

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 19: Employee Well-Being
Topic: LINE OF DUTY DEATH OR TRAUMA
Approved: 09/01/13
Review: Annually in July by the Support Services Division Commander
Supersedes: G.O 1950 dated 12/01/09
Order Number: 1950
Issued by: Chief of Police
Section .15(1) added for clarification 10/15

.01 PURPOSE:

This order provides guidance and procedural information for handling “Line of Duty” death or life-threatening injuries of a Department employee.

.02 CROSS-REF:

G.O. [350](#), “Notification of Next-Of-Kin”
G.O. [1317](#), “Chaplaincy Corps.”
CALEA STANDARDS: 22.2.4, 55.2.6

.03 DISCUSSION:

The trauma that death inflicts is devastating, regardless of the circumstances. A serious injury or line-of-duty death is tragic, and the Department acknowledges the need to support the surviving families and co-workers. We recognize the need to support the families of our sworn, non-sworn, and retired employees who have died after service to the Department and their communities. Throughout the healing process, we must encourage contact and emotional support, especially to the Department’s police family during this time of crisis.

.04 POLICY:

The Frederick Police Department will provide support and assistance to the survivors of any employee who has died. This support and assistance will be provided to active and retired employee survivors alike, regardless of the manner or cause of death of the employee.

.05 DEFINITIONS:

BENEFICIARY - Those designated by the employee as recipients of specific death benefits.

BENEFITS - Financial payments made to the family to insure financial stability following the loss of a loved one.

FUNERAL PAYMENTS - Financial payments made to the surviving families of an officer killed in the line-of-duty which are specifically designated for funeral expenses.

LINE-OF-DUTY DEATH - Any action which claims the life of a Frederick Police Department employee who is performing work-related functions, whether on or off-duty.

SERIOUS INJURY - Any injury, such as a shooting, stabbing, automobile accident, etc., which is so severe as to threaten the life of the officer while performing work-related functions whether on or off-duty.

SURVIVORS - Immediate family members of the deceased officer: spouse, children, parents, siblings, fiancé, and/or significant others.

.10 POLICE FAMILY SUPPORT TEAM:

The Police Family Support Team will consist of the following personnel who will provide coordination and communication to both the Frederick Police Department and the members of the police family during a time of crisis and grief. When activated, the Police Family Support Team will attempt to

meet at least one time a day until deactivation is ordered by the Special Services Bureau Captain. In the event this is not possible due to the amount of activities that need to take place, the Special Services Bureau Captain will act as a liaison for all employees on the team.

1. NOTIFICATION TEAM - A team consisting of at least two people in two cars (male and female preferred), one of which is a uniformed police officer that makes the initial notification to next of kin. The Chief, Departmental chaplain, Victim Services Unit Supervisor, and close friend should also be included if circumstances allow.
2. HOSPITAL LIAISON OFFICER - An officer designated by the supervisor on duty at the time of the incident who will arrive at the hospital to coordinate the activities of hospital personnel, the employee's family, police officers and other police employees, the media, and others.
3. FAMILY LIAISON OFFICERS - A team of officers designated by the Captain, Special Services Bureau. The officers will be chosen based on their personal relationship to the deceased/injured officer and will provide security, liaison, and escort for police family members. These officers should want to assist and should not be so emotionally involved as to become ineffective.
4. DEPARTMENT LIAISON OFFICER - The Captain, Special Services Bureau, will provide liaison between the Police Family Support Team, the Operational Services Captain and the Chief of Police.
5. BENEFITS COORDINATOR - The Commander, Support Services Division (SSD), will be responsible for coordinating all benefits for which the employee and their family are eligible. The Coordinator will contact the employee's family as soon as appropriate and will maintain contact with the employee's family throughout the benefits process.
6. FINANCIAL, TRAVEL, AND ACCOMMODATION COORDINATOR - The Commander, SSD, will be responsible for coordinating any financial, travel, and/or accommodations for police family members and/or Departmental ceremonial and coordination personnel.
7. MEDIA COORDINATOR - The Captain, Special Services Bureau, will be responsible for coordinating the release of personal or Departmental information, and for arranging media coverage of the memorial or funeral service.
8. TRAFFIC COORDINATOR - The Commander of the Patrol Division will be responsible for coordinating and conducting all movements of vehicles involved in the funeral ceremony.
9. CEREMONIAL UNIT COMMANDER - The Commander of the Patrol Division 2 will be responsible for all ceremonial rites involved in a funeral operation.
10. CHAPLAIN - A member of the Departmental Chaplain Corps will be responsible for meeting the spiritual needs of the surviving family and Departmental employees, unless declined in favor of a family spiritual leader.

.15 ACTIVATION OF THE POLICE FAMILY SUPPORT TEAM:

1. All non-sworn departmental employees will be afforded the care and support needed during an incident involving a serious or fatal injury/illness. The Police Family Support Team will be responsible for working with and ensuring that services requested by family members involving a non-sworn employee involved in a serious or fatal injury/illness are met.
2. When the Department receives information that a serious or fatal injury/illness of any employee of the Department has occurred, whether on or off-duty, the Communications Section will notify the following members of the Police Family Support Team:

- A. Office of the Chief
 - (1) Chief of Police
 - (2) Commander, Special Services Bureau
 - (3) Commander, Operational Services Bureau
 - B. Commander, Support Services Division
 - C. Victim Services Unit Supervisor
 - D. "On-Call" Departmental Chaplain
- 3 Upon receiving information on the situations listed below, the Communications Section will notify the Office of the Chief and follow any further instructions of the Special Services Captain before any further action:
- A. Death of any retired employee of the Department
 - B. Notification of the death, in the line of duty, of any law enforcement employee who resides or works within Frederick City/County
 - C. Notification of the intention of any law enforcement agency to bring to Frederick a law enforcement officer killed in the line of duty for funeral or committal services

.20 NOTIFICATION OF FAMILY MEMBERS:

1. Death notification is acknowledged as one of the most difficult tasks faced by law enforcement officers. The moment of notification is one that most people remember very vividly for the rest of their lives. Notification is an exceedingly important duty. Besides being sensitive, those making notification have to be prepared in case a survivor requires emergency medical treatment.
2. Notification must be done in person, in a short amount of time, in pairs (whenever possible), in plain language, and with compassion.
3. First priority and consideration is given to police family members consisting of:
 - A. Spouse and children
 - B. Parents, step-parents, in-laws
 - C. Others, as requested by the family
4. The on-duty supervisor will designate two on-duty members as the Death Notification Team to make the notification in order to expedite the process. Notification **MUST** be made in person and never by one person alone. The Chief of Police or a representative, Police Chaplain, close friend, or another police survivor could appropriately accompany the Notification Team. However, if the aforementioned persons are not readily accessible, notification should not be delayed until these people can gather. If there is an opportunity to get to the hospital before the demise of the officer, do not wait for the delegation to gather. The family should learn of the death from the Department first and not from the media or other sources.

- A. A female/male team is often advantageous to deal with the different survivors, however, if a female officer is not readily available, time is of the essence and takes priority.
 - B. The team will take separate vehicles to allow for any occurrence at the residence and maximum flexibility.
 - C. Before arriving, the team should decide who will speak, what will be said, and how much can be said.
 - D. The Department **MUST NEVER** release the name of the deceased officer before the immediate family is notified.
 - E. An employee will not notify his/her own spouse or significant other of the situation until the immediate family has been notified. If, however, they overhear the radio/monitor and call to verify their own partner's safety, they should be told to not call the injured or deceased employee's family. This may lessen the possibility of premature notification and false/unnecessary information.
 - F. Employees outside the Notification Team are prohibited from making contact with the injured/deceased's police family members before official notification.
5. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification.
 6. **NEVER** make a death notification on the doorstep. Ask to be admitted to the house. Inform family members slowly and clearly of the information that you have. If specifics of the incident are known, the Notification Officer should relay as much information as possible to the family. Be sure to use the officer's name during the notification. If the employee has died, communicate that information plainly. Never give the family a false sense of hope.
 7. Accept the survivor's emotions and your own. Emotional responses are part of the grieving process.
 - A. Never try to "talk survivors out of their grief" or offer false hope. Be careful not to impose your own religious beliefs.
 - B. Many survivors have reported later that statements like these were *not* helpful to them: "It was God's will." "She led a full life," and "I understand what you are going through." (Unless one indeed had a similar experience.)
 - C. Do not take a victim's personal items with you at the time of notification. Survivors often need time, even days, before accepting the victim's belongings. The Department will tell survivors later how to recover items if they are in the custody of law enforcement officials.
 8. If the family requests to visit the hospital, they should be transported by police vehicle. It is highly recommended that the family NOT drive themselves to the hospital. If the family insists on driving, an officer should accompany them in their car.
 9. If young children are at home, the Notification Team must help arrange for babysitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or a similar arrangement.
 10. Before departing for the hospital, the Notification Team should notify the hospital staff and the Hospital Liaison (by telephone if possible) that a member(s) of the family is en route.

11. The deceased or severely injured officer's parents should also be afforded the courtesy of a personal notification, if possible, as well as fiancé or significant other, prior to public disclosure.
12. If immediate survivors live some distance from Frederick, the Notification Team will ensure that Communications telephones the appropriate jurisdiction requesting a personal notification. The Notification Team may choose to Teletype or fax the other jurisdiction in addition to the telephone message to verify all information. Arrangements should be made to attempt to make simultaneous telephone contact with the survivors.
13. The Chief, or his designee of appropriate rank, should respond to the residence or the hospital to meet with the family as quickly as possible.
14. If the media has somehow obtained the officer's name, they should be advised to withhold the information, pending notification of next of kin.

.25 DEATH NOTIFICATION AT THE WORK PLACE:

1. Ask to speak to a manager or supervisor and ask if the person to be notified is available. It is not necessary to divulge any details regarding the purpose of your visit. Ask for a private room in which to make the notification. Follow procedures above. Transport the survivor to their home, hospital, or other location, as the situation requires.
2. Let the survivor determine what they wish to tell the manager regarding the death. Offer to notify the supervisor if that is what the survivor prefers.

.27 NOTIFICATION FOR OTHER LAW ENFORCEMENT AGENCIES:

If the Department is requested by another law enforcement agency to perform a personal notification of a serious injury or death of one of their employees to a police family member who resides within Frederick, the same courtesy and procedures will be afforded to that agency and its family members.

.30 ASSISTANCE FOR AFFECTED OFFICERS:

1. Officers who were on the scene or who arrived moments after an officer was critically injured or killed should be relieved as soon as practical.
2. Police witnesses and other officers who may have been emotionally affected by the serious injury or death of another officer will attend a Critical Incident Stress Debriefing held by a trained mental health professional. The Commander, SSD, will be responsible for coordinating the debriefing.

.35 ASSISTING THE FAMILY AT THE HOSPITAL:

1. The officer assigned by the supervisor to arrive at the hospital becomes the Hospital Liaison. He is responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the press and others. These responsibilities include:
 - A. Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the Notification Officer, and only those others requested by the immediate survivors.
 - B. Arrange for chaplain and/or clergy support.
 - C. Arrange a separate area for fellow police officers and friends to assemble.
 - D. Establish a media staging area.

- E. Ensure that medical personnel relay pertinent information regarding an officer's condition to the family on a timely basis and before such information is released to others.
 - F. Ensure that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.
 - G. Arrange transportation for the family back to their residence.
2. If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity. A police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.
 3. The Notification Officer(s) should remain at the hospital while the family is present.
 4. Do not be overly protective of the family. This includes the sharing of specific information on how the officer met his death, as well as allowing the family time with the deceased officer.

.40 SUPPORT OF THE FAMILY DURING THE WAKE AND FUNERAL:

With the approval of the family, the Chief of Police will assign a Family Liaison Officer, a Department Liaison Officer and a Benefits Coordinator.

1. FAMILY LIAISON OFFICER - The selection of a Family Liaison Officer is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the officer and his family. This person will remain in this role until the family decides that his services are no longer needed. This is **not** a decision-making position. This is a role of "facilitator" between the family and the Police Department and has the following responsibilities:
 - A. Ensure that the needs of the family come before the wishes of the Department. Family permission is required before making any arrangements.
 - B. In conjunction with the chaplain, assist the family with funeral arrangements and make them aware of what the Department can offer if they decide to have a police funeral. If they choose the latter, brief the family on funeral procedure (i.e., presenting the flag, playing of taps).
 - C. Apprise the family of information concerning the death and the continuing investigation.
 - D. Coordinate with the Commander, SSD, to provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting child care and transportation needs, etc.
 - (1) Family members will be offered the services of a mental health professional immediately following the death of the officer. An in-depth grief therapy follow-up will also be offered four to six months following the death.
 - (2) Be constantly available to the family.
 - (3) Determine what services will be provided by public safety, church, fraternal and labor organizations in terms of financial assistance for out-of-town family travel, food for funeral attendees following the burial, etc.

- (4) Notify Concerns of Police Survivors (COPS), (573) 346-4911. Members are available to provide emotional support to surviving family members.
 - (5) Carry cellular phone at all times for an immediate line of communication.
2. DEPARTMENT LIAISON OFFICER - This position is normally assigned to the Special Services Bureau Commander because of the need to effectively coordinate resources throughout the Department. His responsibilities are:
- A. Work closely with the Family Liaison Officer to ensure that the needs of the family are fulfilled.
 - B. Handle the news media throughout the ordeal. If the family decides to accept an interview, he should attend to assist the family with the interview.
 - C. Meet with the following persons to coordinate funeral activities and establish an itinerary:
 - (1) Chief of Police and Command Staff
 - (2) Funeral Director
 - (3) Family Clergy or Departmental Chaplain
 - (4) Cemetery Director
 - (5) Honor Guard
 - (6) Direct the funeral activities of the Department and visiting police departments according to the wishes of the family
 - (7) Advise Communications to issue a Teletype message to include the following:
 - a. Name of deceased
 - b. Date and time of death
 - c. Circumstances surrounding the death
 - d. Funeral arrangements (state if service will be private or a police funeral)
 - e. Uniform to be worn
 - f. Expressions of sympathy in lieu of flowers
 - g. Contact person and phone number for visiting departments to use to indicate their desire to attend and to obtain further information
 - (8) Obtain an American flag and Maryland State flag. If the family wishes a flag presentation by the Chief, notify the Chief's Office. A request may be made for a City of Frederick flag as well as an FOP flag.
 - (9) If the family desires a burial in uniform, select an officer to obtain a uniform and all accoutrements (except weapons) and deliver them to the funeral home. A photograph will also be obtained from personnel files for use by the funeral director.
 - (10) Assign employees for usher duty at the church.

- (11) Arrange for the delivery of the officer's personal belongings to the family.
- (12) Brief the Chief and staff concerning all funeral arrangements.
- (13) Ensure that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- (14) Arrange for a stand-by doctor for the family, if necessary.
- (15) Coordinate with the Operational Services Captain in regards to traffic management during the viewing, funeral, and procession.
- (16) Assign an officer to remain at the family home during the viewing and funeral.
- (17) Coordinate with the Assistant, Office of the Chief, to compile a list of all departments sending personnel to the funeral, attempting to include:
 - a. Name and address of responding agency
 - b. Name of the Chief of Police
 - c. Number of officers responding
 - d. Number of officers attending the reception after the funeral
 - e. Number of vehicles
- (18) Acknowledge visiting and assisting departments.
- (19) Arrange for routine residence checks by the Patrol Division of the survivor's home for six to eight weeks following the funeral.

3. **BENEFITS COORDINATOR** - The Commander, SSD, will be the Benefits Coordinator who will gather information on benefits/funeral payments available to the family. His responsibilities are:

- A. Handling of all hospital bills, filing of Worker's Compensation claims and related paperwork. The family is not to receive bills at their residence. This may require re-contacts at the hospital, etc., during normal business hours to ensure proper billing takes place.
- B. Contacting the Human Resources Director of the City of Frederick immediately to ensure that the beneficiary receives death and retirement benefits, the officer's remaining paychecks, and payment for remaining annual/compensatory time, clothing allowance, etc.
- C. Gathering information on all benefit/funeral payments that are available to the family.
- D. Setting up any special trust funds or educational funds.
- E. Notifying police organizations such as Concerns of Police Survivors (COPS), the Fraternal Order of Police, etc., of the death and to ensure that all entitlements are paid to the beneficiary (ies). These agencies may also offer legal and financial counseling to the family at no cost.

- F. Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive.
- G. If there are surviving children from a former marriage, the guardian of those children should also receive information concerning what benefits the child(ren) may be receiving. Attention should be given to the revocation of health benefits. The majority of health benefit providers allow a 30-day grace period before canceling or imposing monthly payments upon survivors.
- H. Meeting again with the family in about six months to make sure that they are receiving benefits.

.50 CONTINUED SUPPORT FOR THE FAMILY:

- 1. Employees of the Department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetable and survivors may develop a complicated grief process.
- 2. Survivors should continue to feel a part of the "police family." They should be invited to Frederick Police activities to ensure continued contact.
- 3. Employees of the Department are encouraged to keep in touch with the family. Close friends, co-workers, and officials are encouraged to arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.
- 4. Remember that our Departmental Chaplains can be a source of strength and comfort to both the family of the deceased as well as members of the police family.
- 5. The Chief of Police should observe the anniversary of the officer's death with a short note to the family and/or flowers on the grave.
- 6. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
- 7. The Family Liaison acts as a long-term liaison with the surviving family who ensures that close contact is maintained between the Department and the survivors and that their needs are met for as long as they feel the need for support.
- 8. If no court proceedings surround the circumstances of the officer's death, the Family Liaison Officer will relay all details of the incident to the family at the earliest opportunity.
- 9. If criminal violations surround the death, the Family Liaison will:
 - A. Inform the family of all new developments prior to press release
 - B. Keep the family apprised of legal and parole proceedings
 - C. Introduce the family to victim assistance specialists of the court
 - D. Advise the family of their right to attend the trial, and accompany them whenever possible, if they so desire
 - E. Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions

.55 FUNERAL PROCEDURES AND PROTOCOL:

- 1. The Captain, Operational Services Bureau will:

- A. Address those occasions when the free flow of traffic would be interrupted due to the routing of funeral processions on the roadways of Frederick City and to establish responsibilities and procedures for these events
 - B. Assign the Commander of the Patrol Division to assist in the planning and coordination of the traffic detail for the funeral
 - C. Ensure adequate personnel and equipment are assigned to facilitate the safe and expeditious movement of the procession through Frederick City
 - D. Provide information of this event to all necessary personnel
 - E. Provide information to the Captain, Operational Services Bureau to ensure adequate time for release to the news media
2. The Commander of the Patrol Division will:
- A. Contact the Family Liaison Officer to obtain the information pertaining to the planning and establishment of the funeral detail to include: name of funeral home, cemetery, date and time of services, anticipated attendance; detail route and location of reception (if applicable), etc.
 - B. Survey and evaluate the procession route; identify possible problem areas, determine manpower requirement and special needs, such as barricades, cones, flares, etc.
 - C. Coordinate with Department of Public Works for any assistance needed
 - D. Coordinate with the Captain, Special Services Bureau to notify businesses/schools of the funeral route and affect it may have
 - E. Plan an alternate route in the event the initial route may be blocked due to unforeseen cause(s)
 - F. Establish a staging/briefing location for assembly and assignment of personnel. The following should be taken into consideration: a centralized location which provides easy access; indoor facilities preferably in the event of inclement weather; ample parking facilities; and restrooms
 - G. Duties and responsibilities will be assigned and documented in written form
 - (1) Supervisors will be responsible for specific segments of the route to ensure officers assigned to their segment receive direct supervision.
 - (2) The primary responsibility of personnel assigned to details will be to direct traffic, while maintaining constant vigilance to ensure a safe route for the procession and lessen inconvenience to the motoring public.
 - (3) Officers assigned to traffic control on Interstate highways and/or roadways with approach ramps, will station themselves at the beginning of the ramp they are to close. This will afford motorists the opportunity to find an alternate route, as opposed to being isolated on a closed ramp.

- (4) Additional personnel will be assigned to patrol areas of anticipated problems with spectators who usually react when they observe the procession traveling along the route.
 - (5) Officers are to be diplomatic in their contact with spectators.
 - H. Plan and implement a route from the cemetery to the reception area, if applicable
 - I. Coordinate any other additional details as needed concerning the Honor Guard with the Commander of the Patrol Operations Division
 - J. Special Equipment - the Patrol Commander will arrange for the following:
 - (1) Tow truck - to travel to the rear of the procession and provide assistance to any vehicle in the procession as required
 - (2) Ambulance/Medic Unit - to accompany the procession and remain until the conclusion of gravesite services
 - (3) Aircraft - will be available from MSP to assist with observation of traffic flow
 - (4) Traffic Control Adjuncts - the Department of Public Works will coordinate with Maryland State Highway Administration to provide all required traffic control devices necessary to establish a detour
 - K. Establish a Command Post - The Mobile Community Policing Office will be utilized as the command post for funeral details. It will be staffed by a minimum of two (2) officers and one (1) dispatcher for effective communications.
 - L. Communications - Contact the Communications Center and arrange for the dedication of a dispatcher controlled radio channel. Personnel assigned to the detail will limit their conversation; preferably communicating only to the dispatcher or the command post.
- 3. The Captain, Operational Services Bureau will:
 - A. Be responsible for release of pertinent information; date, time, funeral route and detours, to inform the public through media sources. To minimize the impact communities may suffer because of a departmental funeral, it is of the utmost importance that the information is disseminated in a timely manner. Notifications will be made by public radio, cable television, and newspaper. Whenever possible, businesses will be notified in person several days in advance to advise them of the disruption of their business during the funeral so they may possibly adjust their hours. Besides the public, the following departments will be notified so they may alter their routes, if necessary:
 - (1) Board of Education for possible changes in school bus schedules, dismissal time(s), etc.
 - (2) Central Alarm
 - (3) Public utilities, if working along the procession route
 - (4) Frederick County Transit System, as necessary, for their establishment of schedule changes and re-routing

.60 GENERAL FUNERAL PROCEDURES:

1. Funeral arrangements of the deceased officer are to be decided by the family, with their wishes taking precedence over the Department's procedures. The Commander of the Patrol Operations Division will coordinate the funeral ceremony and be responsible for those employees involved in the ceremony.
 - A. Attire - For sworn personnel, uniforms and equipment must be in outstanding condition.
 - (1). Class "A" uniform will be worn for all funerals
 - (2) Members of the Honor Guard and pallbearers will wear white gloves
 - (3) A black sash issued by the Manager of the Fiscal Affairs Unit will be worn across the badge.
 - (4) Civilian employees will present a formal, professional appearance
 - B. Funeral Services
 - (1) Officers who attend the funeral services will report to a pre-designated assembly point away from the place of services for inspection and briefing. All Departmental employees and outside agencies attending will be addressed as "Detail" when commands are given.
 - (2) From the assembly point, officers will march to the place of service, timing their arrival to permit immediate entry. Whenever the Detail is formed, command personnel should stand in the front line followed by department employees and outside agencies.
 - (3) Upon entering the building, officers will remove their uniform hats, place them under their left arm, hat brim forward, and move in an orderly manner to the place reserved for them.
 - (4) Officers will remain standing until everyone is in their place, and the command, "BE SEATED," is given.
 - (5) Officers will sit with their hats upright in their laps, maintaining a military bearing throughout the service.
 - (6) At the end of the service, officers, upon receiving the command, "OFFICERS RISE," will rise in unison and place their hats under their left arm preparatory to filing past the casket. They will hold their hats in this position until they have passed the casket and arrived outside.
 - (7) Upon leaving the building, officers will replace their hats and assemble in formation at right angles to the hearse.
 - (8) Two ranks will be formed facing each other, leaving an aisle through which pallbearers and casket may pass.
 - (9) Officers will be formed by rank as stated earlier. They will normally be dressed at extended intervals but may be dressed at close intervals if space is limited.
 - (10) While waiting in formation, officers will stand at parade rest.

- (11) When the casket comes into view, the formation will be called to attention. The next command will be "PRESENT ARMS." All officers salute and hold this salute until the casket is placed in the hearse. At this time, the command, "READY, FRONT," will be given and officers will return their hands to their sides.
- (12) After the doors of the hearse are closed, the command "FIRST RANK (passenger side of hearse), RIGHT FACE" and "SECOND RANK, (driver's side of hearse) LEFT FACE", is given so that the two columns are facing the hearse.
- (13) The Commander will then dismiss the formation with the command, "OFFICERS DISMISSED." The officers will break ranks and leave in a quiet and orderly manner.
- (14) Officers will then take their assigned places in the motorcade and proceed to the cemetery.

C. Gravesite Services

- (1) Officers will report to the places that have been reserved for them immediately upon arrival at the gravesite. If indoors, officers will remove their hats and hold them under their left arm. All officers will sit with hats in laps, maintaining a military bearing throughout the services. If services are held outdoors, officers will wear their hats.
- (2) After taps has concluded, the command "OFFICERS DISMISSED" will be given. Officers will then break ranks and return to their assigned vehicles.

D. Video/Photographic Services

- (1) Photographs or a video record may be discreetly taken of the funeral proceedings with approval of the family and the officiating clergy. The family of the deceased may appreciate these recorded memories later or for family members that were unable to attend. Be sure to confer with the clergy so the service is not disrupted.
- (2) The family will decide who they wish to record the event, i.e., crime scene technician, local cable company, friend, etc.

.65 HONORS ACCORDED:

- 1. Any Frederick Police Officer who dies in the line of duty will be accorded full honors if requested by the survivors. This will include the casket watch during viewing, honor guard, pallbearers, taps, military flag fold and presentation, and motor escort.
- 2. The Commander of the Professional Services Division is responsible for coordinating and directing the activities of the Honor Guard, casket watch, pallbearers, bugler, and flag presentation. The Commander will:
 - A. Confer with the Family Liaison Officer to ensure that the wishes of the family are being followed.
 - B. Precede the deceased and act in the capacity of site supervisor at an out of town interment location.

- C. Confer with the clergy and funeral director to ensure that there are no conflicts in positioning or movements of the color guard, honor guard, bugler or pallbearers.
- D. Arrange in advance with the funeral director or clergy for signaling the proper time for commands to be given to personnel.
- E. Diagram the locations and indicate positions for the color guard, bugler, and honor guard at all sites. Brief all personnel on their positions and movements as soon as possible before the ceremony.
- F. Arrange for a public address system for the overflow crowd outside the chapel or church. Coordinate those arrangements with the funeral director of the chapel or the pastor of the church.
- G. Determine if it will be an open or a closed casket service. If it is an open casket, ascertain what time the casket will finally be closed.
- H. Determine where the deceased's family will enter so that attending uniformed officers may form an honor line.
- I. Determine seating arrangement and reserve spaces for:
 - (1) Family
 - (2) Active pallbearers; divisional personnel; and honorary pallbearers
 - (3) Dignitary seating
 - (4) Associations (FOP)
 - (5) Arrange to have sufficient uniformed police officers for ushers to maintain control of the seating reservations

1. Casket Watch

- A. The casket watch is usually comprised of officers from the Honor Guard. However, volunteers may stand watch at the discretion of the Honor Guard commander.
- B. The dress uniform, including hat, blouse, and white gloves, will be worn for the casket watch. The watch will be divided into shifts with two officers standing 30 minutes at a time.
- C. If the family wishes, an informal watch can take place after the viewing has been concluded for the day.
- D. The casket watch moves in slow cadence. This includes marching, movements and saluting. The official will post the watch and the officers will position themselves at or near the head and feet of the deceased officer.

4. Honor Guard

- A. Members of the Honor Guard will assemble at a location near the service (church, funeral home, or cemetery) for inspection by the Honor Guard commander.
- B. The Honor Guard commander will issue commands.

5. Pallbearers
 - A. If the family requests pallbearers, the Honor Guard commander will select them unless they have been identified in the Line-of-Duty Death Information Packet.
 - B. Pallbearers will be under the direction of the Honor Guard commander. They will report to the funeral home as directed for instructions and seating arrangements.

.70 PROCEDURAL VARIATION:

1. The procedures outlined in this Order will be followed in most cases. Any changes made necessary by a shortage of manpower, 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 Department Liaison Officer.
2. Any additional honors to be accorded to deceased employees of the Department or to deceased employees of other law enforcement agencies will be at the discretion of the Chief of Police.

.80 FOLLOW-UP:

1. Thank You Letter - A thank you letter to all participating agencies will be prepared by the Office Manager in the Office of the Chief of Police for his signature.
2. Critique - A critique of the services provided at the funeral will be held by the affected commanders to address identified problems and suggestions for future ceremonies. Those persons involved in coordination of the funeral services should participate in this critique.
3. Family Contact - Continued support for family as already outlined earlier.

.85 POLICE EMPLOYEE'S CONFIDENTIAL "LINE-OF-DUTY DEATH" INFORMATION PACKET:

1. All employees will complete a "Line-Of-Duty Death Information Packet" (Form HR/010) that will be kept in a sealed envelope in the Personnel Unit. Others will not open these packets without the employee's express permission unless killed in the line of duty or involved in some other critical incident in which this information would be helpful to the family and the Department.
2. It is imperative that the information be accurate and up-to-date to eliminate any errors during a stressful situation and to execute proper benefit payments. As soon as an employee is aware of a change, they are to bring it to the attention of the Commander, SSD, so the changes can be recorded. Failure to do so may result in the deceased's wishes not being followed.
3. **Supervisors will inquire during their subordinates annual Performance Evaluation Report** if they need to make any changes, and if so, to contact the Supervisor, Personnel Unit.
4. To ensure access 24 hours a day, the original of the Confidential Line-of-Duty Death Information Packet will be maintained by the Commander, SSD, in a sealed envelope in the Personnel Unit. **Each employee** will also retain a copy for his own files.
5. All Confidential Line-of-Duty Death Information Packets and the information contained in them are confidential and will be treated as such.