
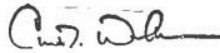


GENERAL ORDER #71

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	<b>City of Charleston Police Department Policy and Procedure Manual</b>		EFFECTIVE DATE: <b>10/31/07</b>
			SOURCE: <b>Professional Standards Division</b>
			REVISED: <b>06/11/24</b>
	DISTRIBUTION: <b>ALL</b>	CALEA: 22.1.4, 22.1.5, 22.2.3	
BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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71.1 PURPOSE

This policy is intended to assist the Department in handling any serious injury or death while in the performance of work-related duties or any non-work-related deaths of a Charleston Police Department Employee.

71.2 POLICY

Death of any kind can be a traumatic experience. The way a department handles itself through this period will have a lasting impact on the officer's family, friends, co-workers, and the department. Depending on how well the department handles itself, this effect may be damaging or positive.

Consultation with the fallen officer's family is a must to meet their desires. The intent of the police ceremonial farewell is to

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create a tribute that will be a lasting memory for the police survivors. Because the ceremony is a public display of respect for the deceased officer, it must be marked by adherence to protocol, by precision in timing and execution, and by a sense of order.

### 71.3 WORK-RELATED DEATH (CALEA 22.1.5)

For this policy, a work-related death will be classified as any sworn Charleston Police Officer who dies while in the performance of, or as a direct result of, his or her duty. This death may be intentional or accidental. The performance of duty will be defined by the Charleston Police Departmental Manual.

In the tragic event that a police officer is killed while in the performance of work-related duties, the notification of the family and command staff is a time-sensitive task. The senior street supervisor will assume incident command. The assigned Command Duty Officer will be notified. If possible, the phone will be used to make all notifications, except for the individual's family. Under no circumstances will the name of the officer be used, or any notifications made, over the police radio.

The assigned Command Duty Officer, or designee, will check the Employee Emergency Information Form to determine the next of kin and any other pertinent information that may be needed. The Employee Emergency Information Form is to be updated by the Department Personnel Division annually.

#### **Notification of the Immediate Family**

The notification of the immediate family will be done in person by a minimum of one (1) uniformed Charleston Police Department officer. The Chief of Police, or designee, and the Police Chaplain will make all notifications. One (1) officer should be an acquaintance of the family, if possible. This officer should be available to assist at the family home, such as assisting with children and pets, locking up the house, etc. A round-the-clock guard will be placed at the home immediately and the post will only be discontinued on the order of the Chief of Police or the individual's immediate family.

If so desired by the immediate family, they will then be transported to the hospital. Ideally, the family will not drive themselves. Other family members residing in the area should also be notified before the officer's name is released to the media.

If the Chief of Police, or designee, along with a Police Chaplain are not in the company of the family, they should be present at the hospital upon the family's arrival. All care and consideration should be given to the family's wishes (i.e. - the media kept away, visitation, other pertinent information, etc.)

The assigned Command Duty Officer will use this policy as a guideline in this tragic situation.

#### **Additional Notifications**

The Chief of Police, or designee, will determine how and when the Mayor and City Council should be notified. Once all proper notifications have been made about the incident, the Chief of Police or Department Spokesperson will, at their discretion, release information to the media in regard to the event.

#### **Appointment of Liaison Officer**

At this time, the Chief of Police will appoint a Liaison Support Officer for the immediate family. This liaison officer should be an officer who knows the family but is not emotionally involved. This position should be staffed around the clock until two (2) days after the funeral.

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### **Duties of the Liaison Officer**

This Liaison Support Officer is there to assist the family and ensure that the needs of the family come first. It may be necessary to place the liaison officer on special assignment for an appropriate time. This officer will be made available to the family for a period some time during which the following should be accomplished:

1. Initial contact;
2. Wake;
3. Funeral;
4. Daily contact for two weeks to include one (1) session for the family with a psychologist;
5. Bi-weekly contact for first the month;
6. During the first month, a one (1) day session with the department benefits coordinator to explain the benefits due with a six (6) month follow-up to ensure payment;
7. Monthly contact for six (6) months;
8. Quarterly contact thereafter;
9. Six (6) months of counseling for the family with a psychologist; and
10. Any judicial requirements.

To avoid confusion, the officer should be in contact with one (1) family member only, chosen by the next of kin. The family should also appoint a spokesperson. The family should be advised on what the department can do. The family should also be advised on the strong need of the department to honor one of its own, especially for a work-related death. Once the family has made its decision, the Chief of Police will be notified. The Peer Support Team Commander will coordinate with the liaison officer all aspects of the Charleston Police Department's responsibilities during this time.

### **71.4 DEPARTMENTAL RESPONSIBILITY TO THE OFFICER**

The Honor Guard NCOIC, in consultation with the Police Chaplain and the Special Operations Division Commander, will be responsible for coordinating all aspects of the Charleston Police Department responsibilities for the wake, religious, and cemetery services for the work-related death or non-work-related death of an active or retired officer.

The responsibilities of the department for a non-work-related death of an active or retired officer will not be as detailed and will depend more on the family's wishes. The department must always be sensitive to the family's wishes.

The following is a list of the responsibilities that the department should follow for a work-related death and only if such is in alignment with the family's desires:

#### **Required Departmental Preplanning**

1. The Charleston Police Department should make arrangements of the payment for the "basic" funeral expenses;
2. Charleston Police Department will provide transportation for immediate family, if needed;

#### **Honor Guard Responsibilities**

1. Funeral/Cemetery officer formation positions will be determined by the coordinator before service;
2. Coordinate formations and seating arrangements at funeral the site;
3. Assign ushers to assist in formations;
4. Assign officer to call orders;
5. Assign officer to play taps (bugler); and

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6. Assign officers for a 21-gun salute.

### **Wake**

1. Contact the funeral home for any arrangements;
2. Contact the Officer's Congregation, if any, for any necessary arrangements; and
3. Ensure flowers from CPD are sent.

### **Religious Services**

1. Coordinate with Traffic Division;
2. Coordinate procession route, traffic controls, parking, etc.;
3. Coordinate formations and seating arrangements;
4. Coordinate the procession from the funeral home to the site; and
5. Assist with any religious service.

### **Procession of Vehicles**

The procession of vehicles can be arranged as follows:

1. CPD Motorcycles;
2. CPD Marked Unit;
3. Hearse;
4. Family Vehicles;
5. Friends Vehicles;
6. CPD Chief of Police;
7. CPD Honor Guard
8. Other dignitaries (if present);
9. CPD Units;
10. Other Police Agencies; and
11. A marked CPD Unit will shadow the procession.

Upon the arrival of the hearse and family vehicles, the Honor Guard NCOIC or its designee will call the detachment of officers to attention.

### **Arrival at the Church/Chapel**

The pallbearers will receive the casket from the hearse and the Honor Guard NCOIC or its designee will order the detachment to present arms. All officers will render the hand salute and hold this position until the casket and family pass into the church/chapel at which time the Honor Guard NCOIC or their designee will order the detachment to "Order arms."

Possession into the church or other place of service may be as follows:

1. Crucifer (if present);
2. Minister/Chaplain (if present);
3. Honor Guard;
4. Pallbearers with casket;
5. Family (Check with family spokesman to coordinate seating); and
6. All other officers and civilians.

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### **Pass in Review**

After the services have been completed, all uniform personnel may pass in review. Uniformed personnel will again form in front of the location in the same manner as when the casket arrived.

### **Recessional**

Procession from the site may be:

1. Dignitaries (if present);
2. Crucifer (if present);
3. Minister/Chaplain (if present);
4. Honor Guard;
5. Pallbearers with casket; and
6. Family.

As the Minister/Chaplain exits the site, the coordinator will call the detachment to attention. As the casket comes into view, the coordinator will order the detachment to "Present arms." All officers will render a hand salute until the casket is placed in the hearse or caisson, at which time the "Order Arms" command will be given, followed by an order to dismiss.

### **Procession to the Funeral / Cemetery**

1. Coordinate with the Traffic Division the procession route, traffic control, parking, etc.;
2. Ensure that the procession from the religious service to the cemetery follows the same order as listed in the original procession of vehicles;

### **Arrival at Funeral Site**

All officers, upon arrival at the cemetery, will assume their positions in formation near the grave. The Honor Guard NCOIC or its designee will call the detachment to attention as the pallbearers remove the casket from the hearse.

The procession to the graveside may be:

1. Crucifer (if present);
2. Minister/Chaplain (if present);
3. Honor Guard;
4. Pallbearers with casket/urn; and
5. Family.

As the procession approaches the detachment of officers, the Honor Guard NCOIC or its designee will give the command to "Present Arms," at which time the uniformed personnel will render the hand salute until the casket has been placed at the graveside and the command is given to "Order Arms."

The command to stand at "Parade Rest" will then be given. Officers will remain in this position during the grave services. After the ceremony is complete, the Honor Guard NCOIC or its designee will call the detachment to attention and then give the order to "Present Arms" while the firing team fires the twenty-one (21) gun salute, and the bugler plays taps. Upon completion of taps, the order will be given to "Order Arms."

The pallbearers will then fold the flag and present it to the highest-ranking officer of the Department who will then present it to the next of kin. The Minister/Chaplain or other agent may offer a benediction or closing words. The Honor Guard NCOIC or its designee at this time will dismiss the detachment.

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All CPD officers may then form a single file to offer their last respects with a Glove Salute.

### **Officer's Issued Departmental Equipment**

The family will have the option of keeping the officer's issued equipment (i.e., badge, uniform, duty belt, etc.) pending any criminal/civil litigation.

#### **71.5 PALLBEARER TEAM ASSIGNMENT & RESPONSIBILITIES**

It will be the family's preference as to whether the pallbearers will be selected from family, friends, and/or co-workers. They could also be the CPD Honor Guard if no other pallbearers are chosen. Personnel acting as pallbearers will be in uniform.

Family preferences, if any, will be given first consideration in appointment of the team.

Upon arrival of the hearse, the team will accept the casket and follow the Honor Guard into the church/chapel, placing the casket on the stand and then taking their seats.

At the end of the service, the team does not pass in review of the casket but will remain in the building until everyone exits. They will again take the casket and follow the Honor Guard back to the hearse or caisson.

The team will ride in the first police unit behind the staff car.

Upon arrival at the graveside, the team will again accept the casket from the hearse, follow the Honor Guard to the graveside and place the casket on the stand. The team will then face the casket and remain at attention throughout the ceremonies, following the commands of the Honor Guard NCOIC or its designee through taps and the twenty-one (21) gun salute.

After the last note of taps, the team will lift the flag from the casket and fold the colors. The colors will then be presented by the team leader to the highest-ranking officer of the department, who will present the flag to the next of kin.

The team members will then remove their gloves and place them on the casket (only for an officer who has been killed in the performance of their work-related duties). The team will then march to a predetermined position until dismissal.

#### **71.6 FIRING TEAM ASSIGNMENT & RESPONSIBILITIES**

The Honor Guard NCOIC will be responsible for designating members of the Honor Guard to serve as Firing Team members for each funeral. At the funeral service, the firing team will line up in the second row behind the Honor Guard and follow the commands given by the Firing Team Leader.

The firing team will follow the family into the funeral service location (first officers to enter) and be seated in the last row of officers.

After the conclusion of the services, the team will be the first to exit the building.

Upon exiting, the team will then leave the area and proceed immediately to the graveside. At the graveside, the team will be in position as the casket is being taken from the hearse to the graveside. They will follow commands given by the Honor Guard NCOIC or its designee.

After the Minister/Chaplain or other agent's portion of the service, the Firing Team Leader will call the team to attention and conduct the twenty-one (21) gun salute (Work-Related Death Only). After the last volley, the team will immediately go to "present arms" while taps is being played.

After taps has been completed, the team will order arms and march off to their units.

#### **71.7 HONOR GUARD ASSIGNMENT & RESPONSIBILITIES**

All activities and responsibilities of the members of the Honor Guard will be assigned and directed by the Honor Guard NCOIC, or their designee responsible for that ceremony. The team's responsibilities before, during and after a service will

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vary but could include the following:

1. Casket Guard
2. Entry/Exit Guard
3. Pallbearers
4. Casket Escort during processional/recessional
5. Any other duty assigned by the Honor Guard NCOIC.

After the service, the Honor Guard will fall into the processional as previously described in the vehicle escort. At the burial site, the Honor Guard duties could include the following:

1. Pallbearers
2. Site Guards
3. Flag Detail
4. Firing Team

The CPD Honor Guard will take priority in deciding on the duties assigned. Outside agencies may be consulted and requested to assist with any of the duties during a Law Enforcement Work-Related Death funeral service. Those requests may be formally made by the Office of the Chief of Police to any other agency in the area willing and able to assist.

### 71.8 POST-TRAUMATIC STRESS DEBRIEFING TEAM (CALEA 22.2.3)

A traumatic incident such as this affects different people in different ways. Therefore, the Post-Traumatic Stress Debriefing Team (PTSD), under the auspices of the Police Peer Support Team, will provide counseling sessions (i.e., debriefings) which will be offered for the following personnel:

1. All officers on the scene (Mandatory);
2. All officers that work in the same squad/shift (Mandatory);
3. On-duty dispatchers;
4. Close departmental friends; and
5. Spouses of affected co-workers.

This counseling session(s) will be voluntary for all other Charleston Police Department employees.

### 71.9 DEPARTMENTAL MOURNING PERIOD

In the event of a Work-Related Death, the department will immediately implement a thirty (30) day mourning period to include:

1. The flags in front of the station are to be flown at half-mast,
2. All Charleston Police Department marked units are to drive with their headlights on, and
3. All officers are to wear mourning bands over the badge.

A teletype will be sent with all the details regarding the incident and funeral arrangements. It should also contain information for out-of-town officers who wish to attend.

### 71.10 NON WORK-RELATED DUTY DEATH

#### **Active Officer**

Upon notification of the death of a Charleston Police Department Officer, the assigned Command Duty Officer, or designee, will notify the Charleston Police Department Command Staff, the immediate supervisors, and the Police Chaplain.

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The Department will implement a five (5) day mourning period. All flags are to be flown at half-mast.

The Chief of Police will appoint a liaison officer to the family. This officer should be familiar with the family, but not emotionally involved. This liaison officer will assist the family and will honor all reasonable requests for the family. The liaison officer should be made available to the family until such a time that the family no longer needs assistance from the department; however, the department will keep occasional contact, especially around the holiday season.

### **Retired Officer**

When the Charleston Police Department receives notification of the death of a retired Charleston Police Department officer, the assigned Command Duty Officer, or designee, will notify the Charleston Police Department Command Staff and the Police Chaplain. The Department will implement a three (3) day mourning period. All flags are to be flown at half-mast.

The Chief of Police will appoint a liaison officer to contact the family to offer assistance on behalf of the Department.

### **Active Civilian Employee**

In the event of the death or serious injury of a Charleston Police Department employee, other than a police officer, the department will show every care and consideration to that employee and family. Any active civilian employee (professional staff) who dies will be accorded honors if requested by the next of kin. This will include pallbearers and police escorts. The Department will implement a five (5) day mourning period. All flags are to be flown at half-mast.

#### **71.11 SERIOUS INJURY OF AN OFFICER (CALEA 22.1.4)**

Upon notification of the serious injury illness, injury, and/or hospitalization of a Charleston Police Department officer, the assigned Command Duty Officer, or designee, will notify the Chief of Police, the officer's chain of command, and the Police Chaplain. The Chief of Police, or designee, will appoint a liaison officer to the officer and/or family. This liaison officer should be familiar with the injured officer, but who is not emotionally involved. The liaison officer should be made available to the injured officer/family until such time that the injured officer can return to work.

#### **71.12 FUNERALS FOR MEMBERS OF OTHER LAW ENFORCEMENT AGENCIES**

In the event of the death of a member, human or canine, of another law enforcement agency within our region who has been killed or died as the result of injuries sustained while in the performance of their work-related duties, the extent of the Department's participation shall be:


1. If the services are conducted within a reasonable distance of Charleston, the Department may send at least four uniformed officers to represent the Charleston Police Department. One of the representatives shall be the rank of Sergeant or above; and
2. The Chief, or his designee, shall authorize the wearing of a mourning band over all badges from the time of death until midnight on the day of the funeral, and the lowering of Department flags to half-mast for a specified period.

Due to the different circumstances that can be involved in off-duty deaths of active law enforcement members, the Chief of Police shall determine the participation level of the Department and if the above outlined protocols will be enacted.



Appendix A

Honor Guard and Funeral Detail Services Provided by the Department

	Work-Related Death (Full Honors)	Active Officer Death (Special Honors)	Retired Officer Death (Special Honors)	Active Civilian Employee Death (Honors)
Casket Watch	Yes	Yes	Yes	No
Last Call	Yes	No	No	No
Pall Bearers	Yes	Yes	Yes	Yes
Firing Party	Yes	Yes	Yes	No
Ceremonial Bugler/Taps	Yes	Yes	Yes	No
Ceremonial Flag Fold & Presentation	Yes	Yes	Yes	No
Police Escort	Yes	Yes	Yes	Yes
Ceremonial Motors	Yes	No	No	No
Flags at Half Staff	Yes	Yes	Yes	Yes