191.01 SUMMARY

This Directive is intended to provide direction in Line-of-Duty Death cases for sworn and non-sworn personnel. There are some provisions that apply only to formal law enforcement officer's funerals.

The Chief of Police (or Deputy Chief) will appoint a team of employees and a Commander to oversee, assign, and coordinate the Team. Normally the team will consist of a Commander, the Volunteer Coordinator, the Honor Guard Sergeant, the Public Information Coordinator, and the Supervisor of the deceased employee.

The Liaison Team will assume the primary duties in carrying out the Department's role in these situations and in cases where a member has been critically injured and is not expected to survive.

191.02 PROCEDURES

Department Liaison Team - The Department Liaison Team’s duties will include, but are not necessarily limited to the following:

- Promptly meet with immediate family members and explain the liaison team’s role and responsibilities to them.

- Be available to the immediate family and survivors from the time of notification, through funeral services, and afterwards as needed.

- Ensure that the needs and wishes of the immediate family come before those of the Department.

- Identify alternate churches and reception halls that can accommodate a funeral. These options will be presented to the immediate family, who will make the final determination.

- Assist the immediate family and the funeral director regarding funeral arrangements. Direct that all appropriate bills are sent to the Department. Follow-up to assure compliance with this direction.
PROCEDURES (con’t)

- Coordinate all law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control and liaison with visiting law enforcement agencies.

- Relay information to the immediate family and survivors concerning the circumstances of the member’s death or critical injury and appropriate information regarding follow-up investigation.

- Assist immediate family members and survivors in dealing with media inquiries and inform them of the limitations on what should be discussed.

- Provide liaison with the media, in coordination with the Public Information Coordinator (PIC), to include the scheduling of any statements and press conferences. The Departmental Liaison Team will also ensure that members of the Department are aware of restrictions regarding release of any information that might jeopardize legal proceedings.

- Determine the need for travel and lodging arrangements for out-of-town survivors and family members and any other special needs of the family during the funeral. Coordinate these needs in accordance with the Department’s pre-arranged agreements.

- Upon direction from the Chief of Police, or designee, ensure that security checks of the immediate family’s and survivor’s residences are promptly initiated following the incident and for as long as necessary thereafter. In circumstances where the family resides outside the City of Grand Junction, coordinate with the local jurisdiction.

- Brief the immediate family and survivors concerning the recommended protocol involved in a formal law enforcement funeral.

- Ensure that coordinators are appointed for the following special duties:
  1. Traffic Control.
  3. Dignitary Seating.
PROCEDURES (con’t)

4. Seating-Ushers.

5. Media.

6. Coordination with Outside Agencies.


8. Member Formation/Commands.
   (Assigned to Honor Guard)

9. Honor Guard.
   (Assigned to Honor Guard Sergeant)

10. Church Arrangements.

    (Assigned to Honor Guard)

12. Pallbearers.

- In coordination with the assigned criminal Detective, collect police identification and equipment from the deceased member. Collect and inventory property from the member’s department patrol car/office and locker. This property will be distributed, as appropriate, at a later time.

191.03 BENEFITS

Coordinating of any applicable benefits will be the responsibility of the City Human Resources Benefits Coordinator in association with the Services Division Administrative Commander. (or designee) Duties and responsibilities may include, but are not limited to:

- Filing workers’ compensation claims and related paperwork.

- Presenting information on all benefits available to the immediate family.

- Documenting inquiries and interest in public donations to the immediate family and establishing a mechanism for receipt of such contributions, as appropriate.

- Preparing all documentation of benefits and payments due to the immediate family and/or survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payment and the name of a contact person or facilitator at each source or payment office.
BENEFITS (con’t)

- Filing all benefits paperwork and maintaining contact with the beneficiaries in order to ensure that benefits are being received. A copy of benefits documentation should be provided to the immediate family and survivors and explained to each of them.

- Advising the immediate family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

- Documents, which will be required, at a minimum, in order to file the various claims including:
  1. Certified copies (10 minimum) of death certificate with raised seal.
  2. Certified marriage certificate, if applicable.
  3. Birth certificate(s) of children, if applicable.
  4. Divorce papers, if applicable.
  5. In cases of step children/adoption, two friends or relatives that can attest to the relationship between the deceased and these children other than financial parent/child relationship. Brief, but notarized.
  6. Notarized investigation report or detailed statement of circumstances relating to the member’s death.
  7. Autopsy report bearing official signature and raised seal of performing medical agency.
  8. Toxicology report bearing official signature of official and raised seal of notarization of performing agency.
  9. Emergency room/hospital records bearing original signatures and notarized seal of hospital records.
BENEFITS (con’t) Information needed for benefits may include:

- Proper full name of the deceased member.
- Full address, including zip code.
- Telephone number(s).
- Dates of employment.
- Social Security Number.
- Date and place of birth.
- Physical description, to include: height, weight, sex, hair color, eye color, outstanding marks, scars and tattoos.
- Family history information, to include: Spouse's full name, full address including zip code, telephone number(s) for home/work, date and place of birth; children's/dependents' names, full address (es), date(s) and place(s) of birth, and school(s) attended.

191.04 CONTACTS The following is a list of agencies and persons to be contacted in the event of a sworn member's line-of-duty death. This list is not exhaustive; it should be viewed as a guide to assist the Liaison Team and the H.R. Benefits Coordinator.

- Peace Officers Association - Contact POA Board of Directors regarding available benefits including any insurance available through the Association and CPPA.
- Fraternal Order of Police – Contact FOP Board of Directors regarding available benefits including any insurance available.
- Risk Management, Personnel, and City Attorney - Contact for workman's compensation payments. Direct deposit of final check will proceed as established; payroll checks, upon proper notification.
- Estate of the deceased. There are no federal or state taxes due on payments made to the deceased.
- Clergy/Spiritual Advisor - Contact will be made in order that both the Department and the church/place of worship will be aware of what is required and needed.
CONTACTS (con’t)

- Grand Junction Credit Union and/or other Banking Institutions - Contact to obtain information regarding status of account(s) of deceased.

- Social Security - Contact for possible benefits.

- U.S. Department of Labor Employment Standards Administration - Contact for possible benefits to the family under 5 USC 8101 ET SEQ, as extended by 5 USC 8191: Office of Workman's Compensation Program, Phone Number (202) 724-0703.


- The Public Safety Members Benefits Program

- Bureau of Justice Assistance 633 Indiana Avenue NW Washington, D.C. 20531 202-307-0635

- Concerns of Police Survivors Organization (COPS) 314-346-4911/National, 719-528-1259/Colorado

- National Law Enforcement Officers Memorial – (202) 737-3400

- State of Colorado - For education benefits for police orphans. Also, request that flags be flown at half-mast.

- City Manager's Office - Request to fly city flags at half-mast.

- Veterans Administration - For possible benefits, if applicable.

- Police Corps - (202) 616-1728. Possible scholarship for orphans.

- Police Family Survivors Fund/The American Police Hall of Fame and Museum. (305) 573-0070 - Possible scholarship.

◆◆◆