

GENERAL ORDER 22.3.4

Injury or Death of Department Employee

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes procedures for reporting, notification, and providing support to the survivor's family whenever a Department employee dies or is seriously injured on or off duty.

DISCUSSION

None.

POLICY

I

Whenever a Department employee dies or is seriously injured, on or off duty, immediate notification shall be made, through the chain of command, to the Chief of Police. Serious injury shall mean an injury which may result in death or any injury requiring hospitalization.

II

Whenever a Department employee dies or is seriously injured on duty, a command officer shall be assigned the responsibility of notifying the employee's surviving family members and co-workers. Surviving family members include, but are not limited to; spouse, significant other, children, parent(s), and sibling(s).

To the extent possible family notifications shall be made in person and as quickly as possible. Care shall be taken to ensure that all survivor needs are provided, including clergy, medical, transportation, child care, other notifications, and emotional support to include remaining with a survivor until all notices of death or serious injury of an employee have been made. Information of the death or serious injury shall be provided in forthright and empathetic manner.

III

No public or media announcement of an employee's death or injury will be made until after the notification of the next of kin survivor; spouse, significant other, child, or parent.

IV

The accessibility of personal communications system (PCS), such as cellular telephones and social media, may provide the opportunity for premature or unauthorized notification of the survivors. The supervisor or command officer delegated the responsibility of providing the official notification must be prepared to cope with this potential circumstance.

V

The seriously injured employee, or the employee who suffers a delayed death, may provide co-workers with last minute instructions about survivor notification. These instructions will be honored with the greatest degree of reasonableness in consideration of the totality of the circumstances associated with the employee's death or injury.

VI

Whenever the employee's injuries result in death, the Department shall appoint a supervisor the responsibility of funeral liaison. The funeral liaison is a facilitator between the employee's family and the Department.

The funeral liaison shall meet with the family and explain his responsibilities. He/She will:

1. Be available to the family prior to and during any funeral service.
2. Ensure the needs of the family are paramount to and are more important than those of the Department.
3. Assist the family with funeral arrangements, to include family travel needs.
4. Brief family on the protocol of a police/military funeral service.
5. Provide appropriate details of the circumstances of the employee's death.
6. Ensure family members receive appropriate referrals to the Human Resources Department, Lane County Victims Assistance Program, and the Office of the Chief of Police for the securing of benefits.
7. Make the family aware of the employee assistance program.
8. Conclude liaison.

Richard L. Lewis
Chief of Police