



OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

Darren M. Popkin, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Line of Duty Deaths	2.23	05/11/11

Purpose: The purpose of this directive is to prepare the office in the event of a deputy's death in the line of duty and to direct the office in providing the proper support for the deceased deputy's family.

Policy: It is the policy of the office to provide liaison assistance to the immediate survivors of a deputy who dies in the line of duty and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family. (**22.2.2.c, 22.2.3, 22.2.4**)

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I. Definitions

- A. Line of Duty Death - The death of a deputy by felonious or accidental means during the course of performing law enforcement functions while on or off duty.
- B. Survivors - Immediate family members of the deceased deputy to include spouse, children, parents, siblings, fiancé(e) and/or significant others.

II. Notifications

- A. Upon notification of a serious injury to an employee, whether the injury was sustained on or off duty, the senior ranking deputy on duty **must** notify the following personnel:
 - (1) Sheriff;
 - (2) Chief Deputy;
 - (3) Assistant Sheriff(s);
 - (4) Injured Employee's Division Captain; and
 - (5) Section Supervisor

- B. The following procedures should be adhered to in cases of line of duty deaths and in cases of seriously injured deputies. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the office. Deputies providing services and assistance to family members and survivors **must** take all possible measures to accommodate their needs, wishes and desires, but should not make promises to the family that they are not sure can be met.
- (1) The name of the deceased **or** injured deputy **must** not be released to the media or other parties before family **or** survivors are notified and permission has been granted by the Sheriff or Chief Deputy.
 - (2) Communication of information concerning the deputy and the incident **must**, whenever possible, be restricted to the telephone to avoid interception by the media. Should the media obtain the deputy's name prematurely the ranking deputy **must** request that the information be withheld until proper notification of survivors can be made.
 - (3) The senior ranking deputy on duty will designate a notification deputy to inform the immediate family of the deputy's condition or death. **The notification deputy will ensure that:**
 - (a) The immediate family **is notified** as soon as possible, and if possible, coincidental with command notifications.
 - (b) Notifications of survivors in the immediate area are made in person and in the company of another deputy. Whenever the health of survivors is a concern, **Montgomery County Fire and Rescue Service (MCFRS)** emergency medical services personnel **must** be requested to stand by.
 - (c) If the opportunity to get the family to the hospital exists prior to the deputy's death, notification deputies **must** inform the Hospital Liaison Deputy that the family is on its way. In such cases, immediate transportation should be provided for survivors rather than waiting for other office members to arrive. It is recommended that the family not be allowed to drive themselves to the hospital. If the deputy has **succumbed to their injuries**, notification should be made to the survivors in as forthright and empathetic manner as possible.
 - (d) The notification deputy **is** responsible for identification of additional survivors outside the area and **must** make any notifications as desired by the family. Such notifications **must** be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.
 - (e) The notification deputy **must** submit an Incident Report (MCSO9) to the office liaison specifying the identity, time, and place of survivor notification.

III. Hospital Liaison Deputy

- A. Whenever possible, the Sheriff will join the family at the hospital. The next highest ranking deputy to arrive at the hospital ***must*** serve as or designate a Hospital Liaison Deputy.
- B. The Hospital Liaison Deputy ***is*** responsible for coordinating the arrival of the family and other survivors, office personnel, the media and others and will assume the following responsibilities:
 - (1) Arrange for waiting facilities for the survivors and a press staging area. The desires of the survivors should be followed with regard to their accessibility to other deputies and friends.
 - (2) Encourage medical personnel to provide pertinent medical information on the deputy's condition to the family before any other parties.
 - (3) Assist family members, in accordance with their desires, in gaining access to the injured or deceased deputy.
 - (4) Provide hospital personnel with all necessary information on billing for medical services. The Hospital Liaison Deputy should ensure that all medical bills are directed to the Sheriff's Office and that they are not forwarded to the deputy's family or other survivors. This may require the Hospital Liaison Deputy to re-contact the hospital later during normal business hours to ensure that proper billing occurs.
 - (5) Arrange transportation for the family and other survivors upon their departure from the hospital.
 - (6) Ensure that the family members or other survivors are provided with additional assistance at the hospital, as appropriate.

IV. Office Liaison Deputy

- A. The Chief Deputy, ***or designee***, is designated as the Office Liaison Deputy and will act as a facilitator between the family and the Sheriff's Office.
- B. To lessen the confusion for the family to the extent possible, the Office Liaison Deputy will be the one voice through which the office representatives (family liaison, Benefits Coordinator and Family Support Advocate) communicate with the family. The Office Liaison Deputy will expedite tasks employing office resources and the delegation of assignments. The duties of the Office Liaison Deputy include, but are not limited to, the following:
 - (1) Sending a teletype ***and a web board posting*** announcing the death of the deputy.
 - (2) Providing oversight of travel and lodging arrangements for out of town family members.

- (3) Identifying alternative churches and reception halls that will accommodate the law enforcement funeral. Those alternatives will be presented to the family who will make the final determination.
- (4) Coordinating all official law enforcement notifications and arrangements to include the honor guard, ceremonial funeral, traffic control, and liaison with visiting law enforcement agencies.
- (5) Ensuring a twenty-four hour a day security presence at the home of the spouse or significant others is provided from the time immediately following the incident until the conclusion of the funeral.
 - (a) At the request of the family and with the approval of the Sheriff or Chief Deputy, the security presence may be continued for a reasonable period *after the funeral*.
 - (b) The assistance of other law enforcement agencies may be required.
- C. Ensure that the family *does* not have to personally deal with the stress of media inquiries. *The Sheriff's* Office will coordinate all statements and press conferences concerning the incident.

V. Family Liaison Deputy

- A. The Office Liaison Deputy will designate a Family Liaison Deputy who acts as facilitator between the decedent deputy's family and the office during the wake and funeral.
- B. This position requires that the deputy have a good knowledge of the family relationships, but not so emotionally involved with the loss that it would impair *their* effectiveness. The Family Liaison Deputy is responsible for:
 - (1) Meeting with the family members and explaining *their* responsibilities to them.
 - (2) Being available to the family prior to and throughout the wake and funeral.
 - (3) Ensuring that the needs and wishes of the family are met and come before those of the office.
 - (4) Assisting the family in working with the funeral director regarding funeral arrangements.
 - (5) Relaying any information to the family concerning the circumstances of the deputy's death and appropriate information regarding any investigation. The Family Liaison Deputy should coordinate with investigators to ensure the family receives as much information as is allowable during the first few days.

- (6) Determining the need for travel arrangements for out of town family members and any other special needs of the family during the funeral and reporting this information to the Office Liaison Deputy.
- (7) Briefing the family members on the procedures involved in the law enforcement funeral.

VI. Benefits Coordinator (22.2.4, 22.2.2.c)

- A. *The Sheriff will designate an* Assistant Sheriff to be the Benefits Coordinator *who* is responsible for:
 - (1) Filing worker's compensation claims and related paperwork. If any bills inadvertently are sent to the family, *the Assistant Sheriff will* coordinate with the Hospital Liaison Deputy, if necessary, to ensure all bills go to the *Sheriff's* Office and not the family.
 - (2) Presenting information on all benefits available to the family, including:
 - (a) Life Insurance
 - (b) Accidental Death and Dismemberment Insurance
 - (c) Long Term Disability Benefits
 - (d) Social Security
 - (e) Credit Union Life Insurance
 - (f) Salary Due
 - (3) Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions.
 - (4) 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.
 - (5) Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them.
 - (6) Advising the family of the role of police *and* sheriff associations and the nature of support programs that they sponsor for law enforcement survivors.

- B. There are federal, state, county, ***and non-profit*** benefits to which beneficiaries of deputies killed in the line of duty are entitled. The Benefits Coordinator will initiate contact with the following immediately after a deputy's death:

- (1) Federal
Benefits Office
Bureau of Justice Assistance
810 Seventh Street, NW
Washington, DC 20531
202-307-0635
1-888-744-6513
Fax: 202-616-0314
E-mail: AskPSOB@usdoj.gov
- (2) State
 Department of Public Safety and Correctional Services
 Suite 310
 6776 Reisterstown Rd.
 Baltimore, Md. 21215-2341
- (3) County
Montgomery County Office of Human Resources - Employee Benefits Team 240-777-5120

 Montgomery County Employee's Federal Credit Union
 301-279-1964
- (4) *Veterans Administration Benefits – The United States Veterans Administration may provide disability or death benefits to deputies who are eligible veterans. 800-827-1000; www.va.gov*
- (5) *Non-Profit Benefits*
 - (a) *Concerns of Police Survivors, Inc*
www.mdcops.org
 410-348-5653
 - (b) *Heroes, Inc*
 1100 G Street, NW
 Suite 300
 Washington, DC 20005
www.heroes.org
 202-638-6658

VII. Family Support Advocate

- A. The Office Liaison Deputy will designate a deputy to serve as the Family Support Advocate.
- B. The Family Support Advocate serves in a long term liaison and support capacity for the surviving family. The duties include ***but are not limited to:***
 - (1) Providing contact with family members in order to keep them abreast of ***any*** criminal proceedings related to the death of the family member.
 - (2) Accompanying family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required.
 - (3) Identifying all support services available to family members and working on their behalf to secure any service necessary.
 - (4) Maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the ***Sheriff's*** Office and the immediate family.
 - (5) Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary.
 - (6) Ensuring that the anniversary date of the deputy's death is observed with a note to the family and/or flowers sent to the grave, and that adequate support is given to the family during holidays, particularly during the first year.

VIII. Protocol

- A. Deputies attending the funeral of a deceased law enforcement officer will dress in Class A uniform with only the badge, name plate, rank insignia, and official office awards worn.
- B. Black tape ***or*** ribbon will be worn over the badge immediately upon the death of a deputy of this office and will continue to be worn for the next thirty (30) days. ***Black tape will be placed from the top left to lower right of the cruiser door insignia and on the cruiser tag. This tape will be removed immediately after the burial of the deputy.***
 - (1) ***Black*** tape ***or*** ribbon will be worn over the badge immediately upon the death of an officer of another law enforcement agency located in Montgomery County until ***midnight of the day of the funeral***. ***No black tape will be placed on the cruiser door insignia or on the cruiser tag.***

- (2) Deputies attending funerals involving deputies *or* officers from jurisdictions outside of Montgomery County will ***dress in Class A uniform with only the badge, name plate, rank insignia, and official office awards worn. Black tape or ribbon will be worn*** over the badge while attending the funeral and it will be removed immediately after the burial of the deputy/officer. ***No black tape will be placed on the cruiser door insignia or on the cruiser tag.***
- C. Flags will be flown at half mast upon the death of a deputy *of this office* and for the next thirty (30) days.

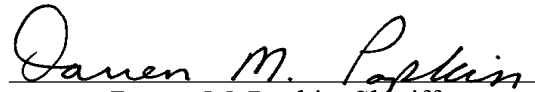
IX. CALEA Standards

22.2.2.c, 22.2.3, 22.2.4

X. Cancellation

This directive cancels and replaces General Orders/Personnel Procedures 2.23, effective ***05/01/95. Shred replaced directive.***

AUTHORITY:


Darren M. Popkin, Sheriff
05/11/2011