

	<b>FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES</b>	
	<b>ADMINISTRATION</b>	
<b>150.00</b>	<b>APPROVED:</b> <i>David W. Nye, Chief of Police</i>	<b>Initiated:</b> 10/01/2007
		<b>Revised:</b> 02/04/2013

**PURPOSE** – The purpose of this directive section is to address situations where Department employees or their families may need assistance and how the Department should respond to these situations.

**DEFINITIONS** – For the purposes of this directive, “employee” means both sworn and non-sworn employees unless otherwise specified; and “retiree” means both sworn and non-sworn retirees unless otherwise specified.

**POLICY** – It is the policy of this Department that employees are afforded services as necessary and appropriate.

## EMPLOYEE DEATH OR SERIOUS INJURY

**150.00 – Death or Serious Injury in the Line-of-Duty** – It shall be the responsibility of the Fredericksburg Police Department to provide appropriate assistance to the immediate survivors of an officer who dies or has suffered life-threatening injuries in the line-of-duty.

- In the event of a line-of-duty death or serious injury or significant incident such as an officer-involved shooting, employees must exercise discretion in their posting of information on personal social media platforms:
- In a line-of-duty death or serious injury, employees **shall not** reveal the name of a victim officer before the department issues a press release that includes the officer’s identity. This is to ensure that proper family notifications have been made prior to the public release of information.
- In an officer-involved shooting or other significant case that prompts an internal and/or criminal investigation, employees **shall not** reveal details surrounding the circumstances of an incident prior to the issuance of a press release that includes such details. This is to ensure the protection of personnel matters that are not subject to public release and to protect the integrity of a criminal investigation.

For procedure and guidance on issues related to a line-of-duty death or serious injury, refer to the **Line of Duty Death and Survivor Notification Manual**. Copies are located in the offices of the Chief of Police, all Captains, the Watch Commander, Professional Standards, Communications, and can be found on the Department Form Server under “LODD BINDER” (Line of Duty Death). The manual covers procedures for notification, funeral arrangements, assistance to survivors, and follow-up.

**150.01 – Non Line-of-Duty Death** - It shall be the responsibility of the Fredericksburg Police Department to provide appropriate assistance to the immediate survivors of an employee who dies under circumstances which are not deemed to be a line-of-duty death. Depending upon the circumstances surrounding the death of an employee, the procedures described below may be enacted in whole or in part at the discretion of the Chief of Police.

*(Sections 150.02 through 150.06 apply to the non line-of-duty death of an employee or retiree)*

**150.02 - Notification** – An employee who becomes aware of the non line-of-duty death of another employee shall ensure that the duty Watch Commander has been notified of the death. The duty Watch Commander shall activate a command page notifying the command staff of the employee’s death. If circumstances are such that the Police Department has to make notification to the family, the Watch Commander will access the employee’s Emergency Notification Form from COMSEC and follow the employee’s instructions accordingly.

**150.03 - Liaison** – The deceased employee’s Division Commander or designee will be the Department liaison officer to the employee’s survivors. The liaison officer is responsible for the following tasks as necessary:

- Contact the deceased employee’s family and assess whether the Police Department can assist with any immediate needs.
- Advise the Department of the employee’s death.
- Coordinate with the employee’s family to determine if they wish the Police Department to provide funeral honors as appropriate.
- Coordinate with the Department members participating in funeral honors, and advise all personnel of funeral/memorial arrangements, requests from the family, memorial fund accounts, etc.
- Assist the employee’s family with receiving benefits, retrieving the employee’s personal property, and any other interactions with the City and the Police Department.

**150.04 - Funeral Attendance** – Police Department employees are encouraged to recognize the service of co-workers and retired employees and demonstrate support for survivors by attending funeral/memorial services. Uniformed presence is highly recommended.

**150.05 – Retired Employees** – The Police Department may provide the funeral honors for retired employees if requested by the family. Requests for funeral honors for retired employees will be approved by the Patrol Division Commander depending upon the location of the funeral and available resources.

**150.06 - Auxiliary Officers** – The Police Department may provide the funeral honors for Auxiliary police officers if requested by the family. Retired Auxiliary police officers are eligible to receive the same funeral honors as retired full-time police officers. Requests for funeral honors for Auxiliary officers will be approved by the Patrol Division Commander depending upon the location of the funeral and available resources.

**150.07 - Employee Deaths Resulting From Criminal Involvement** – Rendering police honors is an official act representing the community's gratitude for the deceased person's dedication to public safety. Honors will **not** be rendered to an employee or retiree whose death was the result of his/her involvement in criminal activity. This does not preclude other employees from participating in or attending the funeral/memorial service as a private citizen.

**150.08 - Employee Deaths Resulting From Suicide** – The Police Department presumes the act of suicide is the result of psychological stressors overwhelming a person's ability to make life-affirming decisions. Law enforcement professionals are particularly vulnerable to such stressors. The Police Department holds that rendering honors for an employee whose death was the result of suicide provides comfort to the survivors and eases the grieving process for co-workers.

Depending on the circumstances, a suicide may or may not be considered a line-of-duty death and such determination will be made on a case-by-case basis. For a suicide that is determined to be a line-of-duty death, refer to the Line of Duty Death and Survivor Notification Manual for procedure.

For a suicide that is not considered a line-of-duty death, the Police Department will follow the same procedures as with any other non line-of-duty death and will provide funeral honors if requested by the family.

**150.09 – Funeral Honors** - The following Honors have been established by this Police Department and, according to the wishes of the family, shall be provided for all line-of-duty deaths.

Funeral Honors may also be provided to current or past employees of this agency who die under circumstances which are deemed not to be a line-of-duty death. The Honors provided to the employee will be determined by the wishes of the family and by the contributing factors and circumstances involving the employee, including prior military service and religious affiliation. (Refer to the Line of Duty Death and Survivor Notification Manual for more detailed information concerning funeral arrangements.)

- **Flag Draped Casket** – There are no protocol restrictions for draping either the Flag of the United States or of the Commonwealth of Virginia over the casket of any person. The family makes arrangements with the funeral service provider for a flag-draped casket.
- **Honor Guard** – A Police Honor Guard may be provided for the viewing and funeral of an employee. The liaison will coordinate with the family to determine which services the color guard will perform (i.e. casket guard, color guard, pall bearers, etc).

A Police Honor Guard may, if practicable, be provided for the funeral of a retired officer or employee if requested by the family. The Honor Guard leader will coordinate with the family to determine which services the color guard will perform.

- **Funeral Escorts** – Police escorts will be provided for the funerals of all employees and retirees if the service is within the City limits or within reasonable proximity to the City. The Patrol Division Commander will make the decision concerning a funeral escort depending upon the circumstances and available resources.
- **Flag Presentation** – The Flag of the United States will be presented to the family of an employee or retiree who served in the United States military.

The flag of the City of Fredericksburg will be presented to the family of an employee who did not serve in the military. (The Chief of Police will keep a city flag for this event in his office)

- **Badge Presentation** – The badge of a sworn employee will be presented to the family.
- **Gun Salute** – The three volley salute will be provided for any officer or retired officer, and for an employee or retiree who served in the United States military.
- **Playing of Taps/Hand Salute** – The playing of “Taps” and/or rendering a hand salute will be performed at the funeral of any officer or retired officer, and for an employee or retiree who served in the United States military.
- **Half Staff Flags** – The flags at the Police Department will be placed at half staff on the day of the funeral of an employee or retiree. (The City Manager may direct the lowering of the City flag at additional locations and for a longer period of time.)

- **Shrouding of Badges** – Badges will be shrouded on the day of the funeral of an employee. For a line-of-duty death, badges will be shrouded for thirty days following the employee's death.