

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	Reference Number <b>ENF-030</b>
	Subject <b>Death Messages</b>	
	Special Instructions Replaces ENF-055 dated January 1, 2012	Effective Date <b>March 30, 2015</b>

## **I. PURPOSE**

Establish guidelines concerning the dispatch and distribution of death messages on active and retired Department members.

## **II. POLICY**

Death messages are authorized in the event of a death of an active or a retired employee or a member of the employee's immediate family.

## **III. PROCEDURE**

A. An e-mail shall be sent to the Superintendent upon the death of an employee or a retired employee. It shall be the responsibility of the deceased employee's commanding officer or, in the case of a retired employee, the commanding officer of the district where the deceased resided at the time of death to ensure that an e-mail includes the following:

1. Visitation and burial information;
2. Indicate (as outlined in PRO-003) if Department flowers or a memorial package have been ordered or if a contribution has been made to a specific charity and indicate what the charity is;
3. Any other pertinent information, as needed; and
4. Forward the e-mail to ISP Everyone.

B. If deceased employee resides out-of-state, the commanding officer of the district or division notified shall follow the procedures listed above.

C. Upon receiving a message of the death (10-0) of a spouse, child or parent of a current or retired employee, each district commander shall prepare all pertinent information and forward an e-mail to ISP Everyone.

D. Radio Dispatches for Line of Duty Deaths.

1. All Department line of duty deaths shall be broadcast once per shift by all regional dispatch centers for a period of 24 hours.

2. All non-Department line of duty deaths shall be dispatched once per shift by the applicable regional dispatch center(s) if the dispatch pertains to the districts service area.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.