

# Wisconsin State Patrol



# Line-of-Duty Death Response Manual



February 2021

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## Part I – Purpose & Overview

- A. Purpose: The purpose of this manual is to help address the trauma following the loss of a fellow employee by preparing for such a tragedy in advance. It includes information regarding family support, key roles and responsibilities, and basic funeral protocol.
- B. Policy: Division Policy & Procedure 15-14 is the guiding and governing reference with respect to this manual and the conduct of services covered therein.
- C. The Division will provide liaison assistance to the immediate survivors of an employee who dies in the line-of-duty. This assistance is provided whether the death was unlawful or accidental; while the member was performing a law enforcement related function.
- D. The Superintendent or his/her designee may institute certain parts of this manual for situations involving the death of a current employee that is not in the line-of-duty, including cases of self-inflicted death, and for the deaths of retired employees. The Division will also provide information concerning survivor benefits as well as emotional support during this traumatic period of adjustment for surviving family members. Funeral arrangements of the deceased employee are to be decided by the family, with their wishes taking precedence in terms of Division response.
- E. It may be appropriate to identify roles/responsibilities and begin the planning process where an employee is severely injured, ill or otherwise has a substantial risk or probability of death. Advance preparatory work of this nature can result in an enhanced degree of support for the family/survivors. However, extreme discretion should be exercised in these situations.
- F. Terminology: The terms “survivor,” “immediate survivors,” “family,” and “next-of-kin” are used throughout this manual and are meant to be used interchangeably to represent the most immediate person or persons closest to the deceased employee. This may be a spouse, ex-spouse, mother, father, sibling, boyfriend/girlfriend, domestic partner, or some other person. In the immediate aftermath of an employee death, information concerning the identity of a survivor, family or next of kin should be obtained from the employee’s Emergency Contact information in PeopleSoft-Employee Self Service (ESS) and the Confidential Line-of-Duty Death (LODD) information contained in Report Manager/CORE.
- G. Roles & Responsibilities: Coordination of events following a line-of-duty death is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as a symbol of honor and respect toward the employee’s survivors and to the law enforcement community. In order to provide the best possible services and family support, specific tasks may be assigned to selected members of the Division. Their working titles are:

1. Notification Officer
  2. Hospital Liaison Officer
  3. Family Support Advocate
  4. Division Liaison Officer
  5. Benefits Coordinator
  6. Honor Guard Coordinator (Statewide or Regional)
- H. An explanation of each of these responsibilities is contained in this manual. Employees may be called upon to perform more than one role.
- I. Division employees are highly encouraged to maintain an up-to-date “Confidential Line-of-Duty Death Information” worksheet on file, or minimally, complete the “Emergency Contacts” section in the PeopleSoft Employee Self Service (ESS) site. The information will be very useful to both survivors and the Division in fulfilling the deceased employee’s wishes.

## **PART II – Procedures & Responsibilities**

### **A. Notification Procedures/Notification Officer**

#### **1. Notification of Family/Survivors**

- a. Obtain information from the employee’s Emergency Contact information in CORE, from the Line-of-Duty Death section in CORE, or from the PeopleSoft Emergency Contact section.
- b. It is the responsibility of the Notification Officer to properly and personally notify the next-of-kin of an employee who has suffered life-threatening injuries or death. The Notification Officer should normally be the Region Commander or Executive Officer or the duty supervisor in their absence.
- c. The name of the deceased will not be released by the Division until it has been verified that the immediate family has been notified.
- d. If there is knowledge of a serious medical problem with an immediate survivor, obtaining medical personnel to be available at the residence at the time of notification should be considered.
- e. Notification will be made in person and never alone. The Notification Officer should consider having a police chaplain, close friend, or another person known to be close to the individual or family accompany him/her.

- If none of the persons described above are readily accessible, notification should not be delayed until these individuals can gather. If there is an opportunity to travel to the hospital prior to the demise of the employee, do not wait for the delegation to gather. Wherever possible, the family should learn of the death from a Division official first and not from the press or other sources.
- f. Never make a death notification on the doorstep. Ask to be admitted to the residence. Inform family members slowly and clearly of the information that you have. If possible, have the family be seated. If specifics of the incident are known, the Notification Officer should relay as much reliable information as possible to the family. Be sure to use the employee's name during the notification. If the employee is deceased, relay that information up front. Be compassionate.
  - g. If the employee is deceased, you should know where the body has been taken in order to provide this information to the family/survivors. If there is a request to view the deceased, you should ensure that it is appropriate to do so.
  - h. If the family requests to visit the hospital, they should be transported in an unmarked cruiser, if possible. It is highly recommended that the family not drive themselves to the hospital. In situations where the family insists on driving, a Division employee should ask to accompany them if possible. Do not insist on riding along if they decline.
  - i. If young children are at home, the Notification Officer should assist wherever possible in the arrangement of child care.
  - j. Prior to departing for the hospital, the Notification Officer should notify the hospital staff and the Hospital Liaison Officer (by telephone, if possible) that family members are en route.
  - k. The deceased or severely injured employee's parents (if they are not the immediate survivors) should also be afforded the courtesy of a personal notification whenever possible.
  - l. If immediate survivors live beyond the employee's residence, the Notification Officer will arrange for a personal notification. This may involve contacting other Wisconsin or out-of-state jurisdictions.
  - m. The region commander or other ranking representative should respond to the residence or the hospital to meet with the family as quickly as possible.
  - n. In the event of an on-duty death, external monitoring of law enforcement radio traffic may occur. Whenever possible, communications regarding notifications should be by telephone or other secure method. If the media has obtained the employee's name, they should be asked to withhold the information, pending notification of next-of-kin.

## 2. Notification of Others

- a. Division Leadership - Every effort should be made to notify Division command staff as soon as practical and without delay. The senior Division manager notified will generally notify the WisDOT Secretary's Office and the Governor's Office.
- b. Work Unit Members/Families – On occasion, the media will immediately report the death or serious injury of a Division employee without reporting the name of the deceased. Work unit members, spouses and/or other family members may receive this information and fear that their fellow work unit member or loved one was the victim. A supervisor should contact the deceased's fellow work unit members and/or emergency contact and advise them. Do not release the name of the deceased except to Division employees.
- c. Fellow Region/Section Employees – Supervisors should make an effort to personally contact fellow region/section employees prior to sending out a general message.
- d. WSP Academy Classmates – It may be prudent to notify fellow recruit classmates ahead of a general message if classmates can be reasonably identified in a timely fashion.
- e. Once all of the aforementioned groups have been notified, the region commander/designee should send a general message to all Division employees providing basic information.
- f. The Wisconsin Law Enforcement Death Response (LEDR) team should also be advised as soon as practical. This group can be of great help to the family and the Division. LEDR contact information is maintained by region communications centers.
- g. The professional staff of the WisDOT Employee Assistance Program (EAP) unit should be promptly notified so that they may begin to prepare for requests for assistance or to begin to plan for Critical Incident Stress Debriefing (CISD) services.
- h. Division Honor Guard Coordinators – Engaging Honor Guard (HG) staff will ensure that ceremonial resources will be gathered and briefed in time for response to the visitation and funeral services.
- i. WisDOT Risk Management Unit – This unit can provide valuable information and services to the family of the deceased and the Benefits Coordinator.

### B. Assistance for Affected Employees:

1. Employees who were on the scene or who arrived moments after an employee was critically injured or killed should be relieved as quickly as possible.

2. Employee witnesses and other co-workers who may have been emotionally affected by the serious injury or death of another employee should be informed of and encouraged to attend a CISD held by a trained mental health professional.
3. Affected employees should be offered and encouraged to make use of WisDOT EAP resources.
4. Supervisors should continue to follow up with affected employees periodically in the months after the incident to ensure that employees are effectively coping.
5. Region EAP Coordinators should be included early on in the planning for EAP related services and serve as the point-of-contact in this regard.

C. Hospital Liaison Officer:

1. The first Division employee, other than the region commander or his/her representative, to arrive at the hospital becomes the Hospital Liaison Officer until and unless relieved.
2. The Hospital Liaison Officer is responsible for:
  - a. Arranging with the hospital to provide an appropriate private gathering/waiting area for the family, friends, the Notification Officer, and others requested by the immediate survivors.
  - b. Arranging a separate area for fellow Division employees or other law enforcement officers to assemble.
  - c. Establishing a media staging area, if necessary.
  - d. Ensuring that the family is updated regarding the incident and the employee's condition upon their arrival at the hospital.
  - e. Assist family members, in accordance with their desires, in gaining access to the deceased employee.
  - f. Arranging transportation for the family back to their residence.
  - g. Being supportive but not overly protective of the family; respecting the survivor's needs for privacy.

D. Family Support Advocate:

1. The region commander or designee will meet with the employee's family to share the contents of the deceased employee's Confidential Line-of-Duty Death Information Worksheet and ascertain their wishes regarding the type of service and the extent of desired Division participation in the preparation of the funeral or other honors. All possible assistance should be rendered.

2. With the approval of the family, the region commander will appoint a Family Support Advocate (FSA).
3. The selection of a FSA is an important assignment. An attempt should be made to assign someone who enjoyed a close relationship with the employee and his or her family and who has the ability to handle a potentially emotional assignment. It may be prudent to select an alternate FSA to provide periodic relief to the primary advocate.
4. The FSA is not in a decision-making position, but a facilitator between the family and the Division.
5. Responsibilities of the FSA include:
  - a. Ensuring that the needs of the family are considered in a foremost fashion.
  - b. Assisting the family with funeral arrangements (if requested) and making them aware of services the Division can provide if they opt for a law enforcement funeral. If they choose this option, the FSA will brief the family on funeral procedures or arrange for the Honor Guard representative to do so (i.e., presenting the flag, playing of taps, firing party).
  - c. To the extent possible, apprising the family of information concerning continuing investigations.
  - d. Being constantly available to the family; providing companionship and emotional support as appropriate.

E. Division Liaison Officer:

1. This position is normally assigned to a supervisor because of the need to effectively coordinate resources throughout the Division.
2. Responsibilities of the Division Liaison Officer (DLO) include:
  - a. Working closely with the Family Support Advocate to ensure that the needs of the family are fulfilled to the extent possible.
  - b. Serving as the point of contact for the media.
    - This does not necessarily mean that the DLO will generate the press releases or conduct press conferences but this person should coordinate media-related activity.
    - The DLO should consider enlisting the Division of Transportation Systems Development (DTSD) Region Communications Manager or the WisDOT Office of Public Affairs to assist.



- c. Meeting with the following persons to plan and coordinate funeral activities and establish an itinerary:
  - Region/Section command staff
  - Funeral director
  - Family priest, minister, or rabbi
  - Cemetery director
  - DSP Honor Guard Officer-in-Charge (OIC)
  - LEDR team representatives
  - EAP professionals
  - Public information specialists
- d. Directing the funeral activities of the Division and visiting law enforcement (LE) agencies according to the wishes of the family.
- e. Issuing a teletype (TTY) message to include, as appropriate, the following:
  - Name of the deceased
  - Date and time of death
  - Circumstances surrounding the death
  - Funeral arrangements (state if service will be private or a LE funeral)
  - Designated uniform to be worn
  - Expressions of sympathy in lieu of flowers
  - Contact person and phone number for visiting LE agencies to call to obtain additional information
  - You must contact the TIME System Control Center (TSCC) directly to send a TTY of this nature
- f. Should the family desire a burial in uniform, the DLO will obtain a uniform and all accouterments (except weapons) and arrange for delivery to the funeral home.
- g. Assignment of casket watch personnel and/or ushers.
- h. Arranging for the delivery of the employee's personal belongings to the family and regularly briefing region/section leadership concerning funeral plans.
- i. Ensuring the surviving parents and other relatives as appropriate are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- j. Coordinating traffic management for the funeral and procession.
- k. Arranging for a marked LE unit to stand watch at the family home during the viewing and funeral.
- l. Maintaining a roster of all LE agencies sending personnel to the funeral, including:

- Name and address of responding agencies
  - Name of agency chief executive
  - Number of officers attending
- m. Assisting visiting agency representatives in making the necessary accommodations for food, lodging, etc.
- n. Reserving seating at the funeral for officials such as the Governor and the Attorney General.

F. Benefits Coordinator

1. The Benefits Coordinator will gather information on benefits/funeral payments available to the family.
2. The Benefits Coordinator is responsible for filing the appropriate benefit paperwork and following through with the family to ensure that these benefits are being received.
3. The Benefits Coordinator is additionally responsible for:
  - a. Filing Worker's Compensation claims and related paperwork.
  - b. Contacting the appropriate WisDOT offices without delay to coordinate the application process for any death and retirement benefits to which beneficiaries may be entitled.
  - c. Gathering information on all benefit/funeral payments, to include the Public Safety Officers Benefits Act, available to the family.
  - d. Compiling a list of the various benefits that are due to the family, listing contacts at various benefits offices, and reasonable estimates as to when they can expect to receive these benefits.
  - e. Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the list described above and any other related paperwork should be given to the family at this time.
  - f. Informing the family concerning the duration of continued health care benefits and their options for continuing these benefits.
  - g. Meeting with the family in approximately six months to ensure benefits are received.
  - h. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate.

- i. Providing hospital personnel with all necessary information concerning billing for medical services; ensuring that all medical bills are directed to the appropriate authority and that they are not forwarded to the deceased employee's family or other survivors.

#### G. Honor Guard Coordinator

1. The Division has statewide Honor Guard program coordinators. Some regions also have local HG coordinators. Both the statewide and regional (if in place) coordinators will likely have some role in a Line-of-Duty-Death (LODD) response. Nevertheless, a lead HG contact for the particular LODD incident should be assigned. Unless otherwise identified, all further references below will pertain to the lead HG contact.
2. Contact the Division Liaison Officer and determine the extent of HG services requested by the next-of-kin.
3. Contact a Statewide Honor Guard Coordinator to secure resources as necessary.
4. Develop and oversee the implementation of a plan that addresses the following facets, to the extent requested by the next-of-kin and approved by the DLO:
  - Assembly of HG members
  - Escorting of remains (caskets or urns)
  - Providing guidance to the Division Liaison Officer as to LODD protocols.
  - Contact funeral director
  - Contact clergy
  - Contact Law Enforcement Death Response Team (LEDR) and the Wisconsin Honor Guard Association (WHGA).
  - Honor Guard support staff / logistics
  - Casket Watch Team
  - Casket Team / Pallbearers
  - Rifle Team
  - Flag Folding Team
  - Colors Team
  - Bugler / Bagpiper
  - Liaison with outside agencies and staging of officers and vehicles at the funeral
5. Regularly brief the DLO and region command staff concerning wake, funeral and graveside service plans and protocol.
6. Brief the next-of-kin concerning wake, funeral and graveside service plans and protocol.

7. Meet and brief senior Division command staff members and other VIPs concerning their roles and responsibilities.
8. Assign, brief and direct HG personnel and activities during services.

#### H. Continued Support for the Family

1. Members of the Division should remain sensitive to the needs of the survivors long after the employee's death. The grief process has no timetable. More than half of surviving spouses can be expected to develop a posttraumatic stress reaction to the tragedy.
2. Survivors should continue to feel a part of the "Wisconsin State Patrol family." They should be invited, whenever possible, to Division activities to ensure continued contact.
3. Division members are encouraged to keep in touch with the family. Close friends, co-workers and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.
4. The Superintendent may observe the employee's death date with a short note to the family, flowers on the grave and/or wreath placement at the Wisconsin and National Law Enforcement Officers Memorials.
5. Holidays may be especially difficult for the family, particularly if young children are involved. Increased contact with the survivors and additional support can be important at these times.
6. The Family Support Advocate acts as a long-term liaison with the surviving family to ensure that contact is maintained between the Division and the survivors and that their needs are met for as long as they feel the need for support.
7. If the death involves a criminal investigation, the region commander/section chief will, to the extent that it does not conflict with or otherwise compromise the case,:
  - a. Inform the family of all new developments prior to press release.
  - b. Keep the family apprised of judicial proceedings.
  - c. Refer the family to victims' assistance specialists.
  - d. Offer to accompany the family to judicial proceedings.

## **PART III – General Wake/Funeral Protocol**

### **A. Uniforms & Appearance**

1. Employees should maintain an excellent personal appearance with uniforms and equipment presented in impeccable condition.
  2. Uniforms – As a general rule, sworn employees should wear:
    - Blouse (if issued)
    - Long sleeve shirt and tie
    - Felt Stetson
    - Black mourning band worn horizontally across the badge
    - High-gloss leather duty gear (if issued)
- B. Upon entering the building, uniformed employees should remove their uniform hats, place them under their left arms, hat badge forward, and move in an orderly manner to the place reserved or designated for them. Seating should always be yielded to members of the deceased's family.
- C. Sworn employees in uniform should sit with their hats upright in their laps, maintaining a military bearing throughout the service.
- D. While waiting in formation, uniformed employees generally will stand at parade rest unless directed differently.
- E. Saluting: It is appropriate to come to the position of attention and salute the casket as a show of honor to the deceased. In most cases, a member for the honor guard will call the group and give the command to salute ("PRESENT ARMS"). It is customary to hold the salute until the command "READY FRONT" is given.
- F. Gravesite Services - Employees should report to the places that have been reserved for them. If indoors, employees should remove their hats and hold them under their left arms. All members will sit with hats in laps, maintaining a military bearing throughout the services. If services are held outdoors, hats should be worn.
- G. The Honor Guard OIC is responsible for directing the activities of the Honor Guard, casket watch, pallbearers, firing detail, bagpiper, bugler and flag presentation.
- H. Casket Watch - The casket watch is usually comprised of Honor Guard members. However, volunteers may stand watch at the discretion of the Honor Guard OIC.
- I. Draping a black shroud over the post headquarters facility sign is authorized in addition to displaying US and state flags at half staff in honor of the deceased. An Executive Order from the Office of the Governor is required to accomplish this.

## **PART IV – Checklists and References**

### **Appendix A – Region/Section Commander Checklist**

#### **Immediate Actions**

- Obtain employee’s emergency contact information and Confidential Line-of-Duty Death Information Worksheet.
- Conduct notification or assign another as Notification Officer.
- Respond to the hospital (or scene) as soon as possible.
- Notify Division command staff (if directed, notify the WisDOT Secretary’s Office and Office of the Governor).
- Assign Hospital Liaison Officer.
- Consider additional administrative or PCO staffing to handle incoming telephone calls or other inquiries.
- Obtain investigatory assistance as necessary (such as DOJ/DCI or DSP/TRU).

#### **Intermediate Actions**

- Assign staff to make notifications to work unit, region/section and fellow Academy recruit classmates.
- Contact LEDR Team.
- Identify a Division Liaison Officer.
- Arrange for a Family Support Advocate.
- Ensure that the name of the deceased is not released until authorized.
- Receive regular briefings from key personnel.
- Regularly brief Division command staff.
- Acknowledge visiting and assisting agencies.

**Longer-Term Actions**

- Ensure that affected employees are tended to (relieved, CISD, EAP, etc.).
- Develop a plan for continued support of the survivors.
- Memorialize the employee as appropriate (Newsletter honor on the anniversary of the death, memorial plaque at post headquarters, etc.).
- Ensure that supervisors follow up with affected employees periodically in the months after the incident to see that they are effectively coping.
- Drape the post headquarters facility sign with a black shroud.

**Continued Support for the Family**

- Plan to make survivors continue to feel part of the “Wisconsin State Patrol family.” Invite them to Division activities to ensure continued contact.
- Keep in touch with the family. Arrange for close friends, co-workers and officials to visit the home from time to time as long as the family expresses a desire to have these contacts continue.
- Holidays may be especially difficult for the family, particularly if small children are involved. Increase contact with the survivors and offer additional support during these times.

**Criminal Investigation**

- Inform the family of new developments prior to press release.
- Keep the family apprised of judicial proceedings.
- Refer the family to victims’ assistance specialists.
- Offer to accompany the family to judicial proceedings.

## Appendix B – Notification Officer Checklist

### Next-of-Kin/Survivors/Family

- Obtain information from the employee's Emergency Contact in CORE or PeopleSoft.
- Secure a notification partner (chaplain, close friend of the deceased, etc.).
- Attempt to ascertain if there is a serious medical problem with any of the immediate survivors. If so, consider obtaining medical assistance.
- Personally notify next-of-kin.
- Arrange for transportation of the family to the hospital.
- Assist in arrangement for childcare if appropriate.
- Notify Hospital Liaison Officer (by telephone if possible) that family members are en route.
- If the employee's parents are not the immediate survivors, ask next of kin if they wish the Division to personally notify them.
- If the media has obtained the employee's name; advise them to withhold the information pending notification of next-of-kin.

### Notification of Others

- Division leadership
- Work unit members, fellow region/section employees, family
- WSP Academy classmates
- Send a general message to all Division employees providing basic information.
- Wisconsin Law Enforcement Death Response (LEDR) team
- WisDOT Employee Assistance Program (EAP) staff
- WisDOT Risk Management Unit
- WSP Honor Guard Coordinator



### **Appendix C – Hospital Liaison Officer Checklist**

- Arrange for an appropriate gathering/waiting area for the family. Select DSP staff and others as requested by the immediate survivors.
- Arrange for a separate area for Division employees or other LE officers to assemble.
- Establish a media staging area, if necessary.
- Ensure that the family is updated regarding the incident and the employee's condition upon their arrival at the hospital.
- Assist the family, in accordance with their desires, in gaining access to the body of the deceased, if appropriate.
- Arrange for transportation for the family back to their residence.

**Appendix D – Family Support Advocate Checklist**

- Discuss the contents of the deceased employee's Confidential Line-of-Duty Death Information Worksheet with next-of-kin.
- Ascertain their wishes regarding the type of service and the extent of desired Division participation in the preparation of the funeral or other honors.
- Ensure the needs of the family take precedence, as appropriate.
- Assist the family with funeral arrangements, if requested.
- Advise the family of the services the Division can provide if they opt for a law enforcement funeral. If they choose this option, brief the family on funeral procedure or arrange for the Honor Guard representative to do so (i.e., presenting the flag, playing of taps, firing party).
- Be constantly available to the family; provide companionship and emotional support as appropriate.
- Work with the region commander/section chief to provide for long-term liaison with the surviving family to ensure that their needs are met for as long as they feel the need for Division support.

### **Appendix E – Division Liaison Officer Checklist**

#### **Coordinate Media Related Activity**

- Draft a press release.
- Obtain additional resources as necessary (DTSD communications specialists, WisDOT OPA staff).
- Plan for press conferences.
- Issue TIME System teletype (TTY) message(s).

#### **Planning & Coordination of Funeral Activities**

- Schedule meetings with:
  - Region/section command staff
  - Funeral director
  - Family priest, minister, or rabbi
  - Cemetery director
  - DSP Honor Guard OIC
  - LEDR team representatives
  - EAP professionals
  - Public information specialists
- Assign casket watch personnel and/or ushers.
- Arrange for delivery of the employee’s personal belongings to the family.
- Should the family desire a burial in uniform, obtain a uniform and all accouterments (except weapons) and arrange for delivery to the funeral home.
- Regularly brief region/section leadership concerning funeral arrangements.

- Coordinate traffic management during the viewing, funeral and procession route.
- Ensure survivors are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- Reserve seating at the funeral for visiting officials such as the Governor and Attorney General.
- Direct funeral activities of the Division and visiting LE agencies according to the wishes of the family.
- Arrange for a marked LE unit to stand by at the family home during the viewing and funeral.
- Maintain a roster of all LE agencies sending personnel to the funeral.
- Forward roster to the region commander/section chief.
- Arrange for letters of appreciation to be sent to the ranking executives of participating agencies.
- Assist visiting agency representatives in making necessary accommodations for food, lodging, etc.

**Appendix F – Benefits Coordinator Checklist**

- Gather information on benefits/funeral payments available to the family.
- File appropriate benefit paperwork; follow through with the family to ensure that benefits are being received.
- Process Worker's Compensation claims and related paperwork.
- Contact the appropriate WisDOT offices to ensure receipt of death and/or retirement benefits.
- Gather information on benefit/funeral payments, to include the Public Safety Officers Benefits Act.
- Compile a list of benefits that are provided for the family, listing contacts at various benefits offices, and when they can reasonably expect to receive them.
- Meet with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the list described above and any other related paperwork should be given to the family at this time.
- Inform the family concerning the duration of continued health care benefits and their options for continuing these benefits.
- Document inquiries and interest in public donations to the family and establish a mechanism for receipt of such contributions.
- Provide the hospital with all necessary information concerning billing for medical services; ensure bills are directed to the appropriate authority and that bills are not forwarded to the deceased employee's family or other survivors.
- Meet again with the family in approximately six months to ensure they are receiving benefits.

### Appendix G – Honor Guard Coordinator Checklist

- Contact the Division Liaison Officer and determine the extent of HG services requested by the next-of-kin.
- Contact a Statewide Honor Guard Coordinator to secure resources as necessary.
- Develop and oversee the implementation of a plan that addresses the following facets to the extent requested by the next-of-kin and approved by the DLO:
  - Assembly of HG members
  - Escorting of remains (caskets or urns)
  - Providing guidance to the Division Liaison Officer as to LODD protocols
  - Contact funeral director
  - Contact clergy
  - Contact Law Enforcement Death Response Team (LEDR) and the Wisconsin Honor Guard Association (WHGA)
  - Honor Guard support staff / logistics
  - Casket Watch Team
  - Casket Team / Pallbearers
  - Rifle Team
  - Flag Folding Team
  - Colors Team
  - Bugler/Bagpiper
  - Liaison with outside agencies and staging of officers/vehicles at the funeral
- Regularly brief the DLO and regional command staff concerning wake, funeral and graveside service plans and protocol.
- Brief the next-of-kin concerning wake, funeral and graveside service plans and protocol.
- Meet and brief senior Division command staff members and other VIPs concerning their roles and responsibilities.
- Assign, brief and direct HG personnel and activities during services.

**Appendix H – Confidential Line-of-Duty Death Information Worksheet**

**C O N F I D E N T I A L**

**LINE-OF-DUTY DEATH INFORMATION WORKSHEET**

Please Print Clearly

Name: \_\_\_\_\_  
Last, First, Middle/ Maiden

The information you provide on this form will be used ONLY in the event of your serious injury or death in the line-of-duty. Please fill it out accurately because the data will be very important to your family and the Wisconsin State Patrol in fulfilling your wishes.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: (\_\_\_\_) \_\_\_\_\_

Cell/Secondary: (\_\_\_\_) \_\_\_\_\_

**FAMILY INFORMATION:**

Spouse's Full Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Spouse's Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Marriage: \_\_\_\_/\_\_\_\_/\_\_\_\_

Spouse's Address and Telephone (if different from above):

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Spouse's employer, work address and telephone:

Employer: \_\_\_\_\_

**C O N F I D E N T I A L**

Work Address: \_\_\_\_\_  
\_\_\_\_\_

Work Telephone: (\_\_\_\_) \_\_\_\_\_

Names and Dates of Birth of your children/dependants:

\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

If you are divorced, please provide information regarding your ex-spouse.

Name: \_\_\_\_\_

Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Home: (\_\_\_\_) \_\_\_\_\_

Work: (\_\_\_\_) \_\_\_\_\_

Do you want a police representative to contact your ex-spouse? Yes  No



**C O N F I D E N T I A L**

Please list the name, address, and telephone number of your **children who live outside the family home** and key relatives (**parents, siblings, grandparents, in-law, etc.**)

Name/Address/Telephone (Home &Work)/Relationship

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

**NOTIFICATION:**

Do you wish to designate a “Family Support Advocate,” and if so, who?

\_\_\_\_\_

The “Family Support Advocate” should be someone your family knows, likes, and trusts. This person would serve as the facilitator between your family and the Division during the time immediately following your injury or death and as a long-term liaison and support person for the surviving family.

Please list the persons you would like contacted by a police representative in case of serious injury or death in the line-of-duty. Begin with the first person you would like notified.

Name/Address/Telephone (Home & Work)/Relationship

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**C O N F I D E N T I A L**

Is there anyone you would like to accompany the police representative when the notification is made to your immediate family? If someone other than a Wisconsin State Patrol officer, please include their name, address and telephone number.

1. \_\_\_\_\_

2. \_\_\_\_\_

Is there anyone you would like contacted to assist your family, or to assist with funeral arrangements, or related matters who is not listed above? This person should be knowledgeable concerning your life insurance representatives, location of your will, etc.

Name/Address/Telephone/Relationship

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Please list any preference you may have regarding funeral arrangements:

Funeral Home: \_\_\_\_\_

Church or Synagogue: \_\_\_\_\_

Cemetery: \_\_\_\_\_

Are you a veteran of the US Armed Services?      Yes       No

If you are entitled to a military funeral as determined by the Dept. of Veterans Affairs, do you wish to have one?      Yes       No

Do you wish to have a law enforcement funeral?      Yes       No

Please list memberships in law enforcement, religious, or community organizations that may provide assistance to your family.

\_\_\_\_\_

\_\_\_\_\_

**C O N F I D E N T I A L**

Are there any special requests or directions you would like followed upon your death?

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**THE FOLLOWING INFORMATION IS OPTIONAL:**

Do you have a will?            Yes             No

If yes, where is it located? \_\_\_\_\_

Please list any insurance policies you may have:

Company Policy # Location of Policy

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Do you wish to be an organ donor?    Yes             No

Any other information you want to record can be added below:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix I – Federal/State Death Benefits Information**

The Concerns of Police Survivors, Inc. (C.O.P.S.) website offers detailed information concerning federal and state law enforcement line-of-duty death survivor benefits.

C.O.P.S. is a 501(c)(3) non-profit organization.

Concerns of Police Survivors (“COPS”) organization Internet home page:

<http://www.nationalcops.org/>

Summary of federal line-of-duty death benefits:

<http://www.nationalcops.org/benefits/all.pdf>

Summary of Wisconsin line-of-duty death benefits:

<http://www.nationalcops.org/benefits/wisconsin.pdf>