

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 03/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 10/24/24
Chief of Police: 	Death/Serious Injury of Employee, 22.6	
Cross Reference: SOP 16.7 Peer Support SOP 22.2 Benefits SOP 104.1 Chaplain Program	Policy Sections: 22.6.1 Notification 22.6.2 Department Services 22.6.3 Assistance for Employees 22.6.4 Service Categories 22.6.5 Uniform Guidelines during Law Enforcement Funerals Appendix A Confidential Personal Information Form Appendix B Line of Duty Death Benefits Appendix C Family Support Team Checklist	

PURPOSE

The purpose of this policy is to establish guidelines for line of duty death or serious injuries of an employee and to establish the service categories for employees, retirees, and service animals.

POLICY STATEMENT

It is the policy of the department to provide assistance to the immediate family members of a deceased or seriously injured employee. The wishes of the family shall take precedence over the procedures established in this policy.

DEFINITIONS

Benefits Liaison Officer: Employee tasked with serving as a liaison between the deceased or seriously injured employee's family and the city's Human Resources Department.

Confidential Personal Information Form: Form used to assist the department in a line of duty death or serious injury of an employee as it relates to notifications. Completion of this form is optional, and it is dependent on the employee to make changes when necessary. This form is accessible to all employees via PowerDMS.

Family Liaison Officer: Employee tasked with serving as a liaison between the deceased or seriously injured employee's family and the department.

Hospital Liaison Officer: Employee tasked with serving as a liaison between the deceased or seriously injured employee's family and hospital staff.

Immediate Family: For the purpose of this policy, related by marriage or law, children, parents, siblings, or fiancée.

Line of Duty Death: The death of an active employee during the course of performing police functions while on or off duty.

PROCEDURES

22.6.1 NOTIFICATION

- A. Upon confirming the facts and circumstances of the death or serious injury of an employee, the notified supervisor shall initiate notifications through the chain of command.
- B. A member of command staff shall determine if the employee completed a Confidential Personal Information Form. This form is accessible via the Department's Intranet Site, under EPD Information. Completed forms are saved to the Box file sharing system and only accessible to command staff. Refer to Appendix A to view the form. [Access the Confidential Personal Information form](#)

- C. When a Confidential Personal Information Form has been completed, the Chief of Police or designee will attempt to make notification to the designated first point of contact and 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 and only after identified family members have been notified.
- D. When a Confidential Personal Information Form has not been completed, the Chief of Police or designee shall refer to the next of kin contact information which is maintained in the employee's personnel jacket, located in the police records management system.
- E. The name of the employee shall not be released to the media or other parties until immediate family members residing in the area are notified or upon approval of the family. The public information officer shall be the point of contact with media outlets.
- F. After making notification to the employee's immediate family, the department may assist with transportation to the hospital.
- G. Whenever possible, information concerning the employee and the incident shall be conveyed through the phone, not via the police radio. Should the media obtain the employee's name prematurely, the department shall request that the information be withheld until immediate family members have been notified.

22.6.2 DEPARTMENT SERVICES

Upon the death or serious injury of an employee, the Chief of Police or designee shall refer to the information provided in the Confidential Personal Information Form to determine employees assigned to serve on the family support team consisting of a hospital liaison officer, family liaison officer, and benefits liaison officer when the services associated with these roles become necessary. The employee's family is under no obligation to accept the services being offered. When a Confidential Personal Information Form was not completed or does not designate family support team members, assignments are at the discretion of the Chief of Police or designee. Refer to Appendix B to view a checklist for the family support team which assists the family support team and the Chief of Police or designee in identifying their responsibilities.

A. Hospital Liaison Officer

Whenever possible, the Chief of Police or designee shall join the employee's family at the hospital. The hospital liaison officer may be responsible for the below duties.

1. Arrange for waiting facilities for the employee's immediate family members and designate a press staging area. Ensure the public information officer and family liaison officer are informed as to the location of the press area.
2. Ensure that medical personnel provide pertinent medical information on the employee's condition to the family before any other parties.
3. Assist family members in gaining access to the injured or deceased employee.
4. When requested, arrange transportation for the family and other survivors upon their departure from the hospital.

B. Family Liaison Officer

The assigned employee shall serve as a facilitator between the family and the department and may be responsible for the following:

1. 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 under no obligation to accept these services.

2. Keep the family abreast on the circumstances of the employee's serious injury or death and as appropriate, the circumstances surrounding the investigation.
3. Work with the public information officer or designee to assist the family with media inquiries; the family shall be informed on limitations as to what can be released to the media.
4. Ensure the needs and wishes of the family come before the wishes of the department.
5. Determine the type of service the family prefers and explain the available options and customs as it relates 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 officer's wishes, and facilitate those wishes by networking with the appropriate staff, including the commander who oversees the department's honor guard team.
7. Provide assistance to the family, when appropriate, throughout the service.
8. When requested, assist the family in determining lodging arrangements for out-of-town family members.

C. Benefits Liaison Officer

The benefits liaison coordinator may be tasked with the following duties:

1. Serve as a liaison between the family and the city's Human Resources Department.
2. File benefits paperwork and provide a copy to the immediate family members. Present information on the benefits available to the employee's immediate family and work with the collective bargaining units, pension board, and the city's Human Resources Department to ensure benefits are distributed appropriately. Refer to Appendix C to view line of duty death benefits.
3. Provide information to the family on the role of police associations and organizations and the nature of support programs that are sponsored for law enforcement survivors.

22.6.3 ASSISTANCE FOR EMPLOYEES

Employees from the incident may be emotionally affected and experience various levels of grief. Assistance for these employees is available through the employee assistance program (EAP), Chaplain Program and Peer Support Program. Refer to Standard Operating Procedures 16.7 Employee Wellness, 22.2 Benefits and 104.1 Chaplain Program for more information on assistance to employees.

22.6.4 SERVICE CATEGORIES

Special circumstances may arise which necessitate changes to the services established below. In these situations, changes to protocol must be approved by the Chief of Police or designee.

- A. Category I: Line of Duty Death - Sworn Officer/Professional Support Staff/Service Animal, Active Duty
1. Full military style/Ceremonial honors/Full Honor Guard
 - a. Posting/retrieving colors
 - b. Casket Guard
 - c. Ceremonial United States flag folding
 - d. Three round volley

- e. Taps
 2. Uniformed pallbearers
 3. Police Procession
 4. Bagpiper
 5. Police escort
 6. Police vehicle posted at residence on the day of passing, day before wake, and the day of the wake
 7. Black mourning bands over the badge may be worn from the date of the officer's passing until midnight on the day of the funeral
 8. Police vehicle with bunting placed in front of the police department, as soon as possible from date of passing and removed the day after the funeral
- B. Category II: Non-Line of Duty Death, Sworn Officer, Active Duty
Applies in the case of employee suicide
1. Full military style/Ceremonial honors/Full Honor Guard
 - a. Post and retrieve colors
 - b. Casket Guard
 - c. The officer's family shall receive a United States flag.
 2. Police escort from funeral home to the cemetery
 3. Black mourning bands over the badge 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 police department, as soon as possible from date of passing and removed the day after the funeral
- C. Category III: Retired Sworn Officer
1. Pre-posted colors
 2. Casket guard during visitation
 3. Police escort from funeral home to the cemetery
 4. The officer's family shall receive a United States flag
- *This category may also apply to a retired Auxiliary Officer on a case-by-case basis to be determined by the Chief of Police.*
- D. Category IV: Currently Employed Professional Support Staff, Off-Duty
1. Police escort
 2. Employee's family to receive a pre-folded United States flag, if a veteran
 3. Black mourning bands over the badge may be worn from the date of the professional support staff member's passing until midnight on the day of the funeral
 4. Bunting situated in front of the building and department approved décor from the date of passing and removed the day after the funeral
 5. One person to be posted at the casket or urn
- E. Category V: Retired Professional Support Staff
1. A pre-folded United States flag is given to the family

22.6.5 UNIFORM GUIDELINES DURING LAW ENFORCEMENT FUNERALS

- A. All officers participating in a law enforcement funeral shall wear a Class A uniform. The specifications are outlined in the department's Uniform & Appearance Guidelines Manual located in PowerDMS.
- B. The Chief of Police or designee shall determine the uniform requirements for those employees attending the funeral, as appropriate.

22.6.6 TRAINING

Annually the department shall assign a Training Bulletin to employees to ensure they are aware of the Line of Duty Death Benefits that are outlined in this policy.

APPENDIX A: CONFIDENTIAL PERSONAL INFORMATION FORM



Confidential Personal Information Form

This form is optional for employees to complete and is dependant on the employee to make changes when necessary. The information provided will be used only in the event of serious injury or line of duty death. The information provided below will assist the department in the notification process and help family members make important decisions to ensure your wishes are honored.

Section 1: Employee Information

First Name *

Middle Name *

Last Name *

Badge #

Street Address *

City *

State

Zip Code *

Phone # *

Section 2: Spouse/Partner/Children Information

Do you have a spouse or partner *

Do you have children

Section 3: Divorce Information (Optional)

Are you divorced

Section 4: Specify the Department's first point of Contact

Name*

Relationship*

Contact Number*

Section 5: Key Relative Information

Complete the following information regarding key relatives in case your first contact cannot be reached. List these contacts in the order you prefer they be contacted

Name

Relationship

Contact number

[Add](#)

Section 6: Notification to Immediate Family

In the event of a serious injury or line-of-duty death, who do you prefer contact your immediate family

Name*

Relationship*

Contact Number*

Section 7: Memorial Service Information

Would you prefer to have a Memorial Service*

Section 8: Funeral Service Information

Do you want a law enforcement funeral*

Are you a veteran of the United State's Armed Services*

Name of Religious Site (Church, Synagogue, etc)*

Religious Site Address (city/state)*

Contact Number of Religious Site*

Presiding Clergy - First Choice*

Presiding Clergy - Second Choice*

How do you want your remains to be handled*

List any preference you have to serve as pallbearers

Do you wish any particular songs or hymns to be played at the religious service*

Do you wish to have a eulogy to be delivered*

Do you wish a contribution to charity instead of flowers*

Section 9: Designation of the Family Support Team

The employee's family is under no obligation to accept the services being offered.

Would you like to designate a Hospital Liaison Officer*

The Hospital Liaison Officer may be responsible for an array of functions to include serving as the family's liaison with hospital personnel.

Would you like to designate a Family Liaison Officer*

Would you like to designate a Family Liaison Officer*

The Family Liaison Officer serves as the facilitator between the family and the department.

Would you like to designate a Benefits Liaison Officer*

The Benefits Officer serves as a liaison between the family and Human Resources.

Section 10: Additional Information

Use this space to include information that has not been addressed on this form.

This field enables the user to insert a link to a document, bold, underline and other features normally seen in a Word document

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Section 11: Employee's Electronic Signature Acknowledgement

I agree and understand that by signing the Electronic Signature Acknowledgment that my electronic signature is the legal equivalent of my manual/handwritten signature and I consent for the information provided in this document to be used in the event I sustain a serious injury or death.

Employee's Electronic Signature*

Sign

Date of Signature*

Time of Signature*

Submit to Confidential File

APPENDIX B: LINE OF DUTY DEATH BENEFITS

FORMS NEEDED TO APPLY FOR BENEFITS

The following items, if applicable, will be needed to apply for various benefits: marriage license, certified copy of death certificate, certified copy of minor child/children birth certificate, physician's statement, and W-2 earnings forms, as requested. A copy of the individual's official military personnel file, referred to as a DD-214, for assistance with military benefits, if applicable.

CITY OF ELGIN BENEFITS

Contact should be made with the city's Human Resources at (847) 931-6076 to receive information regarding city of Elgin benefits. Claims for personal life insurance benefits are filed by the family, with any assistance needed from the department. The American Council of Life Insurance can locate life insurance policies the insured carried that the survivors may not be aware of. The search request must be in writing and there is a fee for the search. Their website is http://www.mib.com/lost_life_insurance.html.

Upon the death of an officer, the pension board will coordinate payment to the beneficiary of the employee in accordance to the pension plan and Illinois Pension Code. For a listing of the pension board members, view the website at <http://www.cityofelgin.org/index.aspx?nid=1011>.

In 1997, the Illinois legislature enacted Public Act 90-535 also known as the Public Safety Employee Benefits Act which states that an employer who employs a full time law enforcement officer who suffers a catastrophic injury or who is killed in the line of duty shall pay the entire premium of the employer's health insurance plan for the injured employee, the injured employee's spouse, and each dependent child of the injured employee until the child reaches the age of majority or until the end of the calendar year in which the child reaches the age of 25 if attending school.

BENEFITS FROM EXTERNAL AGENCIES

Concerns of Police Survivors – C.O.P.S. Scholarship Program for surviving Children

Concerns of Police Survivors, Inc., provides resources to assist in the rebuilding of the lives of surviving families of law enforcement officers killed in the line of duty, as determined by federal criteria. C.O.P.S. Kids is a Program which financially assists dependent aged children who seek assistance to help them cope with the trauma of losing their parent.

For more information, contact the National Chapter:

Concern of Police Survivors, Inc.

P.O. Box 3199

Camdenton, MO 65020

Phone (573) 346-4911 Fax (573) 346-1414

<https://www.concernsofpolicesurvivors.org/> or the Illinois Chapter at <https://www.ilcops.net/>.

Illinois Court of Claims – The surviving beneficiary of any state or local governmental law enforcement or public safety officer who is killed in the line of duty may, within one year, make a claim to the Illinois Court of Claims for a \$100,000 benefit. Additionally, a burial benefit of up to a maximum of \$10,000 is payable to the surviving spouse or estate of a law enforcement officer who is killed in the line of duty. Court of Claims, 630 South College Street, Springfield, IL 62756. (217) 782-7101

Illinois Crime Victim's Compensation Act – Provides financial compensation to victims of violent crimes and their families. Eligible victims or their families may be compensated for medical and hospital expenses, nursing care, funeral and burial expenses (maximum of \$7,500), loss of earnings, loss of future earnings and loss of support (maximum of \$1,250, per month). Relatives of a deceased victim may be eligible for psychological counseling caused or aggravated by the crime. The maximum compensation under this program is \$27,000.

Contact: Illinois Attorney General's Office, Crime Victims Compensation Program, 115 S. LaSalle Street, Chicago, IL 60603, (312) 814-3000. The Kane/Cook County State's Attorney Victim Assistance Advocate will assist with this benefit.

Illinois Police Association - Provides a \$5,000 line of duty death benefit for anyone who was an active member at the time of his or her death. Illinois Police Association, 7508 North Avenue, Elmwood Park, IL 60707 (708) 452-8332 or <http://www.ipacops.org/index.htm>.

International Association of Chiefs of Police – <https://www.theiacp.org/>

Metropolitan Alliance of Police - Line of Duty Death Benefit \$1,000; Disability Benefit \$500.
MAP Office: 235 Remington Blvd., Suite B, Bolingbrook, IL 60440, (630) 759-4925 or <http://www.mapunion.org>.

National Law Enforcement Officers Memorial Fund - <https://nleomf.org/>
444 E. Street, NW.
Washington, DC 20001
(202) 737-3400

NRA Death Benefit – If a police officer, with or without compensation, is feloniously killed in the line of duty, according to government guidelines, and is a current member of the National Rifle Association, the surviving spouse/family may be entitled to a \$35,000 death benefit. Within 90 days of the officer's death, contact the NRA Law Enforcement Division at (703) 267-1640. <https://le.nra.org/>

Office of Workers Compensation Programs Special Claims Office
200 Constitution Ave. NW, Washington DC 20210 (866) 487-2365
Federal Workers' Compensation Benefits for non-federal law enforcement officers. Benefits are provided if a state or local law enforcement officer is killed while engaged in the apprehension or attempted apprehension of a person who has committed a crime against the United States or who is being sought by a law enforcement authority of the United States. The benefit also is extended to those killed while engaged in the lawful prevention or lawful attempt to prevent the commission of a crime against the United States.

Public Safety Employee Benefits Act – Section 10. Required health coverage benefits. Workers' compensation coverage is compulsory for employers in Illinois. Benefits are payable to the surviving spouse and dependents of any officer or firefighter who is killed in the line of duty. Benefits include \$4,200 funeral expense benefit. All first aid medical and hospital expenses connected with the fatal injury. 66 2/3% of the deceased's average weekly wage for 20 years. State Industrial Commission, 69 W. Washington St., STE 900, Chicago, IL 60602 (313) 814-6500

Public Safety Officers' Benefits Program
U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance
999 N. Capitol St. NW
Washington, DC 20531
(202) 307-0635 1-888-SIGNAL13 (744-6513) Fax (202) 307-3373 or at <https://psob.bja.ojp.gov/>.

Federal statute provides a one-time death benefit to the survivors of a public safety officer who is killed or permanently and totally disabled in the line of duty. Forms are completed by the local agency and forwarded to the US Department of Justice for processing and payment. If all paperwork submitted to the Department of Justice is in order, payment of this benefit can be expected within 90 days.

Public Safety Officers Educational Assistance Program – Federal statute provides educational assistance to the dependents of law enforcement officers who are killed or disabled in the performance of their duties. This program is administered by the Public Safety Officer's Benefits Program. For more information go to <https://psob.bja.ojp.gov/benefits/>.

Social Security Benefits – If the employee paid into social security, the widow and family may be eligible for social security benefits. The local social security office is located at 790 Fletcher Drive, STE 100, Elgin, IL 60123. (877) 405-0435.
<http://www.ssa.gov/>.

Social and Fraternal Organizations

If your spouse was a member of a social, fraternal or veteran's organization, you may be entitled to burial, death, spousal financial assistance, or dependent education assistance:

Fraternal Order of Eagles

Eagles Memorial Foundation, 1623 Gateway Circle South, Grove City OH 43123
(614) 883-2200
<https://www.foe.com/>

The Military Order of the Purple Heart

5413-B Blacklick Rd., Springfield, VA 22151 (703) 642-5360
<https://purpleheart.org/>

The Knights of Columbus – Catholic organization –Scholarship Division, Knights of Columbus,
P.O. Drawer 1670, New Haven, CT 06507, (203) 752-4332
1 Columbus Plaza
New Haven, CT 06510
(203) 752-4000
<http://kofc.org/en//index.html>

State Death Benefit Survivor Compensation - \$100,000 award benefit pursuant to the Law Enforcement Officers, Civil Defense Workers, Civil Air Patrol Members, Paramedics and Firemen Compensation Act as amended in 1995. Pursuant to Illinois Pension Code, municipalities may provide an allowance not to exceed \$15,000 to officer's beneficiaries.

The Taxpayer Relief Act of 1997 - Allows survivor retirement benefits, can be excluded from gross income when calculating federal income taxes.

Veteran's Benefits –Many law enforcement officers are veterans of the US Armed Forces and a number of survivor's benefits are available to the spouse and children of a deceased veterans. Included may be: death pension, funeral expenses, national service life insurance and interment or burial plot allowance. For more information or help in applying for veteran's benefits, call the Department of Veterans Affairs at (800) 827-1000 or <http://www.va.gov/>.

APPENDIX C: Family Support Team Checklist



ELGIN POLICE DEPARTMENT Family Support Team Checklist



Standard Operating Procedure 22.6 Death/Serious Injury of Employee outlines department services that are available to the family of an employee upon a line of duty death or serious injury. The checklist is to aid the family support team and the chief of police/designee in identifying their responsibilities. The checklist is not meant to be all inclusive as the needs of each family are unique. The services outlined below are listed in the order that they may be needed.

Responsibilities of the chief of police or designee	Check when complete
Notify the employee's immediate family and department personnel of the employee's condition or death. The name of the employee shall not be released to the media or other parties until immediate family members residing in the area are notified.	
Whenever possible, join the employee's family at the hospital.	
Upon making notification to the employee's immediate family, determine if transportation to the hospital is needed.	
Ensure the public information officer or designee is aware of the situation. Should the media obtain the employee's name prematurely, a request shall be made to withhold the information pending family notification.	
Designate employees to serve as the hospital liaison officer, family liaison officer and benefits liaison officer.	
Responsibilities of the hospital liaison officer - liaison between the family and the hospital	Check when complete
Arrange for waiting facilities for the employee's immediate family members and designate a press staging area. Ensure the public information officer and family liaison officer are familiar with the press location.	
Ensure medical personnel provide pertinent medical information on the employee's condition to the family before any other parties.	
Assist family members in gaining access to the injured or deceased employee.	
When requested, arrange for transportation for the family upon their departure from the hospital.	
Responsibilities of the family liaison officer - liaison between the family and the department	Check when complete
Brief the family on department services that are available; the family is under no obligation to accept the services being offered.	
Keep the family abreast on the circumstances of the officer's serious injury or death and as appropriate, the circumstances surrounding the investigation.	
Work with the public information officer or designee to assist the family with media inquiries; the family shall be informed on limitations as to what can be released to the media.	
Ensure the needs and wishes of the family come before the wishes of the department.	
Determine the type of service the family prefers. Explain the available options and customs as it pertains to a law enforcement funeral. Check the employee's file jacket to determine if the employee completed the Deceased Officer's Requested Honor's Report; ensure the family is informed of the officer's wishes.	
Should the family prefer a law enforcement funeral, guide the family through the preparation process and communicate the family's preferences with the appropriate staff to include the honor guard commander.	
Provide assistance to the family, when appropriate, throughout the service.	
When requested, assist the family in determining lodging arrangements for out of town family members.	

151 Douglas Avenue Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750

Effective 11/26/13

Responsibilities of the benefits liaison officer, liaison with the family and the Human Resources Department	Check when complete
Serve as a liaison between the family and Human Resources.	
File benefits paperwork and provide a copy to the immediate family members. Present information on the benefits awarded to the employee's immediate family and work with the collective bargaining units, pension board, and Human Resources to ensure benefits are distributed.	
Educate the family on the role of police associations and organizations and the nature of support programs that are sponsored for law enforcement survivors.	

Notes

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