

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 03/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 11/26/13
Chief of Police: 	Death/Serious Injury of Employee, 22.6	
Cross Reference: SOP 22.2 Benefits		Policy Sections: 22.6.1 Notification 22.6.2 Department Services 22.6.3 Assistance for Employees 22.6.4 Service Categories 22.6.5 Uniform Guidelines during Law Enforcement Funerals Appendix A Line of Duty Death Benefits Appendix B Family Support Team Checklist

PURPOSE

The purpose of this policy is to establish guidelines for handling line of duty death or serious injuries of an employee of the Elgin Police Department and to establish the service categories for employees, retirees and service animals.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide assistance to the immediate family members of a deceased or seriously injured employee. The wishes of the family shall take precedence over the procedures established in this policy.

DEFINITIONS

Benefits Liaison Officer: Employee tasked with serving as a liaison between the employee's family and the Human Resources Department.

Family Liaison Officer: Employee tasked with serving as a liaison between the employee's family and the department.

Hospital Liaison Officer: Employee tasked with serving as a liaison between the employee's family and hospital staff.

Immediate Family: For the purpose of this policy, spouse, children, parents, siblings, fiancée or significant other.

Line of Duty Death: The death of an active employee caused by performing job related police functions while on or off duty.

PROCEDURES

22.6.1 NOTIFICATION

- A. Upon confirming the facts and circumstances of the death or serious injury of an employee, the on-duty supervisor shall initiate notifications through the chain of command.
- B. The chief of police or designee will notify the employee's immediate family and department personnel of the employee's condition or death. The next of kin contact information is maintained in the employee's file jacket. The name of the employee shall not be released to the media or other parties until immediate family members residing in the area are notified.
- C. After making notification to the employee's immediate family, the department may assist with transportation to the hospital.
- D. The public information officer shall be the point of contact with the media outlets.

- E. Whenever possible, information concerning the employee and the incident shall be conveyed through the phone, not via the radio. Should the media obtain the employee's name prematurely, the department shall request that the information be withheld until immediate family members have been notified.

22.6.2 DEPARTMENT SERVICES

Upon the death or serious injury of an employee, the chief of police or designee shall assign employees to serve on the family support team consisting of a hospital liaison officer, family liaison officer and benefits liaison officer when the services associated with these roles become necessary. The employee's family is under no obligation to accept the services being offered.

A. HOSPITAL LIAISON OFFICER

Whenever possible, the chief of police or designee shall join the employee's family at the hospital. The hospital liaison officer may be responsible for the below duties.

1. Arrange for waiting facilities for the employee's immediate family members and designate a press staging area. Ensure the public information officer and family liaison officer are informed as to the location of the press area.
2. Ensure that medical personnel provide pertinent medical information on the employee's condition to the family before any other parties.
3. Assist the family members in gaining access to the injured or deceased employee.
4. When requested, arrange transportation for the family and other survivors upon their departure from the hospital.

B. FAMILY LIAISON OFFICER

The assigned employee shall serve as a facilitator between the family and the department and may be responsible for the following:

1. Inform the family that the department will begin assigning liaisons to facilitate the necessary support /services to the family. The family should be informed that they are under no obligation to accept these services.
2. Keep the family abreast on the circumstances of the employee's serious injury or death and as appropriate, the circumstances surrounding the investigation.
3. Work with the public information officer or designee to assist the family with media inquiries; the family shall be informed on limitations as to what can be released to the media.
4. Ensure the needs and wishes of the family come before the wishes of the department.
5. Determine the type of service the family prefers and explain the available options and customs as it relates to a law enforcement funeral.
6. Should the family prefer a law enforcement funeral, assist the family in determining their wishes, as well as the officer's, and facilitate those wishes by networking with the appropriate staff, to include the honor guard commander.
7. Provide assistance to the family, when appropriate, throughout the service.
8. When requested, assist the family in determining lodging arrangements for out of town family members.

C. BENEFITS LIAISON OFFICER

The benefits coordinator may be tasked with the following duties:

1. Serve as a liaison between the family and Human Resources.
2. File benefits paperwork and provide a copy to the immediate family members. Present information on the benefits awarded to the employee's immediate family and work with the collective bargaining units, pension board, and Human Resources to ensure benefits are distributed.
3. Educate the family on the role of police associations and organizations and the nature of support programs that are sponsored for law enforcement survivors.

22.6.3 ASSISTANCE FOR EMPLOYEES

Employees who were witnesses or close to the deceased or seriously injured employee may be emotionally affected and experience various levels of grief. Counseling for these employees is available through the employee assistance program (EAP). Refer to Standard Operating Procedure 22.2 Benefits for more information on this program.

22.6.4 SERVICE CATEGORIES

A. Category I: Line of Duty Death, Sworn Officer

1. Full military style/ceremonial honors.
2. Uniformed pallbearers.
3. Honor Guard.
4. 21 gun salute/firing party.
5. Ceremonial flag folding.
6. Bagpiper.
7. TAPS.
8. Police escort.
9. Final call.
10. Casket guard during visitation.
11. Static display, personal effects.
12. Black mourning bands over the badge may be worn from the date of the officer's passing until midnight on the day of the funeral.

B. Category II: Non-Line of Duty Death, Sworn or Retired Officer Line of Duty Death, Animal Control and Community Service Officer

1. Full military style/ceremonial honors.
 2. Casket guard during visitation.
 3. 21 gun salute/firing party. **
 4. Ceremonial flag folding. **
 5. TAPS. **
 6. Police escort.
- ** Not provided in cases of suicide.

C. Category III: Civilian Employee

1. Police escort.
2. Static honor guard at gravesite.

D. Category IV: Line of Duty Death, Service Animal

1. A memorial service may be held for a service animal that has died while in active duty.
2. The ceremony may consist of a memorial service at the department or an interment ceremony.
3. The dress code shall be determined by the chief of police or designee.
4. Participation by the honor guard, chaplain, and agency personnel is voluntary.
5. Military style formations, rendering of hand salutes and the playing of bagpipes are permissible.
6. National flags shall be used as a casket flag due to a line of duty death.

22.6.4 UNIFORM GUIDELINES DURING LAW ENFORCEMENT FUNERALS

- A. All officers participating in a law enforcement funeral shall wear a Class A uniform. The specifications are outlined in the Uniform & Appearance Guidelines Manual.
- B. The chief of police or designee shall determine the uniform requirements for those employees attending the funeral, as appropriate.

APPENDIX A: Line of Duty Death Benefits

1. FORMS NEEDED TO APPLY FOR BENEFITS

The following forms will be needed to apply for various benefits: marriage license, certified copy of death certificate, certified copy of minor child/children birth certificate, physician's statement, and W-2 earnings forms, as requested.

2. CITY OF ELGIN BENEFITS

The city will pay the amount of life insurance benefit for which the employee was enrolled under the group policy. Contact should be made with Human Resources at (847) 931-6076. Claims for personal life insurance benefits are filed by the family, with any assistance needed from the department. The American Council of Life Insurance can locate life insurance policies the insured carried that the survivors may not be aware of. The search request must be in writing and there is a fee for the search. The website is http://www.mib.com/lost_life_insurance.html.

The city provides payment of the following monies to the survivors of the deceased officer: unused portion of accrued compensatory and vacation time.

Worker's Compensation benefits are payable to the beneficiaries of the fallen employee. Contact should be made with Human Resources at (847) 931-6076.

Upon the death of an officer, the pension board will coordinate payment to the beneficiary of the officer in accordance to the pension plan and Illinois Pension Code. For a listing of the pension board members, view the website at <http://www.cityofelgin.org/index.aspx?nid=1011>.

In 1997, the Illinois Legislature enacted Public Act 90-535 also known as the Public Safety Employee Benefits Act. An employer who employs a full time law enforcement officer who suffers a catastrophic injury or who is killed in the line of duty shall pay the entire premium of the employer's health insurance plan for the injured employee, the injured employee's spouse, and each dependent child of the injured employee until the child reaches the age of majority or until the end of the calendar year in which the child reaches the age of 25 if attending school.

3. BENEFITS FROM EXTERNAL AGENCIES

Concerns of Police Survivors – C.O.P.S. Scholarship Program for surviving Children

Concerns of Police Survivors, Inc., provides resources to assist in the rebuilding of the lives of surviving families of law enforcement officers killed in the line of duty, as determined by federal criteria. C.O.P.S. Kids is a Program which financially assists dependent aged children who seek psychological counseling to help them cope with the trauma of losing their parent. Based upon scholastic achievement and lack of state funded educational benefits, the C.O.P.S. Scholarship Committee may grant scholarships to surviving children, under the age of 30, and surviving spouses of law enforcement officers who deaths have been determined by government agencies to be "in the line of duty."

For more information, contact the National Chapter:
Concern of Police Survivors, Inc.
P.O. Box 3199
Camdenton, MO 65020
(800) 784-2677 Fax (573) 346-1414
<http://nationalcops.org/> or the Illinois Chapter at <http://www.ilcops.org/>

Illinois Court of Claims – The surviving beneficiary of any state or local governmental law enforcement or public safety officer who is killed in the line of duty may, within one year, make a claim to the Illinois Court of Claims for a \$100,000 benefit. Additionally, a burial benefit of up to a maximum of \$10,000 is payable to the surviving spouse or estate of a law enforcement officer who is killed in the line of duty. Court of Claims, 630 South College Street, Springfield, IL 62756. (217) 782-0111

Illinois Crime Victim's Compensation Act – Provides financial compensation to innocent victims of violent crimes and their families. Eligible victims or their families may be compensated for medical and hospital expenses, nursing care, funeral and burial expenses (maximum of \$3,000), loss of earnings, loss of future earnings and loss of support (maximum of \$1,000, per month). Relatives of a deceased victim may be eligible for psychological counseling caused or aggravated by the crime. The maximum compensation under this program is \$25,000.

Contact: Illinois Attorney General's Office, Crime Victims Compensation Program, 100 W. Randolph Street, Chicago, IL 60601, (312) 814-2581 or (800) 228-3368. The Kane/Cook County State's Attorney Victim Assistance Advocate will assist with this benefit.

Illinois Police Association - Provides a \$5,000 line of duty death benefit for anyone who was an active member at the time of his or her death. Illinois Police Association, 7508 North Avenue, Elmwood Park, IL 60635 (708) 452-8332 or <http://www.ipacops.org/index.htm>.

International Association of Chiefs of Police – 1-800-THE-IACP

Metropolitan Alliance of Police - Line of Duty Death Benefit \$1,000; Disability Benefit \$500.

MAP Office: 215 Remington Blvd., Suite C, Bollingbrook, IL 60440, (630) 759-4925 or <http://www.mapunion.org>.

National Law Enforcement Officers Memorial Fund

605 E. Street, NW.
Washington, DC 20004
(202) 737-3400

NRA Death Benefit – If a police officer, with or without compensation, is feloniously killed in the line of duty, according to government guidelines, and is a current member of the National Rifle Association, the surviving spouse/family may be entitled to a \$25,000 death benefit. Within 90 days of the officer's death, contact the NRA Insurance Administration and Claims at (877) 672-3006.

Office of Workers Compensation Programs Special Claims Office

P.O. Box 37117, Washington, DC 20013(202) 565-9424

Federal Workers' Compensation Benefits for non-federal law enforcement officers. Benefits are provided if a state or local law enforcement officer is killed while engaged in the apprehension or attempted apprehension of a person who has committed a crime against the United States or who is being sought by a law enforcement authority of the United States. The benefit also is extended to those killed while engaged in the lawful prevention or lawful attempt to prevent the commission of a crime against the United States.

Public Safety Employee Benefits Act – Section 10. Required health coverage benefits. Workers' compensation coverage is compulsory for employers in Illinois. Benefits are payable to the surviving spouse and dependents of any officer or firefighter who is killed in the line of duty. Benefits include \$4,200 funeral expense benefit. All first aid medical and hospital expenses connected with the fatal injury. 66 2/3% of the deceased's average weekly wage for 20 years. State Industrial Commission, 100 W. Randolph Street, Room 8-200, Chicago, IL 60601 (313) 814-6500

Public Safety Officers' Benefits Program

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance
810 Seventh Street NW
Washington, DC 20531 (202) 307-0635 1-888-SIGNL13 (744-6513) Fax (202) 307-3373 or at
<https://www.psob.gov/index.html.com>

Federal statute provides a one-time death benefit to the survivors of a public safety officer who is killed or permanently and totally disabled in the line of duty. Forms are completed by the local agency and forwarded to the US Department of Justice for processing and payment. If all paperwork submitted to the Department of Justice is in order, payment of this benefit can be expected within 90 days.

Public Safety Officers Educational Assistance Program – Federal statute provides educational assistance to the dependents of law enforcement officers who are killed or disabled in the performance of their duties. This program is administered by the Public Safety Officer's Benefits Program. For more information go to <https://www.psob.gov/index.html.com>.

Social Security Benefits – If the employee paid into social security, the widow and family may be eligible for social security benefits. The local social security office is located at 790 Fletcher Drive, Elgin, IL 60123. (877) 405-0435. <http://www.ssa.gov/>.

Social and Fraternal Organizations

If your spouse was a member of a social, fraternal or veteran's organization, you may be entitled to burial, death, spousal financial assistance, or dependent education assistance:

Fraternal Order of Eagles

Eagles Memorial Foundation, 4710 14th Street West, Bradenton, FL 34207

The Military Order of the Purple Heart

5413-B Blacklick, Spring Field, VA 22151 (703) 642-5360

The Knights of Columbus – Catholic organization – Director of Scholarship Aid, Knights of Columbus, P.O. Drawer 1670, New Haven, CT 06507, (203) 772-2130

State Death Benefit Survivor Compensation - \$100,000 award benefit pursuant to the Law Enforcement Officers, Civil Defense Workers, Civil Air Patrol Members, Paramedics and Firemen Compensation Act as amended in 1995. Pursuant to Illinois Pension Code, municipalities may provide an allowance not to exceed \$15,000 to officer's beneficiaries.

The Taxpayer Relief Act of 1997 - Allows survivor retirement benefits, can be excluded from gross income when calculating federal income taxes.

Veteran's Benefits —Many law enforcement officers are veterans of the US Armed Forces and a number of survivor's benefits are available to the spouse and children of a deceased veterans. Included may be: death pension, funeral expenses, national service life insurance and interment or burial plot allowance. For more information or help in applying for veteran's benefits, call the Department of Veterans Affairs at (800) 827-1000 or <http://www.va.gov/>.

APPENDIX B: Family Support Team Checklist



ELGIN POLICE DEPARTMENT Family Support Team Checklist



Standard Operating Procedure 22.6 Death/Serious Injury of Employee outlines department services that are available to the family of an employee upon a line of duty death or serious injury. The checklist is to aid the family support team and the chief of police/designee in identifying their responsibilities. The checklist is not meant to be all inclusive as the needs of each family are unique. The services outlined below are listed in the order that they may be needed.

Responsibilities of the chief of police or designee	Check when complete
Notify the employee's immediate family and department personnel of the employee's condition or death. The name of the employee shall not be released to the media or other parties until immediate family members residing in the area are notified.	
Whenever possible, join the employee's family at the hospital.	
Upon making notification to the employee's immediate family, determine if transportation to the hospital is needed.	
Ensure the public information officer or designee is aware of the situation. Should the media obtain the employee's name prematurely, a request shall be made to withhold the information pending family notification.	
Designate employees to serve as the hospital liaison officer, family liaison officer and benefits liaison officer.	
Responsibilities of the hospital liaison officer - liaison between the family and the hospital	Check when complete
Arrange for waiting facilities for the employee's immediate family members and designate a press staging area. Ensure the public information officer and family liaison officer are familiar with the press location.	
Ensure medical personnel provide pertinent medical information on the employee's condition to the family before any other parties.	
Assist family members in gaining access to the injured or deceased employee.	
When requested, arrange for transportation for the family upon their departure from the hospital.	
Responsibilities of the family liaison officer - liaison between the family and the department	Check when complete
Brief the family on department services that are available; the family is under no obligation to accept the services being offered.	
Keep the family abreast on the circumstances of the officer's serious injury or death and as appropriate, the circumstances surrounding the investigation.	
Work with the public information officer or designee to assist the family with media inquiries; the family shall be informed on limitations as to what can be released to the media.	
Ensure the needs and wishes of the family come before the wishes of the department.	
Determine the type of service the family prefers. Explain the available options and customs as it pertains to a law enforcement funeral. Check the employee's file jacket to determine if the employee completed the Deceased Officer's Requested Honor's Report; ensure the family is informed of the officer's wishes.	
Should the family prefer a law enforcement funeral, guide the family through the preparation process and communicate the family's preferences with the appropriate staff to include the honor guard commander.	
Provide assistance to the family, when appropriate, throughout the service.	
When requested, assist the family in determining lodging arrangements for out of town family members.	

Responsibilities of the benefits liaison officer, liaison with the family and the Human Resources Department	Check when complete
Serve as a liaison between the family and Human Resources.	
File benefits paperwork and provide a copy to the immediate family members. Present information on the benefits awarded to the employee's immediate family and work with the collective bargaining units, pension board, and Human Resources to ensure benefits are distributed.	
Educate the family on the role of police associations and organizations and the nature of support programs that are sponsored for law enforcement survivors.	

Notes

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151 Douglas Avenue Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750