

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Aug. 01, 1987	8.07
	REVISED	TOTAL PAGES
	Mar. 30, 2024	8
<b>Serious Injury and Death of Personnel and Funeral Arrangements</b>		



## I. Definitions

### A. Active-Duty Death

1. ***Any current Division personnel who die as a result of natural or accidental causes and their death is not considered a line-of-duty death.***
2. ***Civilian personnel who are killed as a result of an intentional criminal act while in the performance of their duties.***

### B. Line-of-Duty Death (LODD)

1. ***Sworn Division personnel who have died as a direct and proximate result of a personal injury sustained in the line of duty, to include:***
  - a. ***Sworn personnel killed as a result of an intentional criminal act while in the performance of their duties.***
  - b. ***Sworn personnel who are killed in an on-duty traffic crash.***
  - c. ***Sworn personnel who have died as a result of a medical condition that arises from on-duty physical exertion that is required by law or as a condition of employment, for example, exercise as part of a training program or a specific stress response to an emergency situation.***

### C. Family Liaison Representative

***A Division employee who is either identified on the confidential Emergency Contact Notification Form, form A-31.147, selected by the family, or assigned by the Chief of Police as the person who will be responsible for acting as a liaison between the needs of the family and the Division of Police.***

## II. Policy Statements

- A. Members of the Columbus Division of Police will provide appropriate assistance to the immediate family of any employee who is critically injured or dies while employed by the Division of Police.
- B. ***In the event of a line-of-duty death or an active-duty death that occurs while the employee is on duty, two of the following people should make an in-person notification to the family members of the involved employee if possible: the Chief of Police or designee, the Family Liaison Representative, a Division Chaplain, Internal Wellness Center personnel, or an Honor Guard Representative.***

- 1. On the Emergency Contact Notification Form, Division personnel may identify other Division personnel they would like to accompany the Family Liaison Representative during the notification process.**
  - 2. The family should not be contacted by any other Division employee prior to this official notification.**
  - 3. If the immediate family members live outside of the Division's jurisdiction and the Division is not able to make in-person notifications, an Honor Guard supervisor or the Chief of Police shall request a personal death notification from the public safety agency in that area if necessary. Logistical arrangements should enable simultaneous telephone contact between the family and the Division.**
- C. In the event a Division employee is seriously injured or experiences a medical emergency while on duty:**
- 1. The ranking supervisor at scene shall ensure notifications are made to the family of the employee as quickly as possible, either by phone or in person. The Emergency Contact Notification Form may be used if needed.**
  - 2. The supervisor may also make arrangements to transport the family to the appropriate hospital or treatment facility, to include sending a marked cruiser to the family or arranging a meeting location to facilitate a safe response.**
- D. The Chief of Police or designee shall not release the name of the injured or deceased employee until after the notifications to the family have been made. Division personnel shall not release the name of the injured or deceased employee to the media, post it on any website or social media platform, or transmit the information over the radio system before the immediate family members are notified. Division personnel shall follow all applicable laws pertaining to victim's rights when considering the release of the name of an injured or deceased employee.**
- E. The Honor Guard shall represent the Columbus Division of Police at funerals of Ohio law enforcement officers who are killed in the line of duty.**
- F. Bureau commanders/*managers* shall make the final decision regarding the attendance of their on-duty personnel at funerals and the temporary reassignment of personnel to maintain appropriate staffing throughout the Division. Attendance at funerals outside of the state of Ohio in an on-duty status requires the prior approval of the Chief of Police.**
- G. The Patrol Subdivisions shall provide one marked police vehicle for each group of four Honor Guard members attending the funeral services, and every four authorized on-duty uniformed personnel participating**

in the funeral procession, for officers from law enforcement agencies within Franklin County or an adjoining county. The Honor Guard shall be provided one marked police vehicle for every two officers attending the funeral services of law enforcement officers who are killed in the line of duty outside of Franklin County and adjoining counties. The Honor Guard Commander or a designee shall be responsible for the coordination of all police vehicles participating in the funeral procession and the formation of uniformed officers at the funeral home and cemetery.

**H.** Sworn personnel shall wear either the ***Class A Uniform*** or blouse when attending a funeral service in uniform.

**I.** Funeral Entitlements

**1. Line-of-Duty Death**

- a. Full Honor Guard complement
- b. Casket guard during all viewing hours for the deceased and the funeral services
- c. Flag detail
- d. Firing detail
- e. Pipe & Drums detail
- f. Taps
- g. Helicopter participation
- h. Mounted Unit participation
- i. Motorcycle Unit escort
- j. Guard duty at the Franklin County Morgue and funeral home until the day of the funeral service
- k. Guard duty at the deceased officer's residence through the end of the funeral service
- l. Black mourning band displayed diagonally across the badge from the left shoulder toward the chest. The mourning band is to be removed at the conclusion of the funeral.
- m. The flag of the United States on Division of Police-owned buildings shall be lowered to half-staff upon approval from the Governor's Office on the day of the funeral and returned to full-staff once the funeral has been concluded.

**2. Active-Duty Death**

**a. Sworn Division Personnel**

- (1) Two Honor Guard squads
- (2) Casket guard during all viewing hours and the funeral service
- (3) Flag detail
- (4) Pipe & Drums detail
- (5) Mounted Unit participation at the entrance of the cemetery

- (6) Motorcycle Unit escort
- (7) Guard duty at the funeral home until the day of the funeral service
- (8) Guard duty at the deceased officer's residence through the end of the funeral service

**b. Civilian Division Personnel**

- (1) **One Honor Guard squad**
- (2) **Casket guard during the funeral service**
- (3) **Single piper**
- (4) **Mounted Unit participation at the entrance of the cemetery**
- (5) **Motorcycle Unit escort**

3. Retired Division **P**ersonnel

a. **Sworn**

- (1) One Honor Guard squad
- (2) Casket guard during the funeral service
- (3) Flag detail
- (4) Single piper
- (5) Motorcycle Unit escort

**Note: Mounted Unit may participate at the entrance of the cemetery when requested by the family**

b. **Civilian**

**Two Honor Guard personnel to attend the funeral service**

4. The Chief of Police shall make the final determination regarding entitlements for Division personnel who **die by** suicide, and for outside agency requests involving officers who **die by** suicide.
5. The Honor Guard shall not participate in the funeral service of any Division personnel if death occurred under dishonorable conditions.
6. Other Ohio law enforcement personnel killed in the line of duty:
  - a. One Honor Guard squad and one squad of Pipe & Drums Band members to attend the funeral service
  - b. Sworn personnel to display a black mourning band across the badge on the day of the funeral or at the direction of the Chief of Police
7. The Chief of Police shall make the final determination regarding entitlements for sworn personnel killed in the line of duty from an out-of-state law enforcement agency.
8. Funeral participation should reflect the wishes of the deceased person or the deceased person's family.

**J. Funeral procession**

The funeral procession shall be held in accordance with the Honor Guard Drill Manual.

### III. Procedures

#### A. Notifications

##### 1. *On-Scene Supervisor for Serious Injury, Active-Duty Death, or Line-Of-Duty Death*

**Contact a Communications Supervisor regarding any serious injury, active-duty death, or line-of-duty death and provide as much information as possible about the involved employee's condition.**

##### 2. *Communications Supervisor*

###### a. *Notify the following:*

- (1) Chief of Police**
- (2) Assistant chiefs**
- (3) Deputy chiefs**
- (4) Honor Guard Executive Board**
- (5) FOP President**
- (6) Internal Wellness Center personnel**
- (7) On-Call Division Chaplain**

##### 3. *Division Personnel*

Notify the **Headquarters Operations Unit Sergeant and Internal Wellness Center personnel** as soon as practical of the death of, or critical injury to, any **off-duty** active or retired Division employee to ensure assistance is provided to the deceased or injured employee's family, and so that arrangements can be made for Honor Guard participation at the funeral service.

**Note: Notification to the Internal Wellness Center personnel can be made via email to [Wellness@columbuspolice.org](mailto:Wellness@columbuspolice.org).**

##### 4. *Headquarters Operations Unit Sergeant*

###### a. *Notify the Following:*

- (1) Chief of Police**
- (2) Deputy Chief who oversees the Honor Guard**
- (3) Honor Guard *Executive Board***
- (4) FOP President**

##### 5. *Internal Wellness Center Personnel*

**If a Division employee is seriously injured, retrieve the Emergency Contact Notification Form, if available, and contact the Family Liaison Representative.**

6. Honor Guard Commander **or Designee**
  - a. ***In the event of an active-duty or line-of-duty death, retrieve the Emergency Contact Notification Form, if available, and contact the Family Liaison Representative.***
  - b. ***Notify Employee Benefits personnel.***
  - c. ***Retrieve the Final Wishes for Arrangements Form, form A-31.148, if available, to determine how to best assist the employee's family.***
  - d. Follow the Honor Guard Drill Manual guidelines for Honor Guard participation.
  - e. Line of Duty Deaths
    - (1) Notify the State of Ohio Governor's Office of Constituent Services.
    - (2) Request a Governor's Proclamation to lower the flag of the United States to half-staff at all Division of Police facilities on the day of the funeral.
    - (3) Upon a Governor's Proclamation, forward a Division-wide email ordering the flag of the United States be lowered to half-staff at all Division of Police facilities on the day of the funeral.
    - (4) Notify the Traffic Operations **Section** Lieutenant regarding the involvement of the Motorcycle Unit.
    - (5) ***Notify Records Section personnel to send a national teletype via LEADS detailing final funeral arrangements.***

#### ***B. Family Liaison Representative Duties***

1. ***Arrange to be marked on "Special" with the approval of the Chief of Police or designee.***
2. ***Be available to the family after a serious injury, active-duty death, or line-of-duty death. Continue in this role for as long as required and approved.***
3. ***Assist the family with any needs that arise following a serious injury and hospitalization.***
4. ***Assist the family with the funeral planning process and services by coordinating with the Honor Guard Commander or President and relaying their wishes to the Honor Guard.***
5. ***Coordinate with Employee Benefits personnel as soon as practical.***
6. ***If criminal proceedings result from the death, notify the family of all developments made available by the investigating unit prior to the release of that information to the public or media.***
7. ***Keep the family apprised of any legal proceedings.***
8. ***Introduce the family to the victim's advocate of the court.***

### **C. Emergency Contact Notification Form**

#### **1. Division Personnel**

- a. Complete the form (optional).**
- b. Upload the form to the appropriate folder in the electronic document management system.**
- c. Review the form annually during the performance evaluation and update it as needed.**

#### **2. Internal Wellness Center Personnel**

**Retrieve the form in the event of a serious injury and use as a guide to make appropriate notifications and assist the family.**

#### **3. Honor Guard Supervisor**

**Retrieve the form in the event of an active-duty or line-of-duty death and use it as a guide to make appropriate notifications and assist the family.**

### **D. Final Wishes for Arrangements Form**

#### **1. Division Personnel**

- a. Complete the form (optional).**
- b. Upload the form to the appropriate folder in the electronic document management system.**
- c. Review the form annually during the performance evaluation and update it as needed.**

#### **2. Honor Guard Supervisor**

**Retrieve the form in the event of an active-duty or line-of-duty death and use as a guide in addition to established Honor Guard procedures.**

Funeral Entitlements S=Sworn C=Civilian	CPD LODD	CPD Active Duty Death	CPD Retired Death	Death by Suicide with Chief Approval	Ohio LODD	Outside Ohio LODD with Chief approval
Full complement of Honor Guard personnel	S					
Two squads of Honor Guard personnel		S				
One squad of Honor Guard personnel		C	S	S	S	S
Two Honor Guard personnel			C			
Casket guard during viewing hours	S	S				
Casket guard during funeral service	S	S/C	S	S		
Flag detail	S	S	S	S		Upon Request
Firing detail	S					
Pipe & Drums detail	S	S			S	
Single piper		C	S	S		Upon Request
Taps	S					
Helicopter fly-over	S					
Mounted Unit riderless horse	S					
Mounted Unit presence at entrance of cemetery	S	S/C	S			
Motorcycle Unit escort	S	S/C	S	S		Upon Request
Black mourning bands	S				S	
U.S. flag at half-staff at Division facilities	S					
Guard duty at morgue	S					
Guard duty at funeral home until day of service	S	S				
Guard duty at officer's residence through day of service	S	S				