* **SCENE COMMAND**
* Who is IC and who will be Investigative OIC (Sheriff, State, and MOU).
* PIO - no messages unless approved by the Chief/Sheriff and OIC.
* HONOR WATCH – Never leave the deceased alone, assign a coordinator.
* Remove your staff and all other involved officers/dispatchers ASAP. (Stem the trauma, start decompressing, family notifications, liability)
* Consider transferring IC to another agency, focus on your loss.
* **EMPLOYEE PACKETS and NOTIFICATION**
* Consult prior to the notification process, don’t assume.
* If there is no packet check with co-workers and make the best decision possible on who to notify.
* In Person/In Time/In Pairs/In plain language.
* You are racing social media, don’t make the family wait for you. You may need to delegate notification if you can’t get to them quickly.
* If they need resources who will you call; Pastor, counselors, friends, family?
* **RESPOND to the proper scene**

Family notification, hospital, scene, department…

* **LODD Policy – have it reviewed**
* **Contact LEDR – Law Enforcement Death Response Team**

Defusing/Debriefing/Media Assistance/Peer-to-Peer services/Honor Guard /Follow-up services and resources (COPS, NLEOM, and Benefits).

* **Department Notification**

Assign staff member or someone to notify every member of the agency (including civilian and part-time).

* No specifics, basic facts and how updates will come out (email/text).
* Tell them to not notify others, have a process in place.
* **Social Media** – Remind all staff to stay off Social media.
* If you can shut down the deceased employees SM pages do it ASAP!
* **Mental Health Services**

If LEDR is responding coordinate with them. If you have a provider assign someone to notify them and coordinate their response. Where; station, hospital, with family?

* **Defusing**
* Arrange for a defusing, if possible before staff working during the incident leaves for the day. Not intended for other staff members or employees but administrator and MHP’s decision depending on circumstances and size of the agency.
* Open with an incident briefing from someone with current status of the incident to answer questions and mitigate any rumors.
* Defuse - MHP led if at all possible – provide some tips on what they may be feeling and may experience before the debriefing, importance of rest/diet/talking with family and loved ones, avoid media and social media, don’t talk about incident outside the group, mitigate any rumors, etc..
* **Do assisting agencies need support or debriefings**? (Investigating agency, incident response agencies, dispatchers, state or federal agencies that assisted, agencies in the area that may have had recent similar incident.)
* **Assign a Family Liaison**

Critical position, who the officer named is not always the best. Most officers name their best friends, who they frequently work with and are involved in the incident, or are overwhelmed by coping with the loss themselves. Recommend someone who is known to the family but not a best friend or partner of the officer involved. Department should decide, unless the family objects to who is chosen.

Inform employees who the Family Liaison is and coordinate meetings through them.

* **Administrative Notifications**

Mayor/Manager, PFC, HR/Law Department, County Executive, Council/Board possibly. Give them very basic info and tell them not to discuss it or make media statements

* **Media Releases**

Initial release should be brief and basics, no description of who, how. Should be approved by the head of the agency and the family should be notified before any release goes out. Employees should be notified before the release.

* **TTY to TSCC**

Death notification should be sent out statewide. Try and send out ASAP and notice that update with arrangements will be sent out later.

* **Police Coverage**

Don’t expect your employees to be able to perform their duties safely if a smaller agency, consider shutting down until after the funeral and having SO or other agencies cover – LEDR can assist, including call takers/dispatchers.

* **Wisconsin Honor Guard Association – Contact ASAP (LEDR can do this)**
  + . LEDR can connect you or go to WHGA website and contact someone. 414-979-9245 or www.whga.us
  + **All arrangements will need to be coordinated** – **Family/Department/HG OIC**.
* **Donation Fund – Community Support Coordination** 
  + LEDR can assist; is there a local bank that will start a fund so you can direct people to it. You don’t want crowd rise or go fund me sites set up without family permission.
  + Assign someone to organize/monitor the impending memorial gifts and food drop-offs.

|  |
| --- |
| **Follow up – Defusing and Debriefings – Funeral and Honor Guard Information** |

* MHP should coordinate any debriefings in cooperation with any EAP service provider.
  + After a couple sleep cycles, preferably 48-72 hours
  + MHP will coordinate time and location with the Agency and OIC
  + MHP will determine how many to have, how to separate them. Generally want only those involved in the incident (sworn, civilian, dispatchers, rescue) in a separate debriefing and other staff in another debriefing.
  + Agency will ensure all staff understands time and location, and who it is meant for and invited.
  + Follow up MH services TBD by the agency, the employee, and any other EAP provider they have.
* IF LEDR isn’t assisting
  + **Contact Wisconsin COPS** (414-368-0187if not notified already) they will follow up with family on COPS resources, state and national Memorial plans and events.
  + **Contact Wisconsin Law Enforcement Memorial** (–608-846-9854) they will send a check for immediate support to the family – need name and address of survivor.
* Funeral and Honor Guard
  + Follow agency policy or WHGA recommendations; attached.
  + Unbelievably complex, use the professionals.
  + Governor and AG may wish to attend so we may need to ask the HG to reserve seats for them at the funeral and let the family know they are attending. Governor’s office will coordinate that with the HG OIC.
  + WHGA will arrange sending out funeral arrangements on TSCC and Wilenet.
* Benefits Specialist
  + LEDR can assist. This is a several month process and there is nothing that can be done right away. Benefit Specialist will meet with the agency and survivors in the future and explain the process and the different state and federal benefits/workers comp.
  + A week or two after the funeral the Benefits Specialist should call the survivor and introduce themselves and set up a meeting when appropriate.

WISCONSIN HONOR GUARD ASSOCIATION

**Category I “Full Honors”**

Line-of-Duty Death Funeral Protocols

*The following document is designed to assist Law Enforcement Agencies in managing a Line-of-Duty Death (LODD) or a “Full Honors” Funeral along with customary procedures associated with the tragic event.* ***A Line-of-Duty Death can be defined as the Death of an active duty Officer/Deputy, by felonious or accidental means, during the course of performing Law Enforcement duties.***

*Family survivors of the decedent include spouse, children, parents, siblings, and a fiancé or significant other. Wishes of the family survivors, regarding ceremony elements, should be followed, whenever possible.*

*The three main components denoting a Full Honors Funeral are a Flag-Draped Casket (\*), a Rifle Salute, and the playing of Taps. These traditional elements should be reserved for a Line-of-Duty Death. There are several ceremonious or traditional elements that could, at the discretion of the agency head, be included in funeral events; however, those three elements shall be reserved for LODD funeral events.*

Procedurals

*A Chief or Sheriff has an obligation to assist the decedent’s family in their wishes, however, must also take into account the obligation to the Law Enforcement family as well. If the decedent, through his prior notification to the Department, does not wish a Law Enforcement Funeral, the Chief or Sheriff may plan and hold a ceremonious event, to commemorate the decedent, for the “wellbeing” of the organization.*

A. Upon notification of the death or serious injury of an officer, the family shall have the privilege of Police Escorts to:

1. Hospital, Mortuary / Funeral Home, place of Worship and Cemetery

2. Family Liaison Officer will ensure physical escorts at and into each venue.

B. Elements of a Category I Full Honors Funeral include, but not limited to:

1. Standing Color Teams at the Funeral Home, Worship site and Cemetery

2. Casket Watch at visitation and/or prior to religious service

3. Pall Bearers at each venue

4. U.S. Flag-draped casket. (U.S. Flag touched to casket for additional survivors.)

5. Ceremonious movement of decedent by honor Guard personnel in full uniform.

6. Rifle Salute

7. Playing of Taps

8. Bagpipers

9. “Last Call” or “End of Watch” Radio Call

Wisconsin Honor Guard Association

**Category II – Law Enforcement Funeral**

Recommended Protocols

Category II funerals are associated with the death of an active, “good-standing” sworn Law Enforcement Officer who is not on-duty *or* with the death of an honorably retired Law Enforcement Officer. The phrase “good standing” refers to a death that is not associated with:

• A criminal act or;

• An attempt to avoid prosecution of a criminal act, or;

• Any other equally dishonorable action.

An agency must consider all the factors surrounding a member’s death in order to determine whether honors should be afforded and to what extent. This process can be difficult and even controversial.

**Suicide**

When an agency needs to address the funeral arrangements surrounding a suicide by an on-duty, off-duty, or retired Law Enforcement Officer, it is important to proceed cautiously, so as to avoid passing judgment as to the reason(s) for the officer’s suicide.

WHGA holds that the ceremonious activities surrounding a Law Enforcement Officer’s funeral are to honor the way in which the officer ***served,*** and therefore, should not be impacted by the circumstances of his or her death by suicide (with notable exceptions being previously addressed).

It is also the opinion of WHGA that the death of a Law Enforcement Officer by suicide does not rise to the level of a Category I funeral. However, our Board has concluded that a death by suicide *could*, and most often should, fall within the classification of a Category II funeral, based on the information herein.

Procedurals

There are numerous ceremonious honors that can be associated with a Category II funeral. Many of these activities are also used in connection with Category I funerals; however, similar Category II activities are normally on a smaller scale. Of all the different honors to be considered, a flag-draped casket (National Colors), a Firing Party, and the playing of Taps are those activities which will generally garner the most attention and scrutiny. Discussion with the WHGA liaison is recommended before deciding on those honors.

*Other Ceremonious Functions*

Ultimately, it is incumbent upon the Incident Commander to determine what Law Enforcement honors will be afforded during Category II funerals. This determination should be minimally based upon the following considerations:

• The wishes of the family/survivors of the decedent;

• The needs of the officer’s agency;

• The needs of the community;

• The agency’s ability to deliver certain components.

Some ceremonious elements that agencies can consider incorporating are as follows:

1**. Casket / Urn Watch**: Two officers at the head and foot, or a single officer posted.

2. **Shrouded Squad**: agency squad with a black-shrouded light bar.

3. **Stand of Colors**: National and State Flags appropriately displayed at the casket/urn.

4. **Ceremonial Pillow**: Color-coordinated pillow with agency patch/emblem, officers hat.

5. **Rifle posting**: Rifle(s) ceremoniously posted outside the venue.

6. **Cordon of Honor**: attending officers positioned outside venue during movements.

7. **Moving Salute during Visitation**.

8. **Casket Team**: Officers/civilians assigned as Pallbearers for casket/urn movements.

9. **Color Team**: Officers present colors at the arrival and departure of the survivors.

10. **Squad Processional**: Officers assigned for squad escorts.

11. **Flag Folding Team**: Officers ceremoniously fold the flag that drapes the casket/urn.

12. **Bag Piper**: Plays appropriate musical selections at each venue.

13. **Final Salute**: Departmental Honor Guard renders a Final Salute at the end of visitation or graveside ceremony.

**State-wide Notifications - TSCC**

* **First** should be sent out right away, notification of a death.
* **Second** should be sent out after meeting with funeral home and WHGA with funeral arrangements

ATTENTION: ALL LAW ENFORCEMENT AGENCIES

REFERENCE: APB FOR ONEIDA POLICE DEPARTMENT - ONPD - WT0451-200

IT IS WITH GREAT SADNESS THE ONEIDA TRIBAL POLICE DEPARTMENT ANNOUNCES THE

UNEXPECTED DEATH OF POLICE OFFICER SEAN J. METOXEN, 27 YEARS OLD, A THREE YEAR VETERAN OF OUR DEPARTMENT***.***

***(You may want to add; off-duty death from \_\_\_\_\_\_, from an apparent suicide, off duty vehicle crash, etc… to get facts out and not leave it up to others to fill in the blanks.)***

FUNERAL ARRANGEMENTS WILL BE SENT OUT AT A LATER DATE

AUTHORITY: CHIEF OF POLTCE RICHARD G VAN BOXTEL

ONEIDA POLICE DEPARTMENT - ONPD

ATTENTION: ALL LAW ENFORCEMENT AGENCIES

REFERENCE: APB FOR BUREAU OF CRIMINAL IDENTIFICATION - UTBCI0000

IT IS WITH GREAT SADNESS THAT THE WEST VALLEY CITY POLICE DEPARTMENT ANNOUNCES THE LINE-OF DUTY DEATH OF OFFICER CODY BROTHERSON. OFFICER BROTHERSON (25), A THREE YEAR MEMBER OF THE DEPARTMENT, WAS ON DUTY EARLY MORNING SUNDAY, NOVEMBER 6TH, 2016 WHEN HE RESPONDED TO ASSIST ON A VEHICLE PURSUIT.

ALTHOUGH THE INVESTIGATION IS ONGOING, IT APPEARS OFFICER BROTHERSON WAS IN THE PROCESS OF LAYING DOWN SPIKE STRIPS WHEN HE WAS STRUCK BY THE SUSPECT VEHICLE AND KILLED. FUNERAL SERVICES WILL BE HELD MONDAY NOVEMBER 14TH, 2016, 1000 AM AT THE MAVERICK CENTER, 3200 SOUTH DECKER LAKE DRIVE, WEST VALLEY CITY, UT 84119. FURTHER INFORMATION CAN BE

FOUND AT.

Defusing and Debriefings – 101

**What is a Defusing?**

* Short (30-45 minute), session where only the involved workers meet with a trained leader in a non-judgmental setting where there is no critiquing of the incident.
* Should include other first responders and dispatchers if logistically possible. If not they should have their own defusing.
* NOT for the Chief or Sheriff or officers of rank unless they were involved in the incident. Defusing don’t care what your rank is…
* Held immediately after the incident, before they go home (within 6-8 hours of the event).
* Participants remain anonymous and no reports will be completed.
* If possible, open up with an incident update by someone with knowledge of the status of the incident. To quell rumors and answer questions, this person leaves after the briefing and does not take part in the defusing.
* Allows for the ventilation of emotions and thoughts associated with a crisis event.

**Goals of a Defusing:**

* Provide a positive and supportive atmosphere – safe zone.
* Mitigate the impact of the event and accelerate the recovery process.
* Reduce cognitive and emotional symptoms by providing education, support and coping skills.
* Assess the need for debriefings and other services.

**What is a Critical Incident Stress Debriefing?**

* Led by a trained CISM provider, usually 24-72 hours post incident.
* Confidential and private, no note taking or documentation allowed.
* Group process where employees can share their experiences and feelings.
* Should include all those involved; depending on the type of incident and the size of the agency others not directly involved may also be included (small agency may want to include all employees).
* Supervisors may be included depending on the situation and the comfort level of the others involved.
* Generally are seven steps to the process;
  + *The Introduction Phase:* explain the process and gives them a chance to introduce themselves.
  + *The Fact Phase*: update facts on the incident, quell any rumors.
  + *The Thought Phase*: offers them the opportunity to express their thoughts and share their personal experiences of the event.
  + *The Reaction Phase*; what was your first reaction to event, first feeling?
  + *The Symptom Phase*: impact on the survivors physically, emotionally and cognitively since the incident, how is it for them now?
  + *The Teaching Phase*: provides closure to the survivors as a means of initiating the building process, what feeling is normal reactions to abnormal event.
  + *The Re-Entry Phase*: reinforce confidentiality, encourage coping skills, talk to each other and support systems, distribute info, adjourn but encourage stick around and talk.

**Goals of Critical Incident Stress Debriefing**

* The primary goal is to provide a group of traumatized individuals with support very soon after the event has been experienced.
* Help them realize they are not alone and give them the opportunity to reach out to potential future counseling as needed.