I. PURPOSE

The purpose of this policy is to provide members of the Harford County Sheriff’s Office with guidelines and protocols regarding the death or critical injury of Agency members.

II. POLICY

It shall be the policy of the Harford County Sheriff’s Office to provide compassionate support to members and their families following the death or critical injury of an Agency member.
Harford County Sheriff's Office
Policy #MAN2000: Death or Critical Injury of Agency Member

2000.1 Death Notification
   2000.1.1 Upon confirmation of an Agency member’s death, notification shall be conducted by the Shift Supervisor to the following:
   2000.1.1.1 Sheriff
   2000.1.1.2 Command Team
   2000.1.1.3 Public Information Officer
   2000.1.1.4 METERS message to other law enforcement agencies (after surviving family has been notified).

2000.2 Family Notification
   2000.2.1 Immediately following notification of the appropriate members, the Sheriff or designee shall designate a member to conduct the notification.
   2000.2.2 If a member is critically injured, the family shall be immediately transported to the medical facility, if they desire.

2000.3 Communications and Public Information Officer
   2000.3.1 Communications regarding Agency deaths or critical injuries shall be restricted to a telephone, when practical.
   2000.3.2 All contact with the media shall be conducted by the Public Information Officer.
   2000.3.3 The name of the member must never be released to the news media prior to the immediate family being notified.
   2000.3.4 If the news media already has the member’s name, the Public Information Officer shall request for the media to withhold this information pending notification of the family.

2000.4 Family Assistance at the Hospital

   Shift Supervisor Responsibilities
   2000.4.1 Coordinate the arrival of family, Agency officials, news media and other persons as required.
   2000.4.2 Coordinate with medical facility personnel for the following:
   2000.4.2.1 Segregated areas, for family, Sheriff, and other persons as requested by the family.
   2000.4.2.2 News media staging area.

2000.5 Family and Staff Support During the Viewing and Funeral

   Position Designations
   2000.5.1 Upon a member’s death, the Sheriff or designee shall assign Agency members to the following positions:
   2000.5.1.1 Funeral Liaison Commander (Command Team Member).
   2000.5.1.2 Family Support Deputy (any member requested by the family).
2000.6 Personnel Manager
2000.6.1 Shall make appropriate referrals under the guidelines of the Harford County Government Employee Assistance Program for members close to the incident and for the family, if desired.
2000.6.2 The Personnel Manager shall be responsible for the following:
2000.6.2.1 Filing Injured Workers’ Insurance Fund claim and related documents.
2000.6.2.2 Gathering information on all benefits and funeral payments available to the family.
2000.6.2.3 Preparing documentation of the benefits and funeral payments due to the family.
2000.6.2.4 Filing all benefit related documentation and follow through with the family to ensure these benefits are being received.

2000.7 Funeral Liaison Commander
2000.7.1 Shall direct funeral activities of the Agency and visiting jurisdictions, according to the desires of the family, including, but not limited to the following:
2000.7.1.1 Assist with arrangements for travel and lodging for out of town attendees.
2000.7.1.2 Coordinate all official law enforcement and/or correctional notifications and arrangements for the law enforcement or correctional funeral, including scheduling honor guard, pallbearers, traffic control, and serving as liaison with visiting jurisdictions.
2000.7.2 Shall ensure that the residence of the deceased member shall receive routine checks during scheduled viewing and funeral times.
2000.7.3 Shall be constantly available to the surviving family and funeral director regarding funeral arrangements.
2000.7.4 Shall meet with the surviving family and funeral director regarding funeral arrangements.
2000.7.4.1 The funeral arrangement decisions shall remain with the surviving family.

2000.8 Family Support Deputy
2000.8.1 Shall work closely with the Funeral Liaison Commander to ensure the needs and requests of the family are fulfilled regarding funeral arrangements.
2000.8.2 Shall be responsible for the following:
2000.8.2.1 Keeping the family advised of developments in the case prior to the news media being informed by the Agency.
2000.8.2.2 Accompanying the surviving family to any criminal proceedings.
2000.8.2.3 Assisting the family with their continuing needs.