaison officer shall coordinate with any community groups and government leaders regarding the establishment of any appropriate memorial, plaques and memorabilia.

F. The Department shall maintain support as long as the family feels the need for the support. In time, the family will let the Department know when they are ready to move on with their lives without assistance from the Department.

3.9.9 RETIREMENT OF IBM AND RADIO NUMBERS

A. The IBM number of officers who die in the line of duty shall be retired from use.

B. The radio number of officers who die in the line of duty in the future shall not be retired. However, radio number 429, which was retired by the Chief of Police in 1995, shall remain retired.