

***Please Note: This is a working draft of Directive 240.10 Line of Duty Death. The PPB has not implemented any portion of this draft. Submit your comments using the “Provide Feedback Here” link located at the end of the directive.**

A redline copy of the updated directive is included in this attachment.

0240.10 Line of Duty Death

Second Universal Review: 5/15/2024-6/14/2024

Refer:

- ORS 181A.832 Mental health wellness policies for law enforcement agencies
- ORS 181A.835 Peer support counseling sessions
- City of Portland Human Resources Administrative Rule 10.02, Employee Assistance Program
- DIR 0218.00, Honor Guard/Highland Guard
- DIR 0416.00, Critical Incident - Temporary Altered Duty
- DIR 0505.00, Employment Assistance Program (EAP)
- DIR 0612.10, Death Messages
- DIR 0631.35, Press/Media Relations
- Training Division Standard Operating Procedure (SOP) 13-7, Member Death, Memorial Services and Family Member Death

Definitions:

- **Beneficiary:** The person designated by the member as recipients of specific death benefits.
- **Death benefits:** Monetary payments made to the family to ensure financial stability following the loss of a loved one.
- **Family (or Survivors):** The immediate family members of the deceased member, including the spouse, domestic partner, children, parents, siblings, fiancé and/or significant others.
- **Family Liaison Officer:** The officer designated on a member’s “Employee Emergency Contact Information Form” who plays a support role for the family if a member dies in the line of duty.
- **Honor Guard and Highland Guard:** Units specializing in rendering honors to fallen members and coordinating law enforcement memorial services.
- **Incident Commander:** For the purpose of this directive, a designated command team member who manages response to on-duty, member, death incidents.

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- **Line-of-Duty Death:** Any action, felonious or accidental, that claims the life of a member who is performing work-related functions while on or off duty.
- **Next of Kin:** The person(s) a Bureau member has listed as “Whom to Notify” in the event of an emergency on their “Employee Emergency Contact Information Form” or who is listed in the member’s Personnel Division file.

Police Liaison Officer (PLO): The Bureau’s Employee Assistance Program (EAP) Coordinator or designated EAP team representative who provides centralized coordination for support to survivors and Bureau members following the severe injury or death of a member.

Policy:

1. This Directive describes the Bureau’s coordinated response to support members and their families after a Line of Duty Death.
2. The Bureau recognizes that the death of a Bureau member can be one of the most difficult experiences for members and their families, and these events require a thoughtful, caring response, balancing emotional support while allowing people the space to grieve.
3. The Bureau’s intent is to provide the most professional and compassionate services to the surviving family, impacted Bureau members and the community.
4. The Bureau will provide resources and emotional care to survivors and Bureau members in the event of any member’s death, whether it is a Line of Duty Death (LODD), accidental, suicide, or the member dies of natural causes, consistent with SOP 13-7, Member Death, Memorial Services and Family Member Death.
5. The Bureau will act in support of family members’ decisions on medical care and memorial service planning.

Procedure:

1. Member Responsibilities.
 - 1.1 Bureau members are encouraged to update their “Emergency Contact Information Form” on the intranet, identifying their next of kin and preferred Family Liaison Officer (FLO).
 - 1.2 In the event of a member’s severe injury or death, members shall immediately notify the Responsibility Unit (RU) Manager, Chief of Police, and EAP Coordinator.

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- 1.3 All members should limit radio transmissions, texts, phone conversations and social media posts with identifying information until the Bureau’s Public Information Office (PIO) officially releases information.
- 1.4 Members shall not release the name of the deceased or severely injured member(s) to the media until the next of kin is notified and the Chief of Police has granted permission for the release of the name(s). If the media discovers the name, they should be asked to respect the survivors and withhold the name pending notification of the next of kin.
2. The EAP Coordinator or Incident Commander may assign members to one or more of the following teams from the time of death through the memorial service.
 - 2.1 Notification Team.
 - 2.1.1 The Notification Team consists of at least two members, preferably one RU representative and one peer support team member or a Chaplain. The team is designated to notify the next of kin of the member’s death.
 - 2.1.2 If notifications need to be made at multiple locations (e.g., parents and spouse live at different locations), the Incident Commander will assemble additional two-person notification teams and plan for all next of kin to receive the notification at the same time.
 - 2.1.3 The Notification Team shall:
 - 2.1.3.1 Identify the next of kin listed on the deceased member’s “Employee Emergency Contact Information Form.” If no one is listed, contact the Personnel Division Manager for access to the member’s personnel file;
 - 2.1.3.2 Only provide confirmed facts surrounding the death. Do not speculate or make any statements giving false hope to the survivors;
 - 2.1.3.3 Have medical personnel available if the next of kin or other family present during the notification have a known medical problem such as a heart condition, high blood pressure, etc.;
 - 2.1.3.4 Make the notification in person if the next of kin is in the local area;
 - 2.1.3.5 Coordinate with local law enforcement agencies to make an in-person notification if the next of kin are outside of the local area;
 - 2.1.3.5.1 The Bureau Notification Team will follow up with the family to help coordinate transportation to the treating medical facility.
 - 2.1.3.6 Consider the location and other people present when notifying next of kin;
 - 2.1.3.6.1 Avoid making notifications at the doorstep. Request to come inside to a comfortable location prior to making the notification.
 - 2.1.3.6.2 Consider potential impacts the notification may have on other family members, especially children.
 - 2.1.3.6.3 If the next of kin is at their workplace, coordinate with their immediate supervisor to ensure the family’s privacy is protected.

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- 2.1.3.7 Ensure the family has immediate transportation to the treating medical facility. At least one Bureau member, preferably the Family Liaison, Officer (FLO) will accompany the family to the medical facility; and
- 2.1.3.8 Notify the Hospital Team of the anticipated arrival time of the family to the medical facility.

2.2 Hospital Team.

- 2.2.1 The Hospital Team consists of member(s) assigned to the receiving medical treatment facility.
- 2.2.2 The Hospital Team shall:
 - 2.2.2.1 Connect with facility staff and prepare for the arrival of the family and Bureau members;
 - 2.2.2.2 Designate separate private waiting areas for the family and for arriving Bureau members;
 - 2.2.2.3 Designate a staging area for media, if needed;
 - 2.2.2.4 Establish 24/7 security or honor watch over the member until they are relieved by Honor Guard or other Bureau members;
 - 2.2.2.5 Ensure the family is greeted at the medical facility, introduced to medical staff, and provided the most updated information;
 - 2.2.2.6 Designate a Bureau member to remain with the family until the FLO arrives; and
 - 2.2.2.7 Assist the family with any logistical needs while the member is at the hospital.

2.3 Family Liaison Team.

- 2.3.1 A Family Liaison Officer (FLO) is a member that is close to the family and able to provide support to the family without it causing member undue personal and emotional stress.
 - 2.3.1.1 A two-member Family Liaison Team may be needed to provide consistent and long-term support to the family while allowing assigned members time for personal breaks.
 - 2.3.1.2 The Police Liaison Officer (PLO) will make a recommendation if more than one FLO is required to provide appropriate support to the family and/or to multiple survivors (e.g., parents and spouse).
 - 2.3.1.3 For a Line of Duty Death, the FLO(s) should be placed on special duty to serve the family until the memorial service is complete. An FLO shall:
 - 2.3.1.3.1 Be the single point of contact for all internal and external agencies requesting information from the family;
 - 2.3.1.3.2 Provide information and advocate for the family but not make decisions for them;

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- 2.3.1.3.3 Immediately follow up to assist with travel and lodging logistics, after receiving confirmation that the next of kin living outside the local area have been notified;
- 2.3.1.3.4 Arrange to have the member’s personal belongings that are located at work gathered and given to the family at the appropriate time; and
- 2.3.1.3.5 Support the family during the investigation and any court-related proceedings, without getting involved in any legal matters.

2.4 Memorial Service Planning Team.

- 2.4.1 For formal Line of Duty Death memorial services, an Incident Commander will be assigned to oversee the Bureau Memorial Service Planning Team, which may include representatives from the Employee Assistance Office, Personnel Division, Public Information Office, Traffic Division, Honor Guard, Highland Guard, collective bargaining unit, the funeral director, the FLO(s), and representatives from external support agencies, such as the Oregon Fallen Badge Foundation (OFBF).
- 2.4.2 The Bureau Memorial Service Planning Team will coordinate all Bureau efforts in support of the family, Bureau members, and the community leading up to and during the memorial service.

3. Police Liaison Officer (PLO) Responsibilities

- 3.1 The EAP Coordinator or designated EAP team member serves as the PLO and shall:
 - 3.1.1 Ensure Bureau peer support teams are designated and dispatched to appropriate locations to care for family and Bureau members;
 - 3.1.2 Assist in coordinating logistical support for family to include transportation, lodging, meals, childcare, and home security, as needed;
 - 3.1.3 Direct all medical facility bills to the Bureau and not to the next of kin;
 - 3.1.4 Coordinate with the FLO(s) on memorial service planning to ensure families’ wishes are honored. Unless initiated by the family, no memorial planning discussions will occur until 24 hours have passed from the time of death;
 - 3.1.5 Provide consistent outreach to be a resource for the family and assist with related problems, as needed;
 - 3.1.6 Serve as, or designate a benefits team to act as, a single point of contact for the family to track all monetary benefits, gifts, donations, or other financial matters related to the member’s death;
 - 3.1.7 Liaise with professional organizations, such as OFBF and Concerns of Police Survivors (COPS), to offer the family assistance in the memorial planning process;
 - 3.1.8 Facilitate chaplain and peer support response to the incident scene, hospital, and workplace to provide one-on-one and group support to Bureau members and their families;

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- 3.1.9 Coordinate the mental health provider response for member and family support, to include critical incident stress debriefings;
 - 3.1.10 Advocate for relief of emotionally overwhelmed members currently on duty, pursuant Directive 0416.00, Critical Incident - Temporary Altered Duty;
 - 3.1.11 Coordinate with the Incident Commander and the PIO to avoid conflict with family wishes;
 - 3.1.12 Be responsible for filling out the appropriate paperwork for benefits and follow through to ensure the family is receiving the benefits to which they are entitled; and
 - 3.1.13 Assist the FLO(s) during the investigation and any court-related proceedings.
4. Honor Guard Commander Responsibilities.
- 4.1 In the event of a Line of Duty Death, the EAP Coordinator will notify the Oregon Fallen Badge Foundation, who will coordinate with all surrounding Honor Guards.
 - 4.2 The Honor Guard Commander, or their designee shall:
 - 4.2.1 Work closely with the Bureau’s Incident Commander to provide ceremonial support as needed;
 - 4.2.2 Be responsible for coordinating and planning the ceremonial aspects of the funeral based on the wishes of the deceased member’s family, in conjunction with Bureau resource and financial considerations;
 - 4.2.3 Arrange for casket watch at the funeral home;
 - 4.2.4 Coordinate with visiting agencies;
 - 4.2.5 Coordinate and supervise ushers for the service;
 - 4.2.6 Provide a casket flag(s) for presentation to the survivor(s);
 - 4.2.7 Notify and coordinate with the Honor Guard network to coordinate a 24-hour honor watch, to include escorts when the member’s body is transported to the funeral home or memorial service venue;
 - 4.2.8 Coordinate with the Honor Guard network for memorial service support; and
 - 4.2.9 Provide law enforcement customs and traditions at the memorial service to honor the member, in accordance with the family’s wishes.
5. Public Information Office (PIO) Responsibilities.
- 5.1 The PIO will coordinate with the FLO to notify the family before any information related to the member’s death, memorial service, or criminal investigation is released to the media.
 - 5.2 The PIO may serve on the Memorial Service Planning Team.

[Provide Feedback Here](#)

0240.10 Line of Duty Death

Refer:

- [ORS 181A.832 Mental health wellness policies for law enforcement agencies](#)
- [ORS 181A.835 Peer support counseling sessions](#)
- [City of Portland Human Resources Administrative Rule 10.02, Employee Assistance Program](#)
- [DIR 0218.00, Honor Guard/Highland Guard](#)
- [DIR 0416.00, Critical Incident - Temporary Altered Duty](#)
- [DIR 0505.00, 240.00-Employment Assistance ~~Office~~Program \(EAP\)](#)
- [DIR 0612.10, Death Messages](#)
- [DIR 0631.35, Press/Media Relations](#)
- [DIR 1010.10 Deadly Physical Force Training Division Standard Operating Procedure \(SOP\) 13-7, Member Death, Memorial Services and Family Member Death](#)

POLICY (240.10)

The Bureau will provide support and emotional care to immediate survivors of a member who is killed in the line of duty or who dies a natural or accidental death. The wishes of the family regarding funeral arrangements take priority over the desires of the Bureau.

PROCEDURE (240.10)

Directive Specific Definitions:

- Beneficiary: The person designated by the member as recipients of specific death benefits.
- Death benefits: ~~The financial~~ Monetary payments made to the family to ensure financial stability following the loss of a loved one.
- Family (or Survivors): The immediate family members of the deceased member, including the spouse, domestic partner, children, parents, siblings, fiancé and/or significant others.

Family Liaison Officer: ~~The~~ Officer designated on a ~~M~~member's "Employee Emergency Contact Information Form" who plays a support role for the family if a member dies in the line of duty. Family Liaison Officer: Preferably a member(s) who is close to the family and able to provide needed support without causing him/herself undue emotional stress.

- Honor Guard and Highland Guard: Units specializing in rendering honors to fallen members and coordinating law enforcement memorial services.

~~Honor Guard and Highland Guard: Special units that provide assistance with funeral functions such as ushers, guards for the body, rifle salutes, bagpipers and liaisons with other agencies' Honor Guards and representatives.~~

- ~~• Incident Commander: For the purpose of this directive, Da designated command team member who manages response to on-duty, member, death incidents.~~

~~Incident Supervisor: The Personnel Division manager (Personnel) or designee, who will oversee all line of duty death/natural death incidents and act as liaison with Chief of Police's Office, the affected member's RU manager and the Police Liaison Officer.~~

- ~~• Line-of-dDuty dDeath: Any action, felonious or accidental, which-that claims the life of a member who is performing work-related functions while on or off duty.~~
- ~~• Next of Kin: The person(s) a Bureau member has listed as "Whom to Notify" in the event of an emergency on their "Employee Emergency Contact Information Form" or who is listed in the member's Personnel Division file.~~

~~Notification team: At least two designees, appointed by the member's RU manager, who will follow the notification procedure.~~

~~Police Liaison Officer (PLO): The Bureau's Employee Assistance Program (EAP) Coordinator or designated EAP team representative to who provides centralized coordination for support to survivors and Bureau members following the severe injury or death of a member. The Bureau's Employee Assistance Program (EAP) Coordinator who will coordinate the events following the line of duty death, including acting as liaison between the Bureau and the family and coordinating all benefits to which the survivors are entitled. The Personnel Lieutenant and Sergeant, along with the Disability Benefits Coordinator will provide assistance and support to the PLO. The EAP office will coordinate the appropriate response from all EAP volunteer groups, including the Traumatic Incident Committee, Peer Support Team, Chaplains, Police Alcohol and Recovery Team.~~

~~Family or Survivors: The immediate family members of the deceased member, including the spouse, domestic partner, children, parents, siblings, fiancé and/or significant others.~~

Policy:

1. This Directive describes the Bureau's coordinated response to support members and their families after a Line of Duty Death.

1.2. The Bureau recognizes ~~that~~ the death of a Bureau member can be one of the most difficult experiences for members ~~(and their families.)~~ and ~~these events~~ requires a thoughtful, caring response, balancing emotional support while allowing people the space to grieve.

3. The Bureau's intent is to provide the most professional and compassionate services to the surviving family, impacted Bureau members and the community.

2.4. The Bureau will provide resources and emotional care to survivors and Bureau members in the event of any member's death, whether it is a Line of Duty Death (LODD), accidental, ~~natural causes, or suicide, or the member dies of natural causes,~~ consistent with SOP 13-7, Member Death, Memorial Services and Family Member Death.

5. The Bureau will act in support of family members' decisions on medical care and memorial service planning.

Procedure:

1. Member Responsibilities.

1.1 Bureau members are encouraged to update their "Emergency Contact Information Form" on the intranet, identifying their next of kin and preferred Family Liaison Officer (FLO).

1.2 In the event of a member's severe injury or death, members shall immediately notify the Responsibility Unit (RU) Manager, Chief of Police, and EAP Coordinator.

1.3 All members should limit radio transmissions, texts, phone conversations and social media posts with identifying information until the Bureau's Public Information Office (PIO) officially releases information.

1.4 Members shall not release the name of the deceased or severely injured member(s) to the media until the next of kin is notified and the Chief of Police has granted permission for the release of the name(s). If the media discovers the name, they should be asked to respect the survivors and withhold the name pending notification of the next of kin.

2. The EAP Coordinator or Incident Commander may assign ~~M~~m members to one or more of the ~~listed~~following teams from the time of death through the memorial service.

2.1 Notification Team.

2.1.1 The Notification Team consists of at least two members, preferably one ~~Responsibility Unit (RU)~~ representative and one peer support team member or a ~~Chaplain.~~ The team is designated to notify the next of kin of the member's death.

2.1.2 If notifications need to be made at multiple locations (e.g., parents and spouse live at different locations), the Incident Commander will assemble additional two-person notification teams and plan for all next of kin to receive the notification at the same time.

2.1.3 The Notification Team ~~will~~shall:

- 2.1.3.1 Identify the next of kin listed on the deceased member's "Employee Emergency Contact Information Form." If no one is listed, contact the Personnel Division Manager for access to the member's personnel file;
- 2.1.3.2 Only provide confirmed facts surrounding the death. Do not speculate or make any statements giving false hope to the survivors;
- 2.1.3.3 Have medical personnel available if the next of kin or other family present during the notification have a known medical problem such as a heart condition, high blood pressure, etc.;
- 2.1.3.4 Make the notification in person if the next of kin is in the local area;
- 2.1.3.5 Coordinate with local law enforcement agencies to make an in-person notification if the next of kin are outside of the local area;
 - 2.1.3.5.1 The PPBBureau Notification Team will follow up with the family to help coordinate transportation to the treating medical facility.
- 2.1.3.6 Consider the location and other people present when notifying next of kin;
 - 2.1.3.6.1 Avoid making notifications at the doorstep. - Request to come inside to a comfortable location prior to making the notification.
 - 2.1.3.6.2 Consider potential impacts the notification may have on other family members, especially children.
 - 2.1.3.6.3 If the next of kin is at their workplace, coordinate with their immediate supervisor to ensure the family's privacy is protected.
- 2.1.3.7 Ensure the family has immediate transportation to the treating medical facility. At least one Bureau member, preferably the Family Liaison, Officer (FLO) will accompany the family to the medical facility; and
- 2.1.3.8 Notify the Hospital Team of the anticipated arrival time of the family to the medical facility.

2.2 The Hospital Team.

- 2.2.1 The Hospital Team consists of member(s) assigned to the receiving medical treatment facility.
- 2.2.2 The Hospital Team willshall:
 - 2.2.2.1 Connect with facility staff and prepare for the arrival of the family and Bureau members;
 - 2.2.2.2 Designate separate private waiting areas for the family and for arriving Bureau members;
 - 2.2.2.3 Designate a staging area for media, if needed;
 - 2.2.2.4 Establish 24/7 security or honor watch over the member until relievedthey are relieved by Honor Guard or other Bureau members;
 - 2.2.2.5 Ensure the family is greeted at the medical facility, introduced to medical staff, and provided the most updated information;
 - 2.2.2.6 Designate a Bureau member to remain with the family until the Family Liaison OfficerFLO arrives; and
 - 2.2.2.7 Assist the family with any logistical needs while the member is at the hospital.

2.3 The Family Liaison Team Team.:

2.3.1 A Family Liaison Officer (FLO) is ~~FLO~~ a member that is close to the family and able to provide support to the family without it causing member undue personal and emotional stress.

2.3.1.1 A two-member Family Liaison Team may be needed ~~in order~~ to provide consistent and long-term support to the family while allowing assigned members time for personal breaks.

2.3.1.2 The Police Liaison Officer (PLO) will make a recommendation if more than one FLO is required to provide appropriate support to the family and/or to multiple survivors (e.g., parents and spouse).

2.3.1.3 For a Line of Duty Death, the ~~Family Liaison Officer~~FLO(s) should be placed on special duty to serve the family until the memorial service is complete. An ~~Family Liaison Officer~~FLO will shall:

2.3.1.3.1 Be the single point of contact for all internal and external agencies requesting information from the family;

2.3.1.3.2 Provide information and advocate for the family but not make decisions for them;

2.3.1.3.3 Immediately follow up to assist with travel and lodging logistics, after receiving confirmation that the next of kin (~~living outside the local area~~) have been notified;

2.3.1.3.4 Arrange to have the member's personal belongings ~~that are located (at work)~~ gathered and given to the family at the appropriate time; and

2.3.1.3.5 Support the family during the investigation and any court-related proceedings, without getting involved in any legal matters.

2.4 Memorial Service Planning Team.

2.4.1 For formal Line of Duty Death memorial services, an Incident Commander will be assigned to oversee the ~~PPBBureau m~~Memorial ~~s~~Service ~~p~~Planning ~~T~~eam, which may include representatives from ~~the~~ Employee Assistance Office, Personnel Division, Public Information Office, Traffic Division, Honor Guard, Highland Guard, collective bargaining unit, ~~the~~ funeral director, ~~the~~ Family Liaison-FLO(s)~~Officer~~, and ~~representatives from~~ external support agencies, such as the Oregon Fallen Badge Foundation (OFBF).

2.4.2 The ~~PPBBureau m~~Memorial ~~S~~service ~~P~~planning ~~T~~eam will coordinate all Bureau efforts in support of the family, Bureau members, and the community leading up to and during the memorial service.

3. Police Liaison Officer (PLO) Responsibilities

3.1 The EAP Coordinator or designated EAP team member serves as the ~~Police Liaison Officer (PLO)~~ and will shall:

3.1.1 Ensure Bureau peer support teams are designated and dispatched to appropriate locations to care for family and Bureau members;

3.1.2 Assist in coordinating logistical support for family to include transportation, lodging, meals, childcare, and home security, as needed;

3.1.3 Direct all medical facility bills to the Bureau and not to the next of kin;

- 3.1.4 Coordinate with the FLO(s) on memorial service planning to ensure families' wishes are honored. -Unless initiated by the family, no memorial planning discussions will occur until 24 hours have passed from the time of death;
- 3.1.5 Provide consistent outreach to be a resource for the family and assist with related problems, as needed;
- 3.1.6 Serve as, or designate a benefits team to act as, a single point of contact for the family to track all monetary benefits, gifts, donations, or other financial matters related to the member's death;
- 3.1.7 Liaise with professional organizations, such as ~~Oregon Fallen Badge Foundation (OFBF)~~ and Concerns of Police Survivors (COPS), to offer the family assistance in the memorial planning process;
- 3.1.8 Facilitate chaplain and peer support response to the incident scene, hospital, and workplace to provide one-on-one and group support to Bureau ~~employees~~members and their families;
- 3.1.9 Coordinate ~~the~~ mental health provider response for member and family support, to include critical incident stress debriefings;
- 3.1.10 Advocate for relief of emotionally overwhelmed members currently on duty, pursuant ~~PPB~~-Directive 0416.00, ~~Critical Incident - Temporary Altered Duty~~;
- 3.1.11 Coordinate with the Incident Commander and the PIO to avoid conflict with family wishes;
- 3.1.12 Be responsible for filling out the appropriate paperwork for benefits and follow through to ensure the family is receiving ~~the~~ benefits to which they are ~~they are~~ entitled; and ~~to~~;
- 3.1.13 Assist the ~~Family Liaison Officer~~FLO(s) during the investigation and any court-related proceedings.

4. Honor Guard Commander Responsibilities.

—In the event of a Line of Duty Death, the EAP Coordinator will notify the ~~Oregon Fallen Badge Foundation-OFBF~~Oregon Fallen Badge Foundation, who will coordinate with all surrounding Honor Guards.

4.1

4.2 The Honor Guard Commander, or their designee ~~will~~shall:

- 4.2.1 Work closely with the Bureau's Incident Commander to provide ceremonial support as needed;
- 4.2.2 Be responsible for coordinating and planning the ceremonial aspects of the funeral based on the wishes of the deceased member's family, in conjunction with Bureau resource and financial considerations;
- 4.2.3 Arrange for casket watch at the funeral home;
- 4.2.4 Coordinate with visiting agencies;
- 4.2.5 Coordinate and supervise ushers for the service;
- 4.2.6 Provide a casket flag(s) for presentation to the survivor(s);
- 4.2.7 Notify and coordinate with ~~the~~ Honor Guard network to coordinate a 24-hour honor watch, to include escorts when the member's body is transported to the funeral home or memorial service venue;
- 4.2.8 Coordinate with ~~the~~ Honor Guard network for memorial service support; and

4.2.9 Provide law enforcement customs and traditions at the memorial service to honor the member, in accordance with the family's wishes.

5. Public Information Office (PIO) ~~Role~~Responsibilities.

—The PIO will coordinate with the ~~Family Liaison Officer~~FLO to notify the family before any information related to the member's death, memorial service, or criminal investigation is released to the media.

5.1

5.2 The PIO may serve on the ~~m~~Memorial ~~s~~Service ~~p~~Planning ~~t~~Team.

Notification (240.10)

~~a. It shall be the responsibility of the affected member's RU manager to notify the next of kin of a member who has suffered severe injuries or who has died. The RU manager may personally make the notification or designate at least two members to make the notification.~~

~~b. The member's RU manager should immediately notify the EAP Coordinator.~~

~~c. The Chief of Police will be notified immediately by the member's RU manager.~~

~~d. Notification should always be made in person and with more than one member present, as long as the survivors are in the area. A team could include a chaplain or other appropriate designee. Notification may also include the need to transport the next of kin to the treating medical facility. Upon receiving word of severe injury or death of a member, do not wait. Immediately after notification, transport the next of kin to the treating medical facility.~~

~~e. If an immediate survivor or a family member of the affected Bureau member has a known medical problem such as a heart condition, high blood pressure, etc., medical personnel should be available at the time of death notification.~~

~~f. Take special care to avoid making a death notification on the doorstep. Once inside the home, find out who is present in the home in order to gather everyone together, to prevent some family members, especially children, from overhearing the news from another room inside the home.~~

~~g. If specifics of the incident are known, relay as much of the information as you have. Be sure to use the member's name during the notification. If the member has died, state that the member has died or is dead. Do not give a false hope by using softer words such as gone away or passed away.~~

~~h. If the family insists on driving themselves to the treating medical facility, a Bureau member should accompany them.~~

~~i. If young children are in the home and childcare is required, the Notification Team shall assist in arranging for childcare. This may involve calling a co-worker, spouse(s), Peer Support, transportation for the children to the home of a friend or relative or similar arrangement.~~

~~j. Prior to departing for the treating medical facility, the Notification Team should call ahead to notify the medical personnel and the Police Liaison Officer of the family's impending arrival.~~

~~k. If possible, the parents of the deceased or severely injured member should also be afforded the courtesy of a personal notification, as well as family support from the Bureau.~~

~~l. If immediate survivors live outside the area, the member's RU manager will ensure a personal notification by teletype or telephoning the appropriate jurisdiction authority with details of the incident so they may give the notification.~~

~~m. The name of the deceased or severely injured member(s) should never be released to the media until the next of kin is notified and the Chief of Police has granted permission for the release of the name(s). If the media discovers the name, they should be asked to respect the survivors and withhold the name pending notification of the next of kin.~~

~~Assistance for Affected Members (240.10)~~

~~a. In deadly force situations, involved members and witness members will be handled in accordance with DIR 1010.10.~~

~~b. In other cases where a member dies or is severely injured members directly involved (defined in DIR 1010.10) may be given altered duty status (as outlined in DIR 1010.10) at their RU manager's discretion.~~

~~c. Members who are adversely affected but not directly involved may be given altered duty status (outlined in DIR 1010.10) at their RU manager's discretion.~~

~~d. The member's RU manager will ensure the names of all affected member(s) are given to the Chief of Police and EAP. EAP will ensure that each of the affected member(s) is contacted and provided any needed resources.~~

~~e. The EAP Coordinator will provide appropriate assistance for all PPB members who are emotionally affected by the serious injury/death of a bureau member. The EAP Coordinator may provide assistance if appropriate to outside agencies.~~

~~Assistance at the Medical Facility (240.10)~~

~~a. The PLO will ensure the family is greeted at the medical facility and given the updated condition of the member upon arrival.~~

~~b. The PLO will work with the treating medical facility staff to ensure an appropriate waiting area is readied for the family, the Chief of Police, and others as requested by the family. The PLO will also establish a separate waiting area for fellow Bureau members and friends. In addition, the PLO will need to establish an appropriate staging area for the media.~~

~~e. The EAP office will ensure support is organized for all family members and affected Bureau members as needed.~~

~~d. The PLO will ensure medical personnel relay pertinent information regarding a member's condition to the family on a timely basis and prior to the information being released to others.~~

~~e. The PLO will ensure, to the degree possible, that all medical bills are directed to the appropriate persons in order to keep the family from receiving any of these bills at their house.~~

~~f. The Notification Team will remain with the family at the treating medical facility until the Family Liaison Officer(s) (FLO) replaces them. The responsible RU manager will temporarily designate the FLO in the event there is no member readily available to supply relief to the Notification Team, thereby providing continuous support for the family. Either the Notification Team or the FLO will arrange for transportation home for the family, whoever happens to be present when the family needs to return home. If the designated team is unable to stay, arrangements will be made through the PLO to find replacements before they leave the family.~~

Support of Family during Funeral Planning (240.10)

~~a. Unless initiated by the family, no discussion of funeral arrangements will occur until 24 hours have passed from the time of death.~~

~~b. The PLO will coordinate with the FLO and family to lend assistance to the funeral planning process.~~

~~c. The PLO will coordinate the funeral plans for the family with the Incident Supervisor and the available resources of the Bureau.~~

~~d. The Public Information Officer (PIO) and PLO will coordinate information for the media to assist the family and the Bureau.~~

~~e. The PLO will coordinate in advance with the appropriate member bargaining unit, if applicable, the EAP Coordinator's Office and any other resources regarding any assistance offered and/or needed by the Bureau or the family such as food, limousines, hotel rooms for out of town guests, etc.~~

~~f. The FLO will keep in contact with the PLO about any changing plans, needs or desires of the family.~~

~~g. The FLO will work with the member's RU manager to ensure the family has contact on a daily basis for six to eight weeks, so long as such frequent contact is not contrary to the wishes of the family.~~

~~h. The FLO will work with EAP to ensure emotional support and food is provided to the family as needed.~~

Bureau's Role in Funeral Planning (240.10)

- a. ~~The PLO, a representative from the Traffic Division, a representative from the appropriate member bargaining unit, if applicable, the PIO and a representative from the Honor Guard and Highland Guard, will meet as soon as possible after the family and their funeral director have met, to coordinate family and Bureau plans.~~
- b. ~~The Incident Supervisor will present the concerns, ideas and wishes of the Command Staff, including discussion of financial arrangements for a reception, with updates, as the reception is being planned.~~
- c. ~~An itinerary will be developed identifying the sites, initial traffic routes, and basic services as requested by the family.~~
- d. ~~Assignments for organization of activities will be made by the Incident Supervisor. A press release may be necessary at this time to give preliminary information on funeral plans.~~
- e. ~~Arrangements will attempt to be made and confirmed within 48 hours or sooner if necessary.~~
- f. ~~As soon as plans are finalized, the PIO's office will be notified to begin producing a program. The PLO will provide the necessary information.~~
- g. ~~The Forensic Evidence Division (Forensics) or Personnel may be contacted for employee pictures they have on file of the deceased. The family should be asked for their approval of any photograph used.~~
- h. ~~The Incident Supervisor will call a final planning meeting with all affected parties to discuss the plans and any further concerns.~~
- i. ~~Final plans will be announced to the media through the PIO with the approval of the Chief of Police and the family.~~

1. Honor Guard Coordinator (240.10)

- 1.1.1. a. If appropriate, a teletype will be issued by the Honor Guard Coordinator to include:

- 1. Name of the deceased.
- 2. Date and time of death.
- 3. Circumstances surrounding death.
- 4. Funeral arrangements (whether the funeral is private or police service).

- ~~5. Uniform to be worn.~~
- ~~6. Expressions of sympathy in lieu of flowers.~~
- ~~7. Contact person's name and phone number/pager number for visiting departments.~~
- ~~b. Arrange for the casket watch at the funeral home.~~
- ~~c. Assist the family in obtaining any clothing/uniform items needed for dressing the deceased member.~~
- ~~d. Coordinate visiting agencies.~~
- ~~e. Coordinate the ushering duties.~~
- ~~f. Obtain a flag for presentation if appropriate.~~
- ~~g. Coordinate with other agencies' Honor Guards.~~
- ~~h. Work closely with the Incident Supervisor to provide any further assistance as directed.~~

Police Liaison Officer's Role (240.10)

- ~~a. Ensure the families are supported and cared for by the Bureau and that the families' wishes are honored.~~
- ~~b. Coordinate with the Incident Supervisor and the PIO to avoid conflict with family wishes.~~
- ~~c. Be responsible for gathering information on all benefits/funeral payments available to the family.~~
- ~~d. Be responsible for filling out the appropriate paper work for benefits and will follow through to ensure the family is receiving benefits to which they are entitled.~~
- ~~e. Set up and administer any special trust funds.~~
- ~~f. Determine what the health benefits will be and if payments are necessary to continue the coverage for the family.~~
- ~~g. Continue to contact and be a resource for the family to assist with related problems as needed.~~
- ~~h. Communicate with the community, the family and the Bureau in the support of the family regarding any honors or special requests.~~
- ~~i. Assist the Family Liaison Officer during the investigation and any court-related proceedings.~~

~~j. Provide information to professional organizations such as COPS, Fraternal Order of Police, etc.~~

~~k. Provide on-going updates to the appropriate bargaining units through the Incident Supervisor.~~

DRAFT

Q1 Please provide feedback for this directive

Answered: 3 Skipped: 0

#	RESPONSES	DATE
1	<p>COMMENTS ON DIGITAL PHOTOGRAPHY AND LINE OF DUTY DEATH DIRECTIVES APRIL 2024 To Chief Day, Lieutenant Morgan, PPB Policy Analysts, Compliance Officer/Community Liaison Team, Portland Committee on Community Engaged Policing, US Dept. of Justice, Citizen Review Committee and the Portland Police Bureau: Below are Portland Copwatch's comments on two of the four Directives posted for review in April (https://www.portland.gov/police/directives-overview). You will note that these are very short comments compared to other PCW input, that is in part because the Digital Photography and Line of Duty Death Directives don't have as much of an impact on the community as others, and in part because we're once again opting not to comment on the Field Training and Property/Evidence policies. Since this is the first time the Bureau is reviewing the Line of Duty Death Directive since the formatting of the once-called "General Orders" was adopted, we again urge you to take the opportunity to improve all of the policies by adding letters to section headings (Refer, Definitions, Policy, Procedure) to avoid confusion, and to number the individual Definitions and "Refer" items. Our comments below refer to the Procedure Section unless otherwise noted. ----- 240.10 LINE OF DUTY DEATH Deaths vs. Homicides: We want to approach this topic sensitively because in an ideal world, every officer and every community member goes home safely from any police-involved incident. However, many times people in the community get an oversimplified view of how dangerous it is to be a police officer. We think this is in part because the Bureau's list of officers who died in the line of duty lumps together those who were killed by suspects (the last ones being in 1997 and 1998) with those who died in traffic accidents (last one in 2002). This might be fixed in part by delineating homicides versus accidental deaths in the Definition of Line-of-duty death, which uses the terms "felonious or accidental," and then whoever is responsible carrying that over to the Bureau's online memorial (and perhaps the physical one in Waterfront Park). Equal Treatment Under the Law: It does seem like a "courtesy" as noted in Notification section (k), to let an officer's family know about their death, even though that is only done now "if possible." This same courtesy should be extended to the families of community members killed by the police, and probably should be done by someone other than the police. Twenty-First Century is Calling, Can You Pick Up?: We assume the Honor Guard Coordinator section will be updated to remove the information-sharing envisioned to be done by "teletype" (subsection [a]). ----- CONCLUSION PCW continues to appreciate the opportunity to comment and the Policy Team's willingness to extend deadlines when technology prevents comments from being posted, as happened with one of the Mental Health Directives that were due earlier in April. We continue to hope there will be more community engagement around the revisions of PPB policies, including the incorporation of advisory body recommendations in the Universal Reviews. Thank you --dan handelman and other members of --Portland Copwatch</p>	4/30/2024 1:01 PM
2	<p>Personally, I know that not enough is done for the fallen officers and their families (survivors). Maybe that grievance counseling should be in more detail or state(if possible)what the families member wants (i.e. religious or a typical behavioral health setting. On the COPS suggestion..it is a great resource for law enforcement . If the PPB does not give scholarships for the National COP Conferences and there are several including one on fallen officers'families. Their registration may be cost prohibitive for some attendees.</p>	4/1/2024 4:04 PM
3	<p>If a LEO dies unexpectedly without obvious accident (like a car crash) or hostile activity (like a gunfight), the bureau (and family) should strongly encourage an autopsy. Even a "chest only" or "brain only") autopsy. This is the only chance to see if there are inheritable problems (for family or offspring). This is more important, the younger the LEO is. Tissue samples and blood samples should be retained indefinitely, and toxicology studies should also be done. The bureau should bear the cost of the autopsy and subsequent tissue and chemical studies.</p>	4/1/2024 11:45 AM