

APPLETON POLICE DEPARTMENT POLICY	TITLE: Line of Duty Death/ Serious Injury		
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POLICY SOURCE: Chief of Police		TOTAL PAGES: 28	
SPECIAL INSTRUCTIONS: Amends: Line of Duty Death/Serious Injury / 07-17-09			
OTHER POLICIES REFERENCED:			

I. PURPOSE

The purpose of this policy is to establish an immediate course of action in the event that an Appleton Police Department employee suffers a line of duty death or serious injury. The course of action shall include: providing emotional support and care for the employee's family, assisting with benefit coordination, handling the media, and handling other provisions as outlined in this policy.

II. POLICY

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

Employees of the APD can complete a confidential Line-of-Duty Death or Serious Injury Notification form ([APD Form #200](#)) to document family contact information, family liaison selection and other additional information that describes his or her wishes in the event of an on-duty death or injury. The information shall be identified as confidential and shall not be opened by anyone other than the employee unless a serious injury or death of the employee occurs, in which case, the information shall only be opened by the Chief of Police or designee.

III. DISCUSSION

Although this policy is intended to address the line-of-duty death or injury of police officers, many provisions, including death notification and family assistance, may be applicable to any APD employee regardless of whether or not the death is duty related.

Death notifications are a sensitive matter, particularly when it involves a department member. The Line of Duty Death or Serious Injury form provides information that will assist the family members in decision making, should the department member make the ultimate sacrifice and die in the line of duty.

In the event of a line-of-duty death, funeral arrangements are to be decided by the family of the employee, with their wishes taking precedence over those of the agency.

IV. DEFINITIONS

- A. **Beneficiary:** A person or persons designated as the recipient of funds or other property under a will, trust or insurance policy.
- B. **Benefits:** Financial payment or entitlement, in accordance with a labor agreement and/or insurance policy, available to the designated beneficiary, to assist with financial stability following the loss of a loved one.
- C. **Cemetery Officer (CO):** Person responsible for coordination of traffic movement and parking at the cemetery. Additional duties outlined in the addendum. This person reports directly to the Officer in Charge (OIC).
- D. **Emergency Department Liaison (EDL):** Person assigned by the OIC to provide coordination of communication between the hospital, family and department; and to provide support to the family from the initial arrival to the hospital. Additional duties outlined in the addendum. This person reports directly to the OIC.
- E. **Family Liaison Officer (FLO):** Person assigned to coordinate communication between the family and the department and provide extended support and assistance following the incident, which may include funeral arrangements. This person may have been pre-selected and noted by the deceased or injured employee on their Line of Duty Death or Injury Notification form or may otherwise be designated by the family, Chief of Police or OIC. Additional duties outlined in the addendum. This person reports directly to the OIC.
- F. **Funeral/Visitation Officer (FVO):** Person designated to coordinate and communicate the activities (Event Plan) at the funeral services to the extent that is requested by the family of the deceased. Additional duties outlined in the addendum. This person reports directly to the OIC.
- G. **Line-of-Duty Death:** Any action, which claims the life of an Appleton Police Department (APD) employee while performing work related functions either on or off-duty.
- H. **Serious Line-of-Duty Injury or Illness:** An injury or systemic illness, serious enough that hospitalization or time away from the department is ordered by a physician for an indefinite period.
- I. **Notification Officers:** Persons designated by the OIC, or pre-selected by the deceased or injured employee, responsible for initial notification of family regarding the incident surrounding the employee. Additional duties outlined in the addendum. This person reports directly to the OIC.
- J. **Officer In Charge (OIC):** Person appointed by the Chief to assign department liaisons and oversee the coordination of events that would immediately follow an APD employee line of duty death or serious injury. Additional duties outlined in the appendix. This person reports directly to the Chief or designee.

- K. Staging Officer (SO): Person responsible for coordination and assembly of other agency personnel responding to the area for the funeral. Additional duties outlined in the appendix. This person reports directly to the OIC.
- L. Survivors: Family members or designated persons who outlive the deceased, i.e., spouse, children, grandchildren, parents, grandparents, siblings, fiancée, and/or significant others.
- M. Vehicle Movement Officer (VMO): Person responsible for coordination of funeral procession and movement. Additional duties outlined in the addendum. This person reports directly to the OIC.

V. PROCEDURE

- A. Death or Life Threatening Injury Notification
 1. The Chief of Police or designee shall be notified immediately of an on-duty death or serious injury of an APD employee.
 2. Upon notification, the Chief or designee will assign an Officer in Charge (OIC) to coordinate all departmental functions following the incident, in accordance with the requests described in the deceased or injured employee's Line of Death or Injury Notification form ([APD Form # 200](#)).
 3. Notification shall be made by two or more persons. The Chief of Police, his representative, and/or pre-selected persons of the employee's choice will notify the family if time to assemble these persons exists. Delays in developing the appropriate notification team must be weighed against the importance of the timely notification of the survivors.
 4. If the above-suggested persons are not readily accessible, notification shall be made by an on-duty supervisor. If the notification is a life-threatening injury, getting the family to the hospital immediately, will take priority over who delivers the notification.
 5. If there is knowledge that a serious medical condition exists with a primary survivor, medical personnel will be requested to accompany the officer(s) sent to notify the family.
 6. Department transportation shall be readily available to drive the family to the hospital.
 7. If the primary survivors are not in close proximity to Appleton, the OIC shall request notification from the local law enforcement agency.
 8. The OIC may assist in making travel arrangements to Appleton, but shall

not assume responsibility for travel expenses on behalf of the Police Department without the Chief's authorization.

B. Officer in Charge

1. The OIC shall make assignments of department liaisons and their specific tasks and responsibilities, as outlined in the Line of Duty Death or Injury Procedure (APPENDIX A).
2. If the family requests APD involvement with the funeral arrangements, the OIC will assign a Funeral/Visitation Officer, Staging Officers and assisting personnel, a Vehicle Movement Officer, a Cemetery Officer, and arrange for notification of the Honor Guard members.
3. All officers assigned by the OIC will be provided with copies of their assignment descriptions and checklists (APPENDIX A).
4. Those persons assigned shall report the status of their tasks to the OIC as noted in their checklists. Department personnel shall not perform incident related tasks without the approval of the OIC unless exigent circumstances exist.
5. Officers assigned by the OIC, shall be placed on special assignment and not available for routine calls until relieved of their duties.
6. In the event the employee has surviving family members from a previous relationship (i.e., ex-spouse or significant other, etc.), the OIC may assign a separate liaison for each family if deemed necessary.

C. Public Information Release

1. The name of the injured or deceased officer will be released by the Support Services Specialist or designee, only after notification to the immediate family.
2. A Support Services Specialist will be designated to handle the media, unless otherwise designated by the Chief of Police. In the event the family grants an interview, the designee shall offer to attend and screen all questions presented to the family, to guard against jeopardizing upcoming legal proceedings (in the event that the death or injury was a result of a criminal act).
3. An agency appointed designee will offer to remain at the home and screen media-related telephone calls.

D. Funeral Assistance

1. At the family's request, the agency designee shall provide a list of

churches with seating capacities large enough to accommodate attendance at the funeral.

2. Department vehicles and drivers will be made available to the family to provide transportation to and from the funeral home.

E. Benefits Assistance

1. An Appleton Police Professional Association (APPA) or Appleton Police Benevolent Association (APBA) Officer will be assigned as the Benefits Officer. The Benefits Officer will gather information regarding all department, association, and federal benefits available to the surviving family and ensure the department's full support pursuing these benefits.
2. The Benefits Officer shall offer assistance with filing appropriate paperwork and following up to ensure benefits are received.
3. The Benefits Officer should visit with the surviving family to discuss the benefits within a few days following the funeral. A prepared printout of the benefit entitlements, listing named beneficiaries, contacts at various benefit offices, and when they can expect to receive the benefits should be given to the family. To ensure understanding, the Benefits Officer should follow up within a month after the funeral since the initial meeting may have been clouded with emotion.
4. A follow up shall be made every six months until the surviving family has received every possible benefit.
5. If there are surviving children from a former marriage, the guardian of those children should also be provided with a printout of benefits to which the child or children are entitled.
6. The Benefits Officer may offer to accompany the surviving family when meeting with the City's Benefits Coordinator to ensure they understand the possibility of revocation to their health benefits. The City of Appleton requires survivors to contact the City of Appleton Benefits Coordinator within thirty (30) days if they wish to continue coverage (COBRA).

F. Providing Departmental Support during Criminal Legal Proceedings

1. If criminal violations surround the death, the family will be informed of all developments prior to any press release.
2. If there are not any court proceedings surrounding the circumstances of the officer's death, the department will relay that information to the surviving family as soon as it becomes known.
3. An agency appointed designee will be assigned to remain at the residence

of the employee's family continually during the time that survivors are attending the funeral and related functions. If the family is going to be absent for an extended period of time, residence checks will be offered. If the family lives out of town, a request to the appropriate agency for this service will be made.

G. Providing Extended and Follow-up Support

1. An agency appointed designee will be responsible for providing the family access to other public safety survivors or other support groups.
2. The Chief of Police, or designee will send an agency appointed designee on routine residence checks to the officer's or survivors' home for as long as is reasonable following the incident.

H. Line-of-Duty Deaths in other Wisconsin Agencies

1. When any member of the Appleton Police Department becomes aware of a law enforcement line-of-duty death within the State of Wisconsin, they should immediately notify the Chief of Police. If after normal business hours, including weekends or holidays, the highest-ranking on-duty supervisor should be notified.
2. After notification of a Wisconsin law enforcement line-of-duty death by the Front Desk, the Chief of Police or designee may authorize personnel to wear mourning ribbons.
 - a. Mourning ribbons may be worn on badges and may be worn by non-uniformed personnel, including civilians, in the form of a looped black ribbon.
 - b. Mourning ribbons are generally worn from the day of the notification through the day the deceased is laid to rest.
3. Flags shall be lowered to half-staff upon notification from the Governor's office.
4. The Chief of Police, or designee, may authorize funeral participation (in uniform), on or off duty, and the utilization of department vehicles for that purpose.
5. The Chief of Police may order observances as deemed appropriate, in the event of an unusual line-of-duty death occurring outside the Appleton Police Department.

I. Line of Duty Death or Serious Injury Emergency Contact Information

1. During annual enrollment each year, every employee will be encouraged to update his or her Confidential Line of Duty Death or Serious Injury

Form at the same time they update their health insurance and flexible benefit options. Employees are encouraged to share this information with their family so that information is as complete as possible. Upon completion, the form shall be sealed in an envelope with the employee's name on the outside of the envelope.

2. The information contained on these forms is considered extremely confidential and will not be opened, unless the information is needed at the time of a serious injury or death of a department member.
3. The Line of Duty Death or Serious Injury form ([APD form #200](#)) will be stored in a locked cabinet and maintained in the Communications Unit. This will allow for immediate access by the Chief or designee in the event of an emergency.
4. Should it be necessary to change information outside of the annual enrollment time frame, it will be the responsibility of the employee to contact their Unit Commander to access the form to update it.
5. In the event of the serious injury or death of a member of the department, the chief or his designee will utilize the information contained within the Line of Duty Death or Serious Injury form to make the appropriate notifications.

05-20-15

Todd L. Thomas
Chief of Police

05-20-15

Date

APPENDIX A

LINE OF DUTY DEATH OR INJURY PROCEDURE

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LIAISON ASSIGNMENTS

Officer in Charge _____ Phone _____

Emergency Dept Liaison (EDL) _____ Phone _____

Notification Officer _____ Phone _____

Notification Team:

Name _____ Phone _____

Name _____ Phone _____

Family Liaison Officer _____ Phone _____

Funeral/Visitation Officer _____ Phone _____

Primary Staging Officer _____ Phone _____

Assisting Staging Officer _____ Phone _____

Assigned CSO _____ Phone _____

Assigned CSO _____ Phone _____

1st Funeral Greeter _____ Phone _____

2nd Funeral Greeter _____ Phone _____

Cemetery Officer _____ Phone _____

Vehicle Movement Officer _____ Phone _____

EVENT PLAN MEETING / FUNERAL / VISITATION / CEMETERY INFORMATION

Event Plan Meeting Date _____ Location _____

Funeral Date _____ Location _____

Funeral Home Representative _____ Phone _____

Visitation Time _____ Service Time _____

Dismissal Time _____ Luncheon Time _____

Cemetery Time _____ Cemetery Location _____

Honor Guard Members:

Officer _____ Phone _____

Bagpiper(s) _____ Phone _____

Trumpeter _____ Phone _____

Officer in Charge

I. INITIAL EVENT

- Contact Chief of Police
- Designate scene supervisor and Officer in Charge (OIC)
- Get employee's Line of Duty Death or Injury Notification Form from Chief's office: this will have a list of preferred contact officers, notification officers, etc.
- Print copies of the LODD policy: one for the OIC, and enough to provide the duties and checklists to assigned officers.
- Contact named department liaisons to assign to tasks outlined in this policy. Notify Operations Coordinator and on-duty supervisor that these officers will be placed on "special assignment" and not available for routine calls until relieved of duty. (Immediate shift reassignment may be necessary.)
- Provide all Liaisons with copies of their task checklists and brief on their responsibilities

II. LIAISON ASSIGNMENTS

Emergency Department Liaison (EDL) - HOSPITAL

Hospital _____ Room number _____

Contact number at hospital _____ (*cell phones not to be used in some hospital areas*)

Notification Team

Refer to the Line of Duty Death / Injury Notification Form to determine the Team.

- Obtain details on what occurred from Emergency Department Liaison (EDL).
- Relay information on to Notification Team.
- Provide directions to officer's home, map
- Request medical personnel to accompany officers sent to notify family (if necessary)
- Coordinate transportation to hospital for family (if applicable)

Notification of Family Outside of the Area (OIC)

- Contact local law enforcement agency to coordinate personal notification of the family.
- Agency name _____
Contacted person _____ Phone _____
- Agency name _____
Contacted person _____ Phone _____
- Agency name _____

Contacted person _____ Phone _____

- If applicable, assist with coordinating travel arrangements in accordance to the policy.
- Contact City Human Resources Department, APBA, APPA (start process to get benefit paperwork moving)
- Contact Support Services Specialist (or designee) - following notification of family and verbal OK from the Chief
- Initial E-CAR (Fatality)
- Press Release

III. FUNERAL/VISITATION ASSIGNMENTS/PLANNING

After FLO has met with the family to determine funeral arrangements

- Assign Liaison Officers (see below)
- Schedule meeting with Liaison Officers (this includes Funeral, Cemetery, FLO, Staging Officers) to develop Event Plan/map/website download

Post Funeral Procession

Form up Time _____ Notify state-wide departments

- Honor Guard Detail
- Flag Obtained/Present (Honor Guard to secure)
- Follow-up ECAR message
 - Date and time of funeral, visitation
 - Contact numbers for the assigned Staging Officers
 - Website to access event plan and maps download
 - Any family or department wishes/requests
 - Request that anyone that will have special needs, such as horses, contact the staging officers to make arrangements.

Emergency Department Liaison (EDL)

After determining the information below, follow up with the OIC to provide the details.

Name of Hospital _____ Location _____

Room # (if assigned) _____ Contact # to reach EDL Officer _____

Secure a private meeting room for the family

Hospital Contact for the family _____ Phone _____

Entrance/Location family should use upon arrival _____

Initial report of the employee’s condition. This information is to be shared with the family upon their arrival (if appropriate) _____

Family Members (If able to get this information in advance)

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Considerations

- If the injuries are life-threatening, make arrangements with the hospital staff to allow the family to see the officer immediately upon arrival.
- Greet the family at the designated entrance and prepare them for what they might see and accompany them to the emergency area or location of the officer.
- The EDL should remain at the hospital and be available to assist the family in cooperation with the FLO
- The EDL should make transportation arrangements for the family to get back to their residence as needed.

Long term Considerations (If employee is injured and admitted to hospital)

Visitation Hours _____

Room Number _____

Family or Employee’s preferences for visitors

Notification Officer

- Obtain copy of Line-of-Duty Death or Injury Form provided by the officer (Chiefs office)
- Verify if medical assistance is needed to accompany the notification team
- Obtain directions to the home
- Obtain contact phone number for residence
- Obtain as much information as to what occurred as possible from EDL

- Arrange for transportation for the family to the hospital (if applicable)

Transportation Officer _____ Phone _____

- Contact EDL once family is en route to hospital

Other Family Members Requiring Notification (Note: if they are outside area, provide info to OIC).

Name _____ Relationship _____

Address _____

Phone _____

Name _____ Relationship _____

Address _____

Phone _____

Name _____ Relationship _____

Address _____

Phone _____

- Assist family with notification of a funeral home.
- Arrange with family and funeral home a time and place to meet to establish funeral plan.

Family Liaison Officer (FLO)

Considerations

- Insure the needs of the family come before the wishes of the department;
- Meet with the family and relate the duties of the liaison or allow the family to designate the person, if appropriate, they wish to perform the tasks;
- Meet with the family with an honor guard member regarding funeral arrangements;
 - Since many officers have not prearranged their wishes for the handling of their own funeral, the family will most likely need to decide all aspects of the funeral.
 - The department should only make the family aware of what they can offer in the way of assistance if the family decides to have a Line-Of-Duty funeral.
- If the funeral is a Line-Of-Duty funeral, the liaison will ensure the family is briefed on the funeral procedure including the 21gun salute, presenting the flag, playing of taps, etc. The family has the option of excluding any portion of the funeral procedure.
- The liaison should become familiar with all information concerning the death and the continuing investigation in order to answer family questions;
- The liaison will be constantly available to the family throughout this process;
- The liaison will ensure surviving parents or surrogate parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession (Arrange this with the Funeral/Visitation Officer)

Family Liaison Officer Checklist

- Contact immediately family to arrange time to meet with them to discuss what APD can offer for the funeral

Date _____ Time _____

Location _____

If Family requests APD involvement

- Contact Honor Guard (check with OIC) to arrange for a member to visit family with you on established date/time

Honor guard Member _____

- Provide your contact information to family

- Provide funeral arrangement details to OIC

Gather Information (Needed for event plan, provide to OIC)

Funeral Date _____ Location _____

Funeral Home Representative _____ Phone _____

Visitation Time _____ Service Time _____

Dismissal Time _____ Luncheon Time _____

Cemetery Time _____ Cemetery Location _____

Checklist to Complete with Family in Accordance With Their Wishes

Funeral

- Attendance of other Agency Officers at the Visitation/Service/Cemetery
- Honor Guard at service (funeral home or church)
- Appleton marked Squad, parked at Visitation site, and at funeral
- Folded American flag for casket
- Opened American flag on casket during ceremony
- Folded and placed next to urn / photo, if so desired by family.
- Eulogy or speech by Chief (Eulogy checklist attached – gather information from family)

Post Funeral

- Squad car processional (APD will arrange notification of state-wide departments, and coordinate all details involving this)

Cemetery

- Honor Guard graveside ceremony
- Gun Salute
- American flag for casket
- On stand or on casket
- On Casket at graveside (Includes ceremonial folding and presentation to family by the Chief)
- Secondary or additional flags may be needed, if so desired for the mother of the fallen officer, in addition to the spouse. If the fallen officer has any children, it may be desirable to have flags for them as well.
- Bagpipes At Church Funeral Home (Casket removal) Graveside
- Taps (trumpet)
- If Bagpiper and or Trumpeter requested, the Honor Guard member will arrange for them to be provided, and notify OIC of who it will be.
- All family preferences must be communicated to the OIC, Funeral Officer, Honor Guard leaders, and funeral home contact. All elements of the funeral must be with the family's approval. At no time will the family be waiting or inconvenienced as a result of the funeral arrangements, i.e., parking of squads, formation of officers, etc.

Funeral/Visitation Officer (FVO)

Funeral/Visitation/Cemetery Information

- Introduce yourself to Funeral Home contact; provide contact information. You will be their liaison for any questions, or assistance needed at the visitation, funeral home, and graveside ceremony. Arrive early, and familiarize yourself with the floor plan.
- Familiarize yourself with Funeral Home, set up reserved seating for family, VIPS, APD officers.
- Secure a private room for the family.

Visitation

- Secure an area for the Honor Guard to prepare, rest. **(needed for the event plan)**
- Provide relief/assistance to Honor Guard during visitation as necessary.
- Secure a marked Appleton Squad car for the visitation (wash it and clean it). Park it out in front. Consider adding a black draped bunting to the top of the windshield.

Funeral

- Provide assistance to Funeral home personnel as needed
- Secure an area for the honor guard to prepare, rest. **(needed for the event plan)**
- It may be appropriate for the Family Liaison Officer to escort the family to and from their seats.
- Provide any assistance necessary to any APD personnel giving a eulogy.

Procession

- If a formation will take place while moving the casket from the church/funeral home to the hearse, direct the forming of that group.
 - Lead the procession to the church/funeral home.
 - You will be the lead squad in the procession so coordinate with the staging officers who will set up an event plan for the funeral. Follow the event plan: Squad car processional (APD will arrange notification of state-wide departments, and coordinate all details involving this).
1. The Staging officer will lead the other agency squads from the staging area to the funeral home on a predetermined route. Other Agency Officers will then park and where directed, and enter the building for the funeral.
 2. When the lead squad, hearse and family vehicles leave the funeral home, the Vehicle Movement Officer will direct the staging officer to move in behind them, with the other squads following, and then be the last car in line.

Vehicle Movement Officer (VMO)

Funeral/Visitation/Cemetery Information

- Review duties of the FVO; provide assistance at the Visitation and Funeral Home as needed.
- Assist with the line-up and establishment of the vehicle procession. The FVO will be the first vehicle in procession. The VMO will direct the SO and other squads to move in after the lead squad, hearse and family vehicles and will then be the last vehicle in the procession.

Funeral Day

- Secure and wash a marked department vehicle
- Position your squad in a location that will allow you to first direct traffic as it leaves the funeral home, then enter in behind the procession as last officer in the procession.
- Follow the Event Plan: Squad car processional (APD will arrange notification of state-wide departments, and coordinate all details involving this).
 1. The SO will lead the other agency squads from the staging area to the Funeral Home and assist with parking and entrance to the funeral home.
- At the cemetery, the VMO will assist with any traffic direction or parking needs.

Primary Staging Officer

Some of the considerations in setting up a staging area are:

- The staging officers will be in charge of establishing a staging area for outside agencies attending the funeral. They will also be responsible to ensure that all required facilities (bathrooms, port-a-potty, warming areas, hydration and tow services as needed) will be available at the staging area as necessary.
- The Staging Officers will have their department contact numbers listed in the E-Car notification
- In addition to the Event Plan the Staging Officer will need to develop a flyer/map listing contact information, and area restaurants to give to arriving members of other agencies.
- Arrange for use of the Command Vehicle as a Command Post. AFD Command Post may also be an option and this may also serve as a facility where refreshments can be served.
- If the weather is expected to be extremely warm or cold, make arrangements with the National Guard, American Red Cross, or some such organization for water or other accommodation, e.g., coffee.
- If there is a possibility of mounted patrols participating, make arrangements for watering troughs for the horses.
- Designate two people to greet visiting squads at the site and to prepare a list of departments that are participating. The two designees should remain behind after the squads have left for the funeral to clean up and to direct squads late in arriving.
- Conduct a short meeting with the visiting officers prior to leaving the staging area to explain the itinerary and answer any questions.

Pre-event Planning

- Meeting with OIC and other Liaison Officers to develop event plan/map/website download
- Develop flyer to handout for squads arriving at staging area (See event plan considerations section of this policy)
- Arrange for portable bathroom facilities at staging area if needed (OIC needs to OK)
- Arrange for refreshments to be at the site (water, coffee, snacks as needed). Be aware also that some departments may send mounted patrols and there may be a need to water horses.
- Arrange for a tow service to be in the area on stand-by (OIC needs to OK)
- Determine warming areas if needed
- Set up Command Post, both to identify the location to the participants as they drive into the area and as a headquarters for the Staging Officer. (OIC needs to OK)

Staging Area

- Copies of event plan made and on site
- Copies of flyers made and on site
- Command vehicle on site
- Bull-horn or PA on site
- Towing company number/on stand-by
- Refreshments/water on site
- Bathroom facilities on site

- Water for horses (if applicable)
- Post (2) Greeting Officers/CSOs at the entrance of the staging area to greet and document every outside agency representative that arrives (for thank-you cards to be sent later). These two will remain at the site after to ensure clean-up and direct any late arrivals.
- Greeter's will hand out flyers/event plan.
- Prior to the movement from the staging area, the Staging Officer will hold a brief meeting with all the participants and explain the itinerary and answer any questions. (10-15 minutes before line-up.)
- Prepare for line-up and procession.
- Follow the Event Plan: Squad car processional (APD will arrange notification of state-wide departments, and coordinate all details involving this).
 - The SO will lead the other agency squads from the staging area to the Funeral Home and assist with parking and entrance to the funeral home.
- At the cemetery, the VMO will assist with any traffic direction or parking needs.

Cemetery Officer

Some of the considerations for the cemetery portion of the funeral are:

- The Cemetery Officer will need to establish contact with funeral home/cemetery personnel as soon as possible as much of these duties include establishing information that is required for the Event Plan.
- Once all required information is developed, the Cemetery officer will report it to the OIC.
- Working with the cemetery officials to assure parking, either in the cemetery or adjacent to it. It is important to park the squads of the department of the deceased in such a manner that they are not blocking the squads of visiting officers who may want to leave immediately after the graveside service. If parking is done on an adjacent street, park cars on both sides of the street, leaving the center open for those who care to leave before the cemetery has been cleared.
- Knowing the exact route that the hearse will take, once in the cemetery, and where the officers may line up if there is to be a formation from the hearse to the gravesite. If there are too many officers to realistically form a line, a select group can be used.

Pre-event Planning

- Meeting with OIC and other Liaison Officers to develop event plan/map/website download

Meeting Date _____ Location _____

- Develop map of cemetery
- Mark route and parking on map
- Mark staging area for Honor guard, Rifle Squad, VIPS on map
- Mark family parking area on map
- Mark hearse stopping location on map
- Make parking arrangements with the cemetery officials. An Officer/CSO should be assigned as needed to direct parking (**This information is needed for the event plan**)
- Determine driving formations through the cemetery to the gravesite (**This information is needed for the event plan**)
- Determine the locations for the Rifle Squad, Honor Guard, assembled officers, bagpiper, and the trumpeter(s). (**This information is needed for the event plan**)
- If there is to be an Honor Guard formation during the movement of the casket from the hearse to the gravesite, determine site for that formation. (**This information is needed for the event plan**)
- Be the on-scene coordinator for all movements and dealings with the cemetery.

Eulogy Checklist

Some of this information can be obtained from City or Department personnel. Other parts can be obtained from obituary. Review the information with the family to be sure you have what they would like included.

When and where they were born

Month _____ Day _____ Year _____

Location _____

Mother _____ Father _____

If applicable:

Step-Mother _____ Step-Father _____

Family

Spouse/significant other _____

Date of Marriage _____

Child _____ Age _____ Child _____ Age _____

Child _____ Age _____ Child _____ Age _____

Child _____ Age _____ Child _____ Age _____

Sibling _____ Age _____ Sibling _____ Age _____

Sibling _____ Age _____ Sibling _____ Age _____

Sibling _____ Age _____ Sibling _____ Age _____

Other _____ Relationship _____

Other _____ Relationship _____

Education

High School _____

College/Technical (1) _____

Degree _____

College (2) _____

Degree _____

College (3) _____

Degree _____

Career

Date of Hire _____

Years of service _____

Rank _____

Special accomplishments and achievements

Outside of department _____

Positions/duties held in Department _____

Promotions _____

Awards _____

Significant life events (family)

Special beliefs

Legacy

What family would like noted _____

What department would like noted _____

Memories

The person's favorite poems, songs, quotes, scripture _____

Hobbies, special interests _____

Favorite poems, songs, quotes, scripture the family would like included _____

Event Plan Considerations

Personnel to be involved in developing the event plan:

1. OIC
2. Support Services Specialist
3. Operations Coordinator/Operations Coordinator Specialist.
4. Family Liaison Officer
5. Funeral/Visitation Officer
6. Honor Guard representative
7. Primary Staging Officer
8. Funeral Officer
9. Vehicle Movement Officer
10. Cemetery Officer

- Map of Route
 - o Intersections that need traffic control
 - o Officers assigned – consider using local agencies and WI State Patrol
 - o Location and addresses of all event stops; staging areas, funeral home, visitation area, cemetery
 - o Staging area for squad cars/officers from other departments (may need a large venue – a recent line of duty death brought 750 officers and 300 squads). Consider chalking the area for parking the vehicles in addition to discretionary signing for specific units; i.e., honor guards, press, family, etc.
 - o Directions to major highways from cemetery (for out of town officers)
- Decide if the squad procession will move to the funeral home or if the initial funeral procession will drive past the staging area and pick up the staged squads to the cemetery.
- If space permits, it may be appropriate to have the officers line up in formation when the casket is brought out to the hearse. If that is the case, this information should be included in the flyer given at the staging area. Consider chalking the area for organizational purposes.
- Contact city for barricades as necessary
- Call Outagamie County for coverage for calls for service during event.
- The Event Plan should be approved by family, funeral home, and clergy.
- Develop flyer to handout for squads arriving at staging area, to include: a simple flyer outlining the basic schedule of events and formation times, Staging Officers contact information, map out of town, department contact information
- Staging meeting for all involved units 15-20 minutes prior to line-up: Prior to the movement from the staging area, explain the itinerary, question and answer (bull horn or PA)
- Time and location of social gathering/lunch if appropriate
- Location of restaurants, bathrooms, lodging, warming facilities, etc



Appleton Police Department **SPECIAL EVENT PLAN**

Event: Funeral for APD Officer ---Sample

Event Date: January 21, 2009

Prepared by: APD Operations Coordination Unit – Sgt. Miles #9114

Overview / Route

The visitation/funeral for Appleton Police Officer () will be held at St. Pius Church, 500 W. Marquette Street, in Appleton, on 01-21-09. The time line for the event will be as follows:

- 0700 – 0800: Squads begin to stage on Marquette Street between Erb and Division.
- 0800 – 1000: Visitation
- 1000 – 1100: Funeral service
- 1130 – 1230: Squad Procession from St. Pius to Riverside Cemetery
- 1230 – 1300: Ceremony at Riverside
- 1300 – 1500: Lunch and gathering at Grand Meridian on N. Oneida St.

All APD Squads leading the procession will be staged in the church lot in position to follow the Officer –'s family & lead vehicle.

Other squads involved in the procession will be directed to enter staging area west on Marquette from Division. 3 lines of squads will form on Marquette from Erb to Division (all squads facing west). All other traffic can access church lots from Erb or N. on Alvin and Harriman. Additional squad procession parking will form on Division between Lindbergh & Marquette (all squads facing south). Maps will be provided to incoming officers on where to park vehicles. (See map).

The route for the squad procession will be Marquette Street west to Richmond; South on Richmond to College; East on College to Meade; North on Meade to Pacific; East on Pacific to Riverside Cemetery.

APD squads will follow procession into the cemetery. Other squads in procession will be lined up in three rows facing north on Owaissa between Wisconsin Avenue & Pacific Street. One lane (far west side) of Owaissa Street will remain open for emergency vehicle access to residences. Cross streets of Jardin & Nawada will also remain clear for emergency access.

Estimated Attendance: 1500 and 500 vehicles

On-scene Contact Person: Lt. Dan Weiske 419-5104

Briefing

Briefing will take place at APD at 0600 hrs.

Communications

Event communications will be on Ch. 10

Anticipated Problems

Traffic congestion throughout the city. Media release will be sent out advising community of expected delays/congestion. In addition, businesses, schools and residents along the procession route will be encouraged to post a sign with a message and/or stand along the procession route to show support.

Assignments

Additional Deputies from Outagamie, Calumet, & Winnebago Counties & Officers from Grand Chute PD will be assigned to cover City of Appleton code 2, 3, & essential code 4 calls for service in their respective counties. All other non essential complaints will be directed to call back later that evening or the following day.

Unit(s) must be to their assigned locations by 1100 hrs.

WI State Patrol/ Outagamie County Sheriff's Dept to handle the following intersections:

Richmond/Marquette
Richmond/Glendale
Richmond/Wisconsin
Richmond/Atlantic
Richmond/Packard
Richmond/Franklin
Richmond/College

Sgt. Tim McGrath & Trooper Mike Galvan will supervise the Richmond portion of the procession.

APD CSOs, Explorers and any additional Out. Co. Deputies/Grand Chute Officers will handle the following intersections:

College/State
College/Walnut
College/Division
College/Superior
College/Appleton
College/Oneida
College/Morrison
College/Durkee
College/Drew
College/Lawe
College/Meade

Appleton Fire Department to handle the following intersections:

Meade/Pacific
Pacific/Rankin
Owaissa staging area (Closed off with barricades at Wisconsin/Owaissa).

OIC will need to start a follow-up screen for the detail, and clear it out at the end of the event.

DPW

See attached plan for barricade & cone placement.

cc: Special Events Distribution List