

	Greenville, SC Police Department GENERAL ORDER		
	Subject Line of Duty Death	Number 174A3	Type Administrative
Effective Date 8/21/2023	Amends/ Rescinds 174A2	Pages 1 of 5	Re-evaluation Annual-August
References CALEA 22.1.4; 22.1.5			Notes CALEA reference update.

1.0 POLICY

To establish procedures to ensure immediate notification, proper support, and emotional care for the family of a department member who has died, or been severely injured, in the line of duty. It will also set guidelines for the support of department members affected by the death or serious injury, for officers who have caused a death or serious injury, and for those involved in critical or catastrophic incidents.

2.0 NOTIFICATION

- 2.1 In the event that an employee is killed, or has been severely injured where death could result, the Chief of Police or their designated representative will immediately proceed to the next of kin's (spouse, parents) resident or place of employment and make the notification. This will always be done in person and another department member who knows his/her family member or the Police Chaplain should accompany the Chief. Notification will not be delayed if the proper persons are not readily available and will be the responsibility of the on-duty Watch Commander.
- 2.2 Under no circumstances will the name of the employee who has died or been severely injured be released to the media before the immediate family is notified.
- 2.3 Transport the family member(s) to the hospital by police vehicle. They should not be permitted to drive alone due to these circumstances. The hospital should be alerted that a family member is en-route. If necessary, arrange for childcare for any children that will not be going to the hospital.
- 2.4 An officer will be assigned as a hospital liaison upon the family's arrival there. It can be the (familiar) officer that accompanied the notifier. This officer will assist the family and coordinate hospital procedures and departmental concerns. This officer will keep the family updated and will make certain that the family is driven or escorted home after the incident is over. The officer will deal with such items as billing, family meeting

place, co-workers meeting place, and any other matter that will relieve stress from the family.

3.0 **FUNERAL SERVICES, BURIAL, AND AFTERMATH**

3.1 A lieutenant or above will be assigned as the department liaison and arrange the department's assistance, response and will be responsible for:

3.1.1 Arranging the Honor Guard, Color Guard, traffic control, vehicle escorts, ushers, and protocol for officers at the service.

3.1.2 Issuing a nationwide teletype notifying all police agencies of:

- Name of deceased;
- Date and time of death;
- Circumstances surrounding death;
- Funeral arrangements (police funeral or private);
- Uniform to be worn;
- Expressions of sympathy in lieu of flowers;
- Contact name and number for additional information;

3.1.3 Obtaining an American flag for presentation to the family (City provides).

3.1.4 Arranging for full-dress uniform with leather gear, badges, nameplate, pins, etc., (no weapon) to be delivered to the funeral home if the family desires burial in uniform.

3.1.5 Arranging for the employee's personal belongings to be given to the family.

3.1.6 Arranging for surviving parents to be afforded recognition and proper placement at the services.

3.1.7 Arranging for medical assistance and an officer to guard the family home during the service.

3.1.8 Maintaining records of all of the above and a list of all department members attending and outside agencies' personnel, number of vehicles, etc.

3.1.9 Arranging for a residence check on the family home for six months to provide safety and security for them.



- 3.2 The department liaison will assist the family with any court proceedings resulting from the line-of-duty death.
- 3.3 The department's Victims Witness Advocate will be utilized to provide assistance to the family.
- 3.4 For sworn deaths, the department liaison will fill out and submit the FBI's Analysis of Law Enforcement Officers Killed and Assaulted (DOJ OMB Form #1110-0009) providing information on the incident.

4.0 **SURVIVOR BENEFITS**

- 4.1 The department liaison will be assigned as the survivor benefits coordinator and direct the department's effort to obtain all benefits the family is entitled to. For sworn employees these include:
 - 4.1.1 Federal Bureau of Justice Assistance Public Safety Officers Benefits Program (PSOB). The PSOB provides a one-time benefit to eligible survivors of public safety officers whose deaths were the direct and proximate result of an injury sustained in the line of duty.
 - 4.1.2 South Carolina Police Officer's Retirement System (SC PORS) -- department will notify SC PORS of the officer's death and request that the death benefit package be sent to the family who must file. Officers who are not vested in the retirement system are only eligible for return of contributions plus interest.
 - 4.1.3 Memorial Funds are community or department initiated, these funds benefit survivors and allow concerned citizens to donate money. Publication by teletype and news media enhance his/her effort, and the survivors should be given contact persons at the financial institution.
 - 4.1.4 South Carolina Educational Benefit -State law 59-111-110 allows the children of any law enforcement officer killed in the line of duty, a tuition-free education at any state supported school. The department will provide copy of law to family and they apply for benefit at time of enrollment.
 - 4.1.5 South Carolina Property Tax Benefit -State law 12-37-220 exempts the surviving spouse from property taxes on the dwelling they resided in and up to one acre of property. The department will provide copy of law to family and they apply at time of tax liability.



- 4.1.6 South Carolina Law Enforcement Officers' Association provides a monetary death benefit, a South Carolina flag, a medal of valor for the slain officer, a valor pin for the surviving spouse/parent, and a meritorious resolution.
- 4.1.7 American Foundation of Police provides a monetary death benefit, American flag, AFP Medal of Honor, and future scholarship for surviving children. The department contacts national office and their local representative coordinates.
- 4.1.8 Concerns of Police Survivors is a group founded by wives of officers slain in the line of duty, they provide support and services to the families of slain officers.
- 4.1.9 Memorials, monuments, locations, and other remembrances include:
- National Law Enforcement Officers' Memorial in Washington, DC -name inscribed on wall.
 - South Carolina Law Enforcement Officers' Hall of Fame in Columbia, SC -plaque installed in rotunda.
 - Greenville County Law Enforcement Officers' Memorial at Greenville LEC -name inscribed on monument.
 - Greenville Police Department's slain officer's badge case at Greenville LEC -badge and nameplate retired.
 - Other memorials include IACP's tribute, Excellence in Law Enforcement awards named after officer, City parks or athletic fields named in their honor, Woodlawn Cemetery's Serviceman's Wall, original artwork or poems, video productions, golf tournaments, etc.
- 4.2 For All City employees the benefits include:
- 4.2.1 South Carolina Workman's Compensation Fund -initiated by Human Resources -Risk Management and the City's insurance adjustment firm. Covers medical bills and funeral costs to a specific amount.
- 4.2.2 City of Greenville Life Insurance -initiated by Human Resources with City's current provider -double indemnity for accidental death.



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- 4.2.3 Social Security -initiated by next of kin only by calling Social Security Administration and providing proof of death, marriage, childbirth, decedent's birth, and earnings (prior year W-2) is required.
- 4.2.4 City of Greenville Health Benefits -based on federal law (COBRA), survivors can elect to maintain City coverage for up to 36 months at their expense (100 percent). COBRA notice and election form will be mailed by the City's vendor of choice to the covered family members.

DocuSigned by:

J. H. Thompson

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J.H. Thompson, Chief of Police

8/21/2023

Date

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The Greenville, SC Police Department- An Accredited Law Enforcement Agency