

TOWNSHIP OF OSCEOLA POLICE DEPARTMENT		POLICY: LINE OF DUTY DEATH/SERIOUS INJURY	
ISSUE DATE: 06/22/2016	REVIEW DATE: 04/10/2022	REVISED DATE: 04/10/2022	SECTION:
POLICY SOURCE: ---		TOTAL PAGES: 14	
RELATED POLICIES:			
RELATED FORMS:			
CHIEF: DONALD M. COOK		DATE: 04/10/2022	

I. PURPOSE

II. POLICY

III. DEFINITIONS

IV. DEATH OR LIFE-THREATENING INJURY NOTIFICATION

V. OFFICER IN CHARGE

VI. PUBLIC INFORMATION RELEASE

VII. FUNERAL ASSISTANCE

VIII. HONOR GUARD COORDINATOR

IX. BENEFITS ASSISTANCE

X. PROVIDING DEPARTMENTAL SUPPORT DURING CRIMINAL LEGAL  
PROCEEDINGS

XI. PROVIDING EXTENDED AND FOLLOW-UP SUPPORT

XII. LINE-OF-DUTY DEATHS IN OTHER WISCONSIN AGENCIES

XIII. LINE OF DUTY DEATH OR SERIOUS INJURY EMERGENCY CONTACT  
INFORMATION

XIV. LINE-OF-DUTY DEATH INVESTIGATION

APPENDIX A

APPENDIX B

---

## I. PURPOSE:

The purpose of this policy is to establish an immediate course of action in the event that an Township of Osceola Police Department employee suffers a line of duty death or serious injury. The course of action shall include: providing emotional support and care for the employee's family, assisting with benefit coordination, handling the media, and handling other provisions as outlined in this policy. In the event of a line-of-duty death, funeral arrangements are to be decided by the family of the employee, with their wishes taking precedence over those of the agency.

## II. POLICY:

It shall be the responsibility of the Township of Osceola Police Department to provide liaison assistance to the surviving family members of an employee who dies in the line of duty, who is hospitalized for an indefinite period of time, or requires repeated and/or intermittent hospitalization because of a line-of-duty injury or systemic illness.

## III. DEFINITIONS:

BENEFICIARY: A person or persons designated as the recipient of funds or other property under a will, trust, or insurance policy.

BENEFITS: Financial payment or entitlement, in accordance with a labor agreement and/or insurance policy, available to the designated beneficiary, to assist with financial stability following the loss of a loved one.

CEMETARY OFFICER (CO): Person responsible for coordination of traffic movement and parking at the cemetery. Additional duties outlined in the addendum. This person reports directly to the OIC.

EMERGENCY DEPARTMENT LIAISON (EDL): Person assigned by the OIC to provide coordination of communication between the hospital, family, and department

FAMILY LIAISON OFFICER (FLO): Person assigned to coordinate communication between the family and the department and provide extended support and assistance following the incident, which may include funeral arrangements. This person may have been designated by the dead or injured employee via their Line of Duty Death or Injury Notification, or may otherwise be designated by the family, chief of police, or OIC. This person reports directly to the OIC.

FUNERAL/VISITATION OFFICER (FVO): Person designated to coordinate and communicate the activities at the funeral services to the extent that is requested by the family of the deceased. This person directly reports to the OIC.

INVESTIGATION: Where upon an employee of Osceola Town Police Department is involved in a line-of-duty death, at least two investigators from an agency outside Osceola will be allowed to conduct the line-of-duty death investigation that must follow afterwards per Wis. Stats. § 175.47(2) and Wis. Stat. § 175.47(3)(a) and (b).

LINE-OF-DUTY DEATH: Any action, which claims the life of an Osceola Town Police Department employee while performing work-related functions either on or off-duty.

SERIOUS LINE-OF-DUTY INJURY OR ILLNESS: An injury or systemic illness, serious enough that hospitalization or time away from the department is ordered by a physician for an indefinite period of time.

NOTIFICATION OFFICERS: Persons designated by the OIC, or pre-selected by the deceased or injured employee, responsible for initial notification of family regarding the incident surrounding the employee. This person directly reports to the OIC.

OFFICER IN CHARGE (OIC): Person appointed by the chief to assign department liaisons and oversee the coordination of events that would immediately follow an Osceola Town Police Department employee line-of-duty death or serious injury. This person reports directly to the chief or his/her designee.

STAGING OFFICER (SO): Person responsible for coordination and assembly of other agency personnel responding to the area for the funeral. This person reports directly to the OIC.

SURVIVORS: Family members or designated persons who outlive the deceased (i.e. spouse, children, grandchildren, parents, grandparents, siblings, fiancée, and/or significant others).

VEHICLE MOVEMENT OFFICER (VMO): Person responsible for the coordination of funeral procession and movement. This person reports directly to the OIC.

#### IV. DEATH OR LIFE-THREATENING INJURY NOTIFICATION

- A.) The chief shall be notified immediately of an on-duty death or serious injury of an Osceola Town Police Department employee.

- B.) Upon notification, the chief or his/her designee shall contact the Law Enforcement Death Response Team (LEDR) by their (608) 266-7633 number or by contacting the local State Patrol Regional Post.
- C.) The chief or his/her designee will assign an Officer in Charge (OIC) to coordinate all departmental functions following the incident, in accordance with the requests described in the employee's Line-of-Duty Death or Injury Notification form.
  - 1.) The Line-of-Duty Death or Injury Notification form is located in Appendix A of this policy. All new employees with the department will be encouraged to fill it out and hand it over to the department.
  - 2.) If the employee is working for another department and has filled one out with that department, they will make a copy of that information available to the chief as soon as possible.
  - 3.) If no copy of the information is made available to the chief, coordination and communication will be expected to happen between the two departments in order to follow the wishes of the employee, and his/her family, as well as the officiating law enforcement agency.
- D.) Notification shall be made by two or more persons. The chief, the OIC, and/or other pre-selected persons of the employee's choice will notify the family if time to assemble these persons together for the notification exists. Delays in developing the appropriate notification team must be weighed against the importance of the timely notification of the survivors.
- E.) If only one of the above-suggested persons is immediately available, that individual shall make notification. Expedience is the priority, especially in consideration of social media and/or local media making the tragedy and the name of the employee known before the family is notified.
- F.) If the notification is a life-threatening injury, getting the family to the hospital immediately will take priority over who or how many individuals deliver the notification.
- G.) If there is knowledge that a serious medical condition exists with a primary survivor, medical personnel will be requested to accompany the officer(s) sent to notify the family.
- H.) Department transportation, if available and/or accessible, shall be provided to drive the family to the hospital.
- I.) If the primary survivors are not in close proximity to Osceola, the OIC shall request notification from the local law enforcement agency. Confirmation of delivery by the local law enforcement agency will be required. Once confirmation of delivery is confirmed, the department will attempt to make contact by phone.
- J.) The OIC may assist the primary survivors in making travel arrangements to Osceola, but shall not assume responsibility for travel expenses on behalf of the department without the chief's authorization.

## V. OFFICER IN CHARGE

- A.) The OIC shall make assignments of department liaisons and their specific tasks and responsibilities, as outlined below and/or in the Line-of-Duty Death or Injury Procedure (see: Appendix B).
- B.) If the family requests Osceola Town Police Department involvement with the funeral arrangements, the OIC will assign a Funeral/Visitation Officer, Staging Officers, and assisting personnel, a Vehicle Movement Officer, a Cemetery Officer, and arrange for notification of the Honor Guard members.
- C.) Due to size of department, additional assistance may be required. The OIC shall inform the LEDR team and coordinate personnel with them as needed. The OIC will also make use of the LEDR Checklist and Workbook as provided on WILENET.
- D.) All officers assigned by the OIC will be provided with copies of their assignment descriptions and checklist.
- E.) Those persons assigned shall report the status of their tasks to the OIC. Unassigned personnel shall not perform incident-related tasks without the approval of the OIC unless exigent circumstances exist.

#### VI. PUBLIC INFORMATION RELEASE

- A.) The name of the injured or deceased employee will be released by the chief or his/her designee only after notification was made to the immediate family.
- B.) The name of the injured or deceased employee will not be released to the media before the immediate family is notified. If the media obtains the employee's name prematurely, the chief or his/her designee will request the name to be withheld until proper notification can be made to the survivors.
- C.) The chief or his/her designee will be assigned to handle the media. In the event the family grants an interview, the designee shall offer to attend and screen all questions presented to the family, to guard against jeopardizing upcoming legal proceedings (in the event that the death or injury was a result of a criminal act).

#### VII. FUNERAL ASSISTANCE

- A.) As soon as is feasible, the chief or his/her designee will meet with the employee's family to determine their wishes regarding department participation in the preparation of the funeral or services. Any information to be shared regarding the arrangements should be done at this time. The family shall be assured that the department is willing and able to coordinate all arrangements, but that no decisions will be made without their input and approval.
- B.) With the approval of the family, the chief, OIC, or his/her designee will assign a Family Liaison. The OIC will designate a Department Operations Officer, Honor Guard Coordinator, and a Benefits Coordinator. The Family Liaison Officer will facilitate introduction of these key personnel and their roles, with special attention given to the role the Benefits Coordinator will play, as this can relieve a major source of stress for the family.
- C.) All movement of the deceased shall be done ceremoniously under the direction of the Honor Guard Coordinator.
- D.) Effective as soon as possible a 24-hour guard will be posted to stay with the fallen officer. While this is a function of the Honor Guard, other sworn

employees of the department can be assigned this role. This 24-hour-a-day posting should start at a minimum following the release of the deceased by the Medical Examiner. This posting shall be coordinated by the Honor Guard Coordinator in conjunction with the OIC.

- E.) Should the family elect to not have a law enforcement funeral, the chief must give careful consideration to holding a department memorial service in recognition of the need for co-workers to grieve and experience some closure to the line-of-duty death.

#### VIII. HONOR GUARD COORDINATOR

- A.) The responsibilities of the Honor Guard Coordinator include the following:
- 1.) Report directly to the OIC.
  - 2.) Work with the FLO to determine the family's wishes in regards to a law enforcement funeral.
  - 3.) Work closely with the family-identified funeral director and clergy to develop arrangements. Attention will be given to selecting venues that will be capable of accommodating the large law enforcement response, and in the absence of such venues, developing contingency plans as needed.
  - 4.) Plan the ceremonial aspects of the visitation and funeral arrangements.
  - 5.) In recognition of the large scope of a law enforcement officer's funeral, as well as limited resources of the department, the Wisconsin Honor Guard Association should be contacted for additional honor guard resources.
  - 6.) Work with the OIC and FLO to coordinate timely release of initial information and funeral arrangements. Funeral arrangements should be withheld until completely verified.
  - 7.) Designate a Logistics Lead whose responsibilities include:
    - a.) Arrange for adequate water at each venue.
    - b.) Arrange for portable restrooms, if needed.
    - c.) If deemed necessary, arrange for bus transportation from alternate staging/parking locations to venues.
    - d.) Responsible for copying and distribution of funeral instructions for visiting agencies.
    - e.) Responsible for documenting all visiting agencies, departments, and dignitaries.
    - f.) If directed, coordinate having someone video record the funeral, service, and procession.
  - 8.) Designate a Traffic Coordinator whose responsibilities include:
    - a.) Coordinate/manage traffic and parking at each venue including visitation, funeral, cemetery, and fellowship function.
    - b.) Collaborate with any involved jurisdiction for needed traffic control for visitation, funeral, and procession.
    - c.) Under direction of the Honor Guard Coordinator, direct the assembly of the squad and vehicle procession.
    - d.) Pre-plan and designate the procession route in consultation with the Honor Guard Coordinator.

**IX. BENEFITS ASSISTANCE**

- A.) The Benefits Coordinator will gather information on benefits available to the family. The Benefits Coordinator has the department's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork as well as following through with the family to ensure that these benefits are being received. The Benefits Coordinator may be a non-sworn employee, and given the specialized information managed by this person, the role may be considered a standing position by the department.
- B.) The Benefits Coordinator is responsible for the following:
- 1.) Filing Workers' Compensation claims and related paperwork.
  - 2.) Contacting the appropriate agencies without delay to ensure that the beneficiary receives death and retirement benefits, the employee's remaining paychecks, and payment for remaining annual and compensatory time.
  - 3.) Gathering information on all benefits/funeral payments, to include the Federal Public Safety Officers Benefits Act that is available to the family.
  - 4.) Setting up any special trust funds or educational funds.
  - 5.) Notifying police organizations, such as Wisconsin Professional Police Association, and any other fraternal organizations the employee was a member of. These organizations may also offer financial assistance with logistical needs of the funeral services.
  - 6.) Preparing a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries and contacts at various benefits offices, and when they can expect to receive payment.
  - 7.) Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive, what has been done, as well as what has yet to be completed. A copy of the prepared printout and any other related paperwork should be given to the family at this time.
    - a.) If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) may be receiving.
    - b.) Attention should be given to the revocation of health care benefits. Many providers allow a 30-day grace period before canceling or imposing monthly payments upon survivors.
  - 8.) Continue meeting with the family until benefit applications are well underway. Then, meet with the family in four to six months to ensure they are receiving benefits.

**X. PROVIDING DEPARTMENTAL SUPPORT DURING CRIMINAL LEGAL PROCEEDINGS**

- A.) If no criminal violations surround the circumstances of the member's death, the Family Liaison Officer will relay all details of the incident to the family at the earliest opportunity.
- B.) If criminal violations surround the death, the Family Liaison Officer will:
- 1.) Keep the family informed of all developments prior to any press release.
  - 2.) Keep the family apprised of legal proceedings.
  - 3.) Introduce the family to the victim's assistance specialists of the court.

- 4.) Encourage the family to attend the trial, and accompany them whenever possible.
- 5.) Arrange for investigators and prosecutor(s) to meet with the family, at the earliest opportunity following the trial, to answer all their questions.

#### XI. PROVIDING EXTENDED AND FOLLOW-UP SUPPORT

- A.) A department-appointed designee will be responsible for providing the family access to other public safety survivors or other support groups.
- B.) The chief or his/her designee will send a department-appointed designee on routine residence checks to the officer's or survivor's home for as long as is reasonable following the incident.
- C.) Employees with the department should continue to reach out to the survivors even long after the officer's death. Post-traumatic stress reaction can develop at any point after the tragedy. The department should continue to include survivors in activities to ensure continued contact, and members should be encouraged to remain in touch with the family.
- D.) The chief or his/her designee should observe the officer's death with a short note to the family and flowers on the grave.
- E.) The FLO may become a long-term liaison to ensure contact is maintained between the department and the survivors and needs are met as long as they determine support is needed.

#### XII. LINE-OF-DUTY DEATHS IN OTHER WISCONSIN AGENCIES

- A.) When any employee of the Osceola Town Police Department becomes aware of a law enforcement line-of-duty death within the State of Wisconsin, they should immediately notify the chief, including if after normal business hours, weekends or holidays.
- B.) After notification of a Wisconsin law enforcement line-of-duty death, the chief or his/her designee may authorize personnel to wear mourning ribbons.
  - 1.) Mourning ribbons may be worn on badges by officers and a band or ribbon by civilians.
  - 2.) Mourning ribbons are generally worn from the day of the notification through the day the deceased is laid to rest.
- C.) Flags shall be lowered to half-staff upon notification from the Governor's office.
- D.) The chief or his/her designee may authorize funeral participation (in uniform), on or off duty, and the utilization of department vehicles for that purpose.
- E.) The chief may order observances as deemed appropriate, in the event of an unusual line-of-duty death occurring outside the department.

#### XIII. LINE OF DUTY DEATH OR SERIOUS INJURY EMERGENCY CONTACT INFORMATION

- A.) During annual enrollment each year, every employee will be encouraged to update his or her Line-of-Duty Death or Injury Notification form, located in Appendix A of this policy, at the same time they update their insurance options. Employees will be encouraged to share this information with their family to ensure that the information is as complete as possible. New employees will be



encouraged to fill one out upon hire, or provide their department's copy if applicable. Once filled out or updated, the form will be turned in to the chief for the personnel file.

- B.) The information contained on these forms is considered extremely confidential and will not be opened, unless the information is needed at the time of a serious injury or death of an employee.
- C.) Should it be necessary to change information outside of the annual enrollment time frame, it will be the responsibility of the employee to contact the chief to access the form to update it.
- D.) In the event of the serious injury or death of a member of the department, the chief or his/her designee will utilize the information contained within the Line-of-Duty Death or Injury Notification form, located in the personnel file, to make the appropriate notifications.

#### XIV. LINE-OF-DUTY DEATH INVESTIGATION

- A.) Upon receiving confirmation of an officer's line-of-duty death, the chief will authorize at least two investigators from another police department to come and investigate the officer-involved death investigation. If the death was traffic-related, a state law enforcement agency and crash reconstruction unit may be used.
- B.) The chief or his/her designee may conduct an internal investigation upon an officer's line-of-duty death, but it does not replace the need for a required outside investigation into the officer-involved death. Any internal investigation must also not interfere with the required outside investigation as described above.

06-22-16

---

Donald M. Cook  
Chief of Police

Date 04/10/2022

APPENDIX A

LINE-OF-DUTY DEATH OR INJURY NOTIFICATION FORM

Officer's Name: \_\_\_\_\_  
(Last) (First) (Badge/ID Number)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

In the case of serious injury or death, have a department representative contact:

NAME PHONE ADDRESS

Spouse: \_\_\_\_\_

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Closest Relative: \_\_\_\_\_

Former Spouse(s): \_\_\_\_\_

My best friend on the department is \_\_\_\_\_ and I would like him/her to accompany anyone sent to give injury/death notice to my family.

My best friend's address is: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I want \_\_\_\_\_ to serve as the liaison officer with my family.

The following members of my family have health concerns that the department should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My family is aware of the beneficiaries listed on all my department insurance forms.  
Yes  No

I have a letter written to my family explaining why I have named certain beneficiaries on my policies.  
Yes  No

I would like full law enforcement honors if killed in the line of duty,  
Yes  No

I have a financial diary and/or death/funeral packet prepared in advance, labeled as such in my residence.

Yes  No

Desired funeral home and address:

---

---

Suggested pallbearers:

---

---

---

---

**APPENDIX B**

**LINE-OF-DUTY DEATH OR INJURY PROCEDURE**

**CONTENTS:**

- 1. LIAISON ASSIGNMENTS**
- 2. EVENT PLAN MEETING/FUNERAL/VISITATION/CEMETARY INFORMATION**

LIAISON ASSIGNMENTS

OFFICER IN CHARGE (OIC): \_\_\_\_\_

PHONE: \_\_\_\_\_

EMERGENCY DEPARTMENT LIAISON (EDL): \_\_\_\_\_

PHONE: \_\_\_\_\_

NOTIFICATION OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

**NOTIFICATION TEAM:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAMILY LIAISON OFFICER (FLO): \_\_\_\_\_

PHONE: \_\_\_\_\_

FUNERAL/VISITATION OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

PRIMARY STAGING OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

ASSISTING STAGING OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

FUNERAL GREETER: \_\_\_\_\_

PHONE: \_\_\_\_\_

FUNERAL GREETER: \_\_\_\_\_

PHONE: \_\_\_\_\_

CEMETARY OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

VEHICLE MOVEMENT OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

EVENT PLAN MEETING/FUNERAL/VISITATION/CEMETARY  
INFORMATION

EVENT PLAN MEETING DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

FUNERAL DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

FUNERAL HOME REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_

VISITATION TIME: \_\_\_\_\_ SERVICE TIME: \_\_\_\_\_

DISMISSAL TIME: \_\_\_\_\_ LUNCHEON TIME: \_\_\_\_\_

CEMETARY LOCATION: \_\_\_\_\_

CEMETARY TIME: \_\_\_\_\_

**HONOR GUARD MEMBERS:**

OFFICER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OFFICER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OFFICER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OFFICER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OFFICER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OFFICER: \_\_\_\_\_ PHONE: \_\_\_\_\_

BAGPIPER: \_\_\_\_\_ PHONE: \_\_\_\_\_

TRUMPETER: \_\_\_\_\_ PHONE: \_\_\_\_\_