



ERIE POLICE DEPARTMENT



Written Directives

Number: 250.001

Title: <u>In the Line of Duty Death/Injury</u>		Pages: 5
Effective Date: 11/18/09	Review Date: 06/01/20	Amended Date: 07/26/18

POLICY:

CACP STANDARD 250.2

It is the policy of the Erie Police Department to provide support services to the immediate family of any employee of the department who is seriously injured or dies in the line of duty.

DEFINITIONS:

COLORADO FALLEN HERO FOUNDATION: Civilian and Law Enforcement volunteers who, upon request from the Chief of Police, will assist police departments with Line-of-Duty Deaths.

EMERGENCY NOTIFICATION CONTACT PERSON: A person designated by the department employee, who is to be notified in the event of a serious injury or death to that employee.

ERIE POLICE PUBLIC INFORMATION OFFICER (PIO): As described under directive 210.004, the PIO will typically be a civilian Town employee designated as the PIO or the Commander or Deputy Chief. It shall be the responsibility of the assigned PIO to handle all exchanges with the media from the time of the incident until the conclusion of all judicial proceedings.

FAMILY LIAISON OFFICER (FLO): An Erie Police Department employee assigned by the Chief of Police or chosen by the involved employee's family who will provide assistance to the family throughout the wake and funeral. The specific duties are detailed in this directive.

HOSPITAL COORDINATION OFFICIAL: A member of the Erie Police Department Command Staff (Chief, Deputy Chief or Commander) whose primary role is to respond to the hospital in order to coordinate all aspects related to the hospital treatment and its personnel. The specific duties of this role are listed in this directive.

PROCEDURES:

I. NOTIFICATION

- A. It shall be the responsibility of the Chief of Police, Deputy Chief or a Commander to properly notify the Emergency Notification Contact Person (Spouse, Next of Kin, etc.) of the injury or death of an employee.
- B. The following guidelines shall be followed:

1. The name and medical condition of the employee must never be released to the news media before notification is made to the appropriate family employee(s).
2. Notification must always be made in person and never alone. A chaplain, victim/witness assistance coordinator, or an Erie Police Officer who is a friend of the family should accompany the informing officer.
3. If there is knowledge of a medical condition with an immediate survivor, medical personnel should be requested to stand by during notification.
4. If it is appropriate for the family to go to the hospital, they should be transported in an Erie Police vehicle.
5. If the immediate family lives outside of the immediate Erie area, request the law enforcement agency in that jurisdiction make the notification in person with appropriate personnel.

II. LINE OF DUTY INJURY (SERIOUS)

- A. The Chief of Police, Deputy Chief, or a Commander should respond to the hospital to serve as the Hospital Coordination Official.
- B. Upon arriving at the hospital, the Hospital Coordination Official shall:
 1. Meet with the appropriate hospital personnel to arrange adequate waiting facilities for the family and a separate area for fellow officers.
 2. Obtain a hospital phone number where hospital personnel may be reached.
 3. Meet with a representative of the hospital Public Affairs Office and request all media requests be directed to the Erie Police Public Information Officer (PIO).
 4. Ensure family members are updated on the incident as soon as they arrive.
 5. Ensure medical personnel relay pertinent information to the family in a timely manner.
 6. Ensure medical personnel explain to the family the hospital policy about visitation with the employee and/or visitation with the decedent following demise.
 7. Brief Erie Police Command Staff on the employee's condition as they arrive at the hospital.

8. Brief the Chief of Police so a request may be made for immediate assistance from the Colorado Fallen Hero Foundation (See Appendix A).
9. Regularly update waiting officers on the employee's condition.
10. Remain available the entire time the family is at the hospital and assist the family as appropriate.
11. The Command Staff Officer who made the initial notification should be among those present at the hospital.
12. Arrangements should be made with the Town HR Manager and Town of Erie Human Resources so medical bills relating to services rendered are not sent to the family's residence.
13. Arrange for transportation of the family back to their residence or location where they are staying.

III. LINE OF DUTY DEATH

- A. In the event of a Line-of-Duty Death, the Police Chief will request immediate assistance from the Colorado Fallen Hero Foundation (See Appendix A).
- B. Unless the family requests a specific Erie Police Department employee to serve as Family Liaison Officer (FLO), the Chief will assign an employee to serve in this capacity in order to provide assistance throughout the wake and funeral.
- C. The role of the Family Liaison Officer is a critical assignment. While this is not a decision-making position, the FLO serves as a facilitator between the family and the Erie Police Department to ensure the needs and wishes of the family are being met.
- D. The assigned officer shall be available to the family on a twenty-four (24) hour basis until after the burial (or related service).
- E. The Family Liaison Officer will:
 1. Relay all family requests for assistance to the Chief.
 2. Provide as much assistance to the family as possible, such as travel arrangements and lodging for out-of-town family members.
 3. Ensure someone remains at the residence anytime the family leaves if the family wishes.

4. Meet with the family regarding funeral arrangements. If the family decides to have a “law enforcement funeral” the FLO should make the family aware of what assistance the department can offer.

IV. PUBLIC INFORMATION

- A. The PIO shall coordinate any release with the appropriate officials of the law enforcement agency having jurisdiction over the death investigation to ensure no information is released which would jeopardize the proper criminal prosecution of the case.
- B. The PIO shall contact the Public Affairs Officer of the hospital to coordinate the release of information on the employee’s condition.
- C. The PIO should also monitor statements made by the family from the time of the incident until the conclusion of all judicial proceedings in an attempt to ensure no statements are made which could be prejudicial to criminal prosecution.
- D. The PIO ensures the appropriate information is compiled into a Media Information Bulletin, as well as placed on local and interstate media sites, to notify other law enforcement agencies.

V. CONTINUED SUPPORT FOR THE FAMILY

- A. The Town of Erie Human Resources shall meet with the family to discuss the benefits they are eligible to receive as survivors of a law enforcement officer killed in the line of duty.
- B. One unique benefit available to law enforcement survivors is the Public Safety Officer’s Death Benefit. Federal statute provides a one-time death benefit to the survivors of a public safety officer who is killed in the line of duty.
- C. Employees who commit suicide typically shall not be provided Line-of-Duty Death services. However, an employee may be assigned to assist the family.

VI. SUPPORT FOR SURVIVING FAMILY MEMBERS DURING TRIAL OF THE SUSPECT(S) **CACP STANDARD 250.1**

The Erie Police Department shall keep the surviving family informed of all judicial proceedings stemming from the felonious or accidental death of the employee.

1. The Command Staff Officer working with the law enforcement agency having jurisdiction over the death, should ensure the surviving family employees are provided with a detailed account of the entire incident which led to the employee’s death. In addition, they should provide an explanation of any details which cannot be released that may damage the pending criminal trial or proceedings.

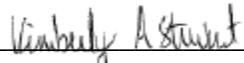
2. Should the family choose to attend the trial, the assigned FLO shall accompany them to court and provide transportation upon request. The FLO should also brief the family on those portions of the trial which may be particularly upsetting to them.

RULES:

NONE

REFERENCES:

Erie Police Department Policy Chapter 2



Kimberly A. Stewart
Chief of Police