



Edina Police Operations Manual

Policy Number
380.00

Subject:

LINE-OF-DUTY DEATH POLICY

Effective Date
06/01/1993

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01/28/2020

Page 1 of 4

PURPOSE:

To establish guidelines that will ensure proper support for a department member's family as well as the department in general, following a line-of-duty death.

380.01

GENERAL STATEMENT OF POLICY

Due to the stressful conditions surrounding a line-of-duty death, policies and procedures for handling such a situation should be implemented to ensure survivors and department personnel are informed in a timely manner and given the necessary support.

380.02

DEFINITIONS

Subd. 1 Survivor

Immediate family member of the deceased department member may include parents, spouse, children, siblings, fiancé, significant other, domestic partner or beneficiaries.

Subd. 2 Line-of-Duty Death

Any death, either accidental or felonious, which occurs to a member of the Edina Police Department while performing approved work-related functions, either on or off duty.

Subd. 3 Department Member

Any police officer, community service officer, animal control officer, 911 police/fire dispatcher or administrative employee of the Edina Police Department, including reserves, explorers or volunteers.

Subd. 4 Liaison Officer

A department member appointed by the chief of police to act as link between the police department and survivors.

The liaison officer should be of familiar with the involved officer and willing to assume the task, which may be emotionally charged and may last several months.

Subject:**LINE-OF-DUTY DEATH POLICY****Page 2 of 4****Subd. 5 Public Information Officer**

A department member appointed by the chief of police to assure that information regarding the incident is presented first to the survivors and then the media.

380.03 ON-DUTY SUPERVISOR

Subd. 1 When applicable, the on-duty supervisor should initiate the procedures outlined, in 640.00, Death Investigations.

Subd. 2 Arrange for notifications to the chief, the deputy chief, and lieutenants.

Subd. 3 Attempt to keep radio communications regarding the incident to a minimum.

- a) The name of the injured officer will not be released to the media until survivors have been notified.
- b) Information will be given to the media only through the assigned department personnel.

Subd. 4 If feasible, respond to the hospital and arrange for a semi-private room for survivors.

- a) Survivors should be allowed to be with the involved officer if they wish to do so.
- b) Survivors should be given current and accurate information regarding the officer's status. All information regarding the officer will go to the survivors first, then to department personnel.
- c) An area at the hospital should be designated as a gathering place for department personnel where information can be provided away from the media.

380.04 PUBLIC INFORMATION OFFICER

Subd. 1 While the hospital staging areas are being coordinated, the public information officer should assist in establishing a press staging area, away from survivors and department members in an effort to alleviate undue attention on grievors.

Subd. 2 The public information officer will verify that all information has gone to the survivors before releasing it to the media. The public information officer may assign personnel to assist in communications if necessary and will advise on-duty personnel to contact their families to let them know they are all right.

Subject:**LINE-OF-DUTY DEATH POLICY****Page 3 of 4**

- Subd. 3** The public information officer should assure information updates regarding funeral arrangements, investigations, debriefings, etc. are made known to all department members. The communications center should also be provided with updated information to pass along to off-duty personnel.

380.05 **NOTIFICATION TEAM**

- Subd. 1** The notification team should consist of the chief and a second department member. They should be briefed of the circumstances and be prepared to answer survivor's questions. Notification should take place in person, at the survivor's home. If there is a need for transportation to and from the hospital, it should be arranged for by the department. A department member should accompany survivors wishing to drive themselves.
- Subd. 2** The notification team should drive separate vehicles so that transportation is easily arranged. They may need to assist the survivors with locating childcare and/or providing other temporary assistance. The notification team should contact officers at the hospital and arrange for a secure and discrete drop-off location for the survivors. The notification team should consider the need for an ambulance and/or chaplain to be on standby during the notification.
- Subd. 3** If the geographical location of the survivors prevents Edina personnel from making the notification, the assistance from the local jurisdiction should be requested. Local officers will be requested to make an in-person notification and provide information concerning the circumstances, hospital contact information, and Edina Police contact information. These notification arrangements should be made and confirmed by telephone or teletype.

380.06 **LIAISON OFFICER**

- Subd. 1** Once a liaison officer is appointed, he/she should respond to the police department to be briefed and then to the hospital to assist the survivors.
- a) At the earliest convenience, the liaison officer should coordinate with the chief to direct the appropriate hospital staff to send all bills concerning the involved officer to the department. No bills should be sent to the survivors.
 - b) The liaison officer will ensure the needs and wishes of the survivors come before the wishes of the department.
 - c) The liaison officer may be required to assist and coordinate with the family as follows:
 - Funeral arrangements and protocol.

Subject:**LINE-OF-DUTY DEATH POLICY****Page 4 of 4**

- Travel and accommodations arrangements for out of town mourners.
- Assist beneficiaries in applying for death benefits and verifying that payments are made.
- If necessary, assist in arranging for house checks.
- Accompany survivors to legal proceedings and related appearances.

380.07 FUNERAL PROTOCOL

- Subd. 1** The chief will dictate funeral protocol and coordinate with the liaison officer regarding funeral arrangements.
- Subd. 2** Information about the funeral and designated protocol are to be posted for department personnel as soon as possible.
- Subd. 3** Funeral protocol is addressed in the Line of Duty Death Administrative Handbook.

380.08 CRITICAL INCIDENT DEBRIEFING

- Subd.1** The chief may require all personnel, on-duty or directly involved in a situation resulting in an officer's death, to attend a critical incident debriefing coordinated by the Metro CISM Team.
- Subd. 2** A defusing may also be held for interested personnel following the incident.