
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 22.5

SUBJECT: EMPLOYEE DEATH / SERIOUS INJURY

EFFECTIVE DATE: 10/01/09
REVISED DATE: 09/09/25

REFERENCE ILEAP: ADM.23.04

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PURPOSE:

The purpose of this policy is to establish guidelines for handling serious injury or death of employees, retirees, and service animals.

POLICY STATEMENT:

The following procedures should be used in line-of-duty deaths and cases of critically injured employees, keeping in mind that the family's wishes always take precedence over the Department's wishes. Officers providing services to survivors shall take all possible measures to adhere to the family's wishes but should not make promises they are unsure can be met.

DEFINITIONS:

Confidential Personal Information Form: A voluntary form that will be solicited, collected, and maintained by the Police Benevolent and Protective Association (PBPA). The PBPA will provide Department leadership with contact, liaison officer, and funeral service preference information from the form to assist the Department in the event of a line of duty death or serious injury of an employee.

Critical Injury: An injury an employee sustains on or off duty in which their prognosis of survival is poor, or the employee cannot notify their family due to the injury's severity.

Family: For the purpose of this policy, individuals who, under applicable law, have standing to make legal decisions as the employee's next of kin. This includes persons related to the employee by marriage or law, children, parents, siblings, fiancée, or cohabiting partner.

Line of Duty Death: The death of an active-duty employee by felonious or accidental means during the course of performing police functions while on or off duty. Pursuant to 34 U.S. Code Subchapter XI – Public Safety Officer's Death,

a line of duty death is presumed when a public safety officer dies from a heart attack, stroke, or vascular rupture while engaged in, on duty, or within 24 hours of participating in a non-routine stressful or strenuous physical law enforcement service, or a training exercise involving non-routine stressful or strenuous physical activity.

Non-Line of Duty Death: The death of an active-duty officer that is unrelated to the performance of official law enforcement duties. This includes deaths resulting from natural causes, accidents, or other circumstances occurring outside the scope of performing police functions on or off duty. Officers under investigation for serious misconduct at the time of death may also be classified under this designation at the discretion of the Police Chief.

Police Escort: A limited and formal motorcade involving emergency vehicles that accompanies the funeral or memorial service of a fallen law enforcement officer. Police escorts are provided in accordance with the wishes of the officer's family and are intended to offer support and ensure safe passage during related services.

Police Procession: A formal motorcade consisting of emergency vehicles organized to honor a fallen law enforcement officer who has died in the line of duty. The procession serves as a public demonstration of respect, mourning, and gratitude for the officer's service and sacrifice. Police processions are conducted each time the officer is transported between locations, in accordance with the wishes of the officer's family.

Service-Related Death: The Department may classify an officer's suicide as a service-related death when credible evidence suggests the death was directly influenced by a critical event or the cumulative impact of service-related stressors and/or severe psychological injury as established by a licensed psychologist, therapist, or medical doctor. Each instance should be reviewed on a case-by-case basis and the circumstances investigated. Consultation between the Department and the deceased's family should be held to investigate the circumstances and determine the appropriate level of recognition and support. To be classified as a Service-Related death, the officer must not have been under investigation or reasonably expected to be under investigation for serious misconduct at the time of death. Officer suicides that do not meet the above criteria will be classified as Non-Line of Duty Deaths.

22.5.1 NOTIFICATIONS

- A. Upon confirming the facts and circumstances of an employee's death or serious injury, the on-duty supervisor shall initiate notifications through the chain of command.
- B. A member of the command staff shall contact PBPA leadership to determine if the employee completed and

submitted a Confidential Personal Information Form to the PBPA. If a form was completed, information from the form shall be used to assist with notifications and offering services to the family.

- C. When a Confidential Personal Information Form has been completed, the Police Chief or their designee will attempt to notify the designated first point of contact. When that person is unavailable, the designated key relatives shall be contacted. Notification shall also be made to department personnel of the employee's condition or death when appropriate.
- D. When a Confidential Personal Information Form has not been completed, the Police Chief or their designee shall refer to the contact information maintained in the employee's personnel jacket.
- E. The Police Chief or their designee should make the notification in person as soon as possible. A minister, psychologist, or family friend should be present, if possible.
- F. If there is any possibility of getting the family to the hospital before the death of the employee, do not wait for the arrival of any second parties before making the notification.
- G. The Department may assist with transportation to the hospital. If possible, do not allow the family to drive themselves to the hospital.
- H. It may be necessary to supply additional assistance at the time of the notification, such as babysitting for small children. Possible sources would be neighbors or spouses of other department personnel.
- I. As soon as possible, the Police Chief should join the family at the hospital. The next ranking officer shall serve as or designate a Hospital Liaison Officer who shall be responsible for coordinating the arrival of family, Departmental personnel, the media, or others.
- J. To ensure respect and consideration for the family, department personnel are strictly prohibited from disclosing any details regarding an employee's death or serious injury until all official notifications and announcements have been completed.
- K. Only the Police Chief, Assistant to the Police Chief for Community Services (PIO), or a designated representative of the Police Chief is authorized to release information on behalf of the Department to the public, the media, or through social media. The release of public information should be coordinated with City leadership.
- L. The Police Chief or their designee shall update department personnel on the employee's condition as soon as reasonably possible, based on the circumstances.

22.5.2 DEPARTMENT SERVICES AND SUPPORT

- A. The Police Chief or their designee will identify employees to serve on the family support team, which will consist of a Hospital Liaison Officer, Family Liaison Officer, and Benefits Liaison Officer when the services associated with these roles become necessary. If the

employee completed a Confidential Personal Information Form and included that information, the Police Chief or their designee shall refer to it for making the liaison officer assignments.

- B. The employee's family is not obligated to accept the services offered. Refer to Attachment A to view a checklist for the family support team, which assists the family support team and the Police Chief or their designee in identifying their responsibilities.
- C. Close co-workers of the deceased employee are encouraged to maintain regular contact with the family, with the family's consent and willingness to receive visitors. Ongoing support and expressions of care from co-workers can have a meaningful and positive impact during the family's time of grief.
- D. Department leadership shall assemble a shadow box to present to the family. The box should, at a minimum, contain the officer's badge, nameplate, and department patch, as well as any rank insignia or commendation/specialty assignment ribbons awarded.
- E. The family of a deceased officer should be formally invited to attend the annual Illinois Police Memorial Ceremony and the National Police Memorial Ceremony. Other Department employees should be encouraged to attend once confirmation is received that the fallen officer's name will be placed on the wall.

22.5.3 HOSPITAL LIAISON OFFICER

- A. The Hospital Liaison Officer is an employee tasked with serving as a liaison between the employee's family and hospital staff.
- B. The Hospital Liaison Officer may be responsible for the following duties:
 1. Arrange for waiting facilities for the family and designate an appropriate media staging area in consultation with the PIO. The wishes of the family should be followed regarding their accessibility.
 2. Ensure medical personnel provide pertinent medical information on the employee's condition before any other parties.
 3. Ensure that the family can gain access to the injured or deceased employee, in accordance with all hospital policies.
 4. In the event of a line-of-duty death, provide hospital personnel with all necessary billing information. The liaison officer should ensure medical bills are sent to the Department and not the family.
 5. When requested, arrange transportation for the family or other survivors upon their departure from the hospital.

22.5.4 FAMILY LIAISON OFFICER

- A. Family Liaison Officers shall serve as facilitators between the Department, family, and other survivors. Multiple officers can be assigned this role to ensure practical assistance, emotional support, and information exchange.

B. Family Liaison Officers may be responsible for the following:

1. Meet with and inform the family that the Department will begin assigning liaisons to facilitate the necessary support/services to the family. The family should be informed that they are not obligated to accept these services.
2. Keep the family informed of the circumstances of the employee's serious injury or death and, as appropriate, the circumstances surrounding the investigation.
3. Work with the PIO or their designee to assist the family with media inquiries; the family shall be informed of limitations on what can be released and requirements of what must be released to the media, and when information and/or videos will be released to the media.
4. Ensure the needs of the employee and the employee's family come before the wishes of the Department.
5. Determine the type of service the family prefers and explain the available options and customs related to a law enforcement funeral.
6. Should the family prefer a law enforcement funeral, assist the family in determining their wishes, as well as the employee's wishes, and facilitate those wishes by networking with the appropriate staff, including the Honor Guard.
7. Provide assistance to the family throughout the service, if and when appropriate.
8. When requested, assist the family in determining lodging arrangements for out-of-town family members.
9. Remain available to the family throughout the services for an objectively reasonable amount of time following the services.
10. Arrange for a uniformed officer at the residence while the family makes arrangements and during the visitation and funeral.
11. Make Department vehicles available for transportation to the funeral home and church.
12. Accompany the family to any court proceedings.
13. Extend invitations to the family to attend Department functions.
14. If plaques or memorabilia are given to a surviving spouse, ensure they are also provided to parents or children.
15. The family should be referred to any available support groups, such as Concerns of Police Survivors (C.O.P.S.).
16. The recovery and security of the officer's personal property, including what was in their squad car,

locker, and on their person. This responsibility will extend to communicating with the investigating agency related to releasing private property to the family as it becomes available for release.

17. Follow-up support should be maintained as long as the family needs it.

22.5.5 BENEFITS LIAISON OFFICER

- A. The Benefits Liaison Officer is an employee tasked with serving as a liaison between the deceased employee's family and the Human Resources Department.
- B. The Benefits Liaison Officer may be responsible for the following duties:
 1. File benefits paperwork and provide a copy to the immediate family members.
 2. Present information on the benefits available to the employee's immediate family and work with the collective bargaining units, pension board, and the Human Resources Department to ensure benefits are distributed. Refer to Attachment B to view line of duty death benefits. Refer to Attachment C to view the documentation required to apply for state and federal benefits.
 3. Educate the family on the role of police associations and organizations and the nature of support programs sponsored for law enforcement survivors.

22.5.6 EMPLOYEE ASSISTANCE

- A. Employees who were witnesses or close to the deceased or seriously injured employee may be emotionally affected and experience various levels of grief. Assistance for these employees is available through the Employee Assistance Program (EAP) and Chaplain Program.
- B. Debriefing and/or defusing meetings will be offered to employees as outlined in Policy 41.12, Critical Incident Stress.

22.5.7 GENERAL SERVICE GUIDELINES

- A. Department leadership will make every effort to accommodate Department staff who wish to attend the services of a Department employee who dies in the line of duty.
- B. If the deceased officer is to lie in state in uniform, it shall be in a Class A uniform, newly purchased by the Department for this specific purpose.
- C. The deceased officer's badge number will be retired and never reissued in the cases of line of duty deaths.

22.5.8 VISITATION

- A. For a Line of Duty Death visitation, the Department will offer the posting of colors and two rifle casket guards.
- B. For a Service-Related Death and a Non-Line of Duty death visitation, the Department will offer the posting of colors and a single officer casket guard.

22.5.9 LAW ENFORCEMENT WALKTHROUGH

- A. To keep the services moving forward, a law enforcement walkthrough must be performed in a coordinated, organized effort. As most families are not familiar with the often-large attendance at law enforcement services, all efforts should be made to expedite this process and involve law enforcement, other emergency service personnel, and the military, if applicable, and at the wishes of the family.
- B. All personnel wishing to participate in the walk-through shall assemble at a pre-arranged meeting point, where they will receive instruction and be arranged in the proper formation for the walkthrough.
- C. Protocol for the walk-through is as follows:
 - 1. Personnel shall be arranged from highest ranking (first) to lowest ranking.
 - 2. Department personnel shall lead the procession past the deceased, followed in order by the Champaign County Sheriff's Office, local law enforcement agencies from Champaign County, the Illinois State Police, all other law enforcement, military personnel, and other emergency service personnel, if applicable.
 - 3. All hats shall be removed prior to reaching the deceased. The front of the hat shall be held in the left hand with the hat shield facing forward. The left arm shall be bent at the elbow at a 90-degree angle so the hat rests flat across the inside of the forearm, with the rear of the hat touching the inside of the left elbow.
 - 4. As personnel walk past the deceased, a walking salute will be given with the right hand. It should be stressed that a pause to give a standing salute shall not be allowed.

22.5.10 SERVICE CATEGORY DETERMINATION

- A. The Police Chief or their designee shall determine the type and category of Department services to be provided in the event of an employee's death. This determination will be based on:
 - 1. Circumstances of the death – whether it is classified as a Line of Duty Death, Service-Related Death, or Non-Line of Duty Death.
 - 2. Eligibility criteria outlined within this policy.
 - 3. The expressed wishes of the employee's family shall take precedence whenever possible.
- B. The Police Chief or their designee shall ensure that the level of honors, ceremonial details, and departmental support provided are consistent with this policy and are appropriate to the circumstances, while remaining sensitive to the family's preferences and cultural or religious considerations.

22.5.11 SERVICE CATEGORIES

- A. Category I – Line of Duty Death – Sworn Officer

For the purposes of this policy and Department services offered to the family, a line of duty death is the death of an active-duty sworn officer by felonious or accidental means during the course of performing police functions while on or off duty.

- 1. Full Ceremonial Honors / Full Honor Guard
 - a. Posting/retrieving colors
 - b. Casket guards
 - c. Ceremonial United States flag folding
 - d. Rifle volley detail
 - e. Taps
 - f. Flags posted at the casket and presented to the family after the last guard/final salute
- 2. Uniformed pallbearers
- 3. Police procession(s)
- 4. Bagpiper
- 5. Final Salute
 - a. The fallen officer's name and badge number shall be called over the radio by a dispatcher three times, after which the fallen officer's name and badge number will be said a final time and then announced as 10-7.
- 6. Police vehicle and officer posted at the employee's residence on the day of passing, the day before visitation, and the day of visitation.
- 7. Black mourning bands shall be worn from the date of the officer's passing until midnight on the 30th day after the passing.
- 8. Police vehicle with bunting placed in front of the Department as soon as possible from the date of passing and removed on the 30th day after the passing.
- 9. Bunting situated on the front of the Department's building and Department-approved décor from the date of the officer's passing until midnight on the 30th day after the passing.
- 10. Coordination with City leadership and the Public Works Department to facilitate the designation of an Honorary Street Name in the employee's honor unless the employee's family objects.

- B. Category II – Service-Related Death – Sworn Officer

- 1. Ceremonial Honors / Honor Guard
 - a. Posting/retrieving colors
 - b. Casket guard
 - c. Ceremonial United States flag folding
 - d. Rifle volley detail

- e. Taps
 - f. Flags posted at the casket and presented to the family after the last guard/final salute
2. Police escort
 3. Black mourning bands may be worn from the date of the officer's passing until midnight on the day of the funeral.
 4. Police vehicle with bunting placed in front of the Department as soon as possible from the date of passing and removed the day after the funeral.
- C. Category III – Non-Line of Duty Death – Sworn Officer
1. Ceremonial Honors / Honor Guard
 - a. Posting/retrieving colors
 - b. Casket guard
 - c. Ceremonial United States flag folding
 - d. Rifle volley detail
 - e. Taps
 - f. Flags posted at the casket and presented to the family after the last guard/final salute
 2. Police escort
 3. Black mourning bands may be worn from the date of the officer's passing until midnight on the day of the funeral.
- D. Category IV – Retired Sworn Officer
1. Pre-posted colors
 2. Casket guard during visitation
 3. Pre-folded United States flag (when the military is not conducting the honors)
 4. Rifle volley detail
 5. Taps
- E. Category V – Line of Duty Death – Service Animal
1. Honor Guard
 - a. Present colors
 - b. Ceremonial United States flag folding
 - c. Rifle volley detail
 2. Black mourning bands may be worn from the service animal's passing date until midnight on the day of the funeral.

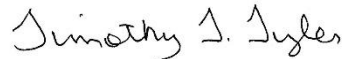
22.5.12 SERVICE UNIFORM GUIDELINES

- A. All officers participating in law enforcement services shall wear a Class A uniform. The specifications are outlined in the Uniform Manual.
- B. The Police Chief or their designee shall determine the uniform requirements for those employees attending the service, as appropriate.

22.5.13 PROCESSIONS

- A. Generally, the following protocol shall be observed for Department processions:
 1. The procession shall be led by a Department vehicle(s) or, where applicable, designated motorcycle units from another law enforcement agency. The lead vehicle(s) must have confirmed knowledge of the designated route to the destination.
 2. During the funeral, the hearse will follow immediately behind the lead vehicle(s).
 3. Vehicles transporting the officer's family shall follow the hearse.
 4. Department vehicles will follow the family vehicles, with vehicles from other law enforcement agencies proceeding thereafter.
 5. Every effort must be made to ensure the fallen officer and their family maintain an unobstructed path to the resting place.
 6. All vehicles must be positioned to allow the procession to move smoothly and without delay.
- B. If requested, the officer's family shall be given the opportunity to provide input regarding the procession.

ISSUING AUTHORITY



Timothy T. Tyler
 Police Chief
 Champaign Police Department