



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 55.2.6.1

TITLE: OFFICERS KILLED WHILE ON DUTY

EFFECTIVE: 10/22/2017

REVISED: Replaces Policy 1065

PURPOSE

The purpose of this Chapter is to set guidelines for the notifications of Communications Services, the deceased officer's Commander, and family members or other close concerned individuals of police officers who are killed while on duty, at a paid detail, or in the line of duty.

POLICY STATEMENT

1. In the event a police officer is killed on duty, in the line of duty or while on a paid detail, the welfare of the officer's family is of the utmost importance.
2. When it has become apparent that a police officer has been killed while on duty, in the line of duty or while working a paid detail, a supervisor on the scene of the incident shall immediately notify Communications Services and ensure the deceased officer's Commander is notified.
3. A supervisor from the District of occurrence, not involved in the scene investigation or direct supervision, shall proceed to the hospital where the deceased member has been taken and immediately assume the responsibilities of the hospital area (see: **Chapter 55.2.6 – Hospital Protocol for Injured Officers** for additional guidance).
4. The supervisor at the hospital will prepare a location where the relatives of the deceased can be brought. This location should be a private area near the emergency room and not readily accessible to the public.
5. The supervisor at the hospital shall not allow other police personnel to congregate in the private area and shall instruct the police personnel at the hospital not to engage in conversation with, or make remarks to, relatives upon their arrival at the hospital until death notification has been made.
6. Upon notification, the Communications Services Police Liaison shall notify the Police Chaplain and the Police Department Psychologist and instruct them to proceed to the medical facility where the deceased officer was taken.
7. The Police Chaplain and psychologist shall proceed to the private area of the hospital and await the arrival of the family. It shall be the duty of the Police Chaplain to inform the family of the officer's death.

8. Members of the department **shall not** release the name of the officer or details of the incident to the media or the public in general or in a manner which is likely to reveal those facts prior to the official public information release.

DUTIES OF THE DECEASED OFFICER'S COMMANDER

9. A Commander, upon being notified of the on duty death of a member of his/her command, shall obtain the necessary notification information from the member's **Emergency Notification Form (Form #162)**.
10. The Commander shall proceed to the residence provided by the deceased as the primary individual to be contacted along with another police officer to transport the surviving family member to the appropriate hospital. If children or incapacitated adults are present, the accompanying officer shall remain with them until arrangements for their care can be made.
11. If the specific individual named on the Emergency Notification Form as Primary Individual to be notified is not present at the residence indicated, every effort will be made to locate the Primary Individual. If attempts are met with negative results, the Commanding Officer shall proceed to the Alternate 1 and Alternate 2 individuals for the purpose of transportation to the medical facility.

NOTE: SINCE THE MEDICAL CONDITION OF THE INDIVIDUAL NOTIFIED CANNOT BE KNOWN, AND THE MANNER IN WHICH THE INDIVIDUAL MAY REACT CANNOT BE DETERMINED, THE COMMANDING OFFICER SHALL MAKE EVERY ATTEMPT NOT TO INFORM THE INDIVIDUAL THAT THE OFFICER HAS DIED. THE COMMANDING OFFICER MAY STATE THAT THE OFFICER HAS BEEN SERIOUSLY INJURED AND THE NOTIFIED INDIVIDUAL'S PRESENCE IS NEEDED AT THE HOSPITAL.

12. Upon arrival at the medical facility, the deceased officer's Commander shall escort the surviving family member(s) to the predetermined secure area. The Commander shall remain with the surviving family member(s) until the arrival of the Police Psychologist and Police Chaplain.
13. The deceased officer's Commander shall assign officers from his/her command to remain with the survivors as long as their stay at the hospital lasts. These officers shall be responsible for ensuring that the surviving family member(s) is transported back to their residence or other location as determined by the survivor(s).
14. Should it be necessary, the Commander shall determine if the officers assigned must be replaced or authorized overtime for extended duty with the surviving family.

DUTIES OF THE PUBLIC INFORMATION OFFICER

15. Upon notification that a police officer has been killed, the Public Information Officer shall proceed to the Medical Facility where the deceased officer has been brought and act as a liaison between the department and the media.
16. The Public Information Officer shall gather and disseminate information to the media according to Department and City policy.
17. The identity of the deceased officer **shall not** be released to the media until all family notifications have been made.

18. If the identity of the deceased officer is already known to the media, the Public Information Officer will request the media withhold the identity of the officer and that it not be broadcast until notification of the family has been made.

DUTIES OF THE EMPLOYEE RELATIONS UNIT

19. The Employee Relations Unit shall:
 - (a) Offer assistance, or if requested, assist in making funeral, wake, and burial arrangements for the deceased member.
 - (b) Ensure security checks are made at the deceased member's residence both before and after the funeral services.
 - (c) Contact the CAO Hospitalization Office regarding death benefits.
 - (d) Contact the Municipal Police Employee's Retirement System office and notify them of the officer's death and provide contact information on the officer's family.
 - (e) Assist the family in obtaining marriage licenses, birth records, social security numbers, etc., for the completion of necessary documents for survivor benefits.
 - (f) Inform the family of survivor benefits available through the State and Federal Government and offer assistance as needed.
 - (g) Prepare any documents needed by the family to receive benefits and insure the beneficiaries are receiving the proper benefits.
 - (h) Assist the family and the Public Information Office in the release of information on the officer and the family, abiding by the wishes of the family.