

Introduction

by LEDR Team Founder, Retired Chief Jerry Jansen

Few Chiefs or Sheriffs can think of any news in their profession that is worse than hearing that one of your officers or deputies has died. It is a tragedy that tears at every emotion, yet the affected agency head must still be able to move quickly to assist the officer's immediate family as well as the law enforcement family to which we all belong. Lack of timely action by the Chief or Sheriff, or worse, inaction; will have long lasting consequences for the police leader as well as the agency itself.

It is for these reasons that a group of law enforcement and affiliated professionals formed the Wisconsin Law Enforcement Death Response (LEDR) Team in 1999. Knowing that most agencies would be overwhelmed by a line-of-duty death, the Team was formed to assist agencies suffering any kind of police death, whether in the line of duty, suicide, or off-duty. Dealing with these deaths in the close knit police community goes far beyond extending sympathies and helping to arrange a funeral service.

The Wisconsin LEDR Team has put together this guide for at least two reasons. The first is to give Chiefs and Sheriffs a "How-to" guide that shows all of the details that need to be addressed when a police officer dies. The second, and maybe the most important, is to show the enormous responsibility that falls to the Chief or Sheriff after a tragic event. He or she must act within minutes to begin to stop the trauma to the survivors: the family, friends, and co-workers of the deceased officer.

Too often, Chiefs, Sheriffs, and other command staff personnel may feel that they "can handle it" when an officer dies. They may even have a policy covering "Line-of-Duty Deaths" to which they can refer. We, on the LEDR Team, ask that you consider accepting the assistance that will be offered when the news reaches us. Often, a more objective view is helpful to be sure that the family's wishes are paramount and that nearly every conceivable detail is covered. The Chief or Sheriff will have enough to do keeping the department functioning and serving the family personally. The LEDR Team can help from the beginning with proper notification, logistics, staffing, and critical incident debriefings, to the important particulars concerning benefits, officer memorials, and follow-up.

The LEDR Team's role is to assist law enforcement agencies by working in concert with agency staff to be sure that the family is served, making sure that their wishes for their loved one are carried out. In addition, the LEDR Team serves the officer's agency by coordinating peer counseling, debriefings, shift coverage, and other logistical details. We honestly hope this information will never have to be used by you or your agency. However, if the time should come where you will be called upon to make incredibly difficult decisions, please know that the volunteers on the LEDR Team stand ready to assist in any way possible. A LEDR Coordinator can be reached through any Wisconsin State Patrol Dispatch Center.

Deceased Officer Worksheet

Recommended by the Wisconsin LEDR (Law Enforcement Death Response) Team to
supplement the Department's Line-of Duty Death Manual

**To activate the LEDR Team, call your local Wisconsin State Patrol Regional
Post or any of the following Team Coordinators**

Kurt L.Mahnke, MA, MDiv

Cell: 920-205-4279
Psychotherapist, Trauma Specialist
Menasha
Office: 920-729-6780
Home: 920-730-8706

Mary VanHaute, Instructor

Office: 920-498-5498
Northeast Wisconsin Technical College
Green Bay
Home: 920-499-0048
Cell: 920-680-4710

Joseph V. Collins, Chief

Office: 920-793-5507
Two Rivers Police Department
Home: 920-553-4709
Cell: 920-973-7310

Brian Willison, Retired

Cell: 608-669-0019
Dane County Sheriff's Department
Madison
Home: 608-837-8289

Harold Weinke, Deputy and COPS Representative

Squad Cell: 608-963-0179
Sauk County Sheriff's Department
Baraboo
Home: 608-524-0443
Pager 608-376-2233
Personal Cell: 608-963-0764
OR
WI Concerns of Police Survivors
866-420-2500

Deceased Officer Worksheet

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Deceased Officer:

Full Name: _____

Department: _____

Department Address: _____

Date of Birth: _____

Date of Hire: _____

Date of Death: _____

Date of Incident (if different): _____

Significant Other/Spouse:

Name: _____

Address: _____

Phone: _____

Former Spouse/Parent of Children (if applicable):

Name: _____

Address: _____

Phone: _____

Children:

Name: _____

Date of Birth: _____

Address (if different): _____

Phone (if different): _____

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Name: _____

Date of Birth: _____

Address (if different): _____

Phone (if different): _____

Name: _____

Date of Birth: _____

Address (if different): _____

Phone (if different): _____

Name: _____

Date of Birth: _____

Address (if different): _____

Phone (if different): _____

Parents:

Name(s): _____

Address: _____

Phone: _____

In-Laws:

Name(s): _____

Date(s) of Birth: _____

Address: _____

Phone: _____

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Siblings:

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Department/Family Liaison:

Name: _____

Address: _____

Phone: _____

Other Department Contacts:

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

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Political Entity Head (Governor, Mayor, Manager, etc.):

Name: _____

Address: _____

Phone: _____

Representative:

Name: _____

Address: _____

Phone: _____

Department Head:

Name: _____

Address: _____

Phone: _____

Assistant:

Name: _____

Address: _____

Phone: _____

Other Contacts:

Name: _____

Address: _____

Phone: _____

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Deceased's Partners/Friends:

Lead Investigator:

Name: _____

Department: _____

Address: _____

Phone: _____

Suspect: _____

Miscellaneous Information:

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Pre-Funeral Conacts:

Program Contact Person: _____

Address: _____

Phone: _____

Media Liaison Contact Person: _____

Address: _____

Phone: _____

Florist Contact Person: _____

Address: _____

Phone: _____

Photo:

(Obtain 14 X 18 photo of officer and get approval of family before releasing)

Contact Person: _____

Phone: _____

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Visitation:

Visitation Location Name: _____

Address: _____

Contact Person: _____

Phone: _____

Date and Time: _____

O.I.C. Name: _____

Address: _____

Phone: _____

Family Contact Person: _____

Address: _____

Phone: _____

Honor Guard Contact Person: _____

Address: _____

Phone: _____

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Funeral:

Funeral Home Name: _____

Address: _____

Contact Person: _____

Phone: _____

Funeral Location Name: _____

Address: _____

Contact Person: _____

Phone: _____

Funeral Song: _____

Speakers: _____

Special Tributes: _____

Internment Name: _____

Address: _____

Contact Person: _____

Phone: _____

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Funeral (cont):

Minister/Priest:

Name: _____

Address: _____

Phone: _____

Pall Bearers:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Vocalist/Musician:

Vocalist: _____ Phone: _____

Vocalist: _____ Phone: _____

Musician: _____ Phone: _____

Musician: _____ Phone: _____

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Funeral (cont):

Ushers:

Contact Person: _____

Address: _____

Phone: _____

Transportation/Family:

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Water/Refreshments/Family Car(s):

Contact Person: _____

Address: _____

Phone: _____

Post Funeral Meal:

Location: _____

Address: _____

Contact Person: _____

Phone: _____

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Funeral (cont):

Staging Area:

Location: _____

Address: _____

Contact Person: _____

Phone: _____

Form with Directions/Guest Registration:

Developed By: _____

Phone: _____

Distributed By: _____

Refreshments/Staging Area:

Name: _____

Address: _____

Contact Person: _____

Phone: _____

Restrooms/Changing Area:

Contact Person: _____

Phone: _____

Parking/Pre-Funeral Route Check:

O.I.C. Name: _____

Phone: _____

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Funeral (cont):

Garrison Flag:

Name: _____

Phone: _____

Honor Guard/Shrouded Patrol Car:

Name: _____

Phone: _____

Motorcycle Escort:

Name: _____

Phone: _____

Notes:

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Cemetery:

Officer in Command:

In charge of all commands, firing party, final pass by, and dismissal. Deals with all officers at the cemetery. (*Contact director in funeral coach for final ride to resting place.*)

Name: _____

Phone: _____

Bagpipers:

Name: _____

Phone: _____

Rider-less Horse:

Name: _____

Phone: _____

Pa System:

Name: _____

Phone: _____

Color Guard:

Name: _____

Phone: _____

(Need 4 Officers, 5 if there is a department flag to be carried)

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Cemetery (cont):

Honor Guard:

Name: _____

Phone: _____

(Need 8 Officers to escort funeral coach to final resting place, flag folding)

Firing Party:

Name: _____

Phone: _____

(Need 1 Command Officer and 7 Officers to fire 3 rounds of volley)

Additional Information – Grave Site:

- Cemetery map for parking – OIC
- Vault type and lid placement
- Plot location
- Reinforcement around gravesite (secure to walk next to casket)
- Restroom location and/or unobtrusive port-a-potty
- Tent Placement
- Flower Placement
- Dirt removal

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Abbreviated Check List

Resources	Contact Person & Number	Date Confirmed
PIO		
Family Liaison		
Flag/Badge covers		
Printing for program, etc.		
Florist		
photo (program)		
Honor Guard Commander		
Internment Flag		
Parking for Visitation		
Water and other amenities for officers attending wake		
Route Commander		
Parking funeral		
cemetery		
Usher Commander		
Family Car		
Garrison Flag		
Motorcycles		
Honor Guard Car		
Bagpipes		
Rider-less Horse		
Color Guard		
Firing Party		
PA System		
Ambulance		
Wrecker		
Funeral meal		
Memorial Info		
10-42 - reader		
Road Coverage		
Security at Home of Family		
Still Photos		
Video		

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Retire Badge		
Staging area Rest rooms Changing area Refreshments		
Port-a-potty or restroom near cemetery		
Form to distribute at staging area		
Contact WI COPS		
Reporting requirements		
Processing PSOB forms		

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Officer Death by Suicide

The will to survive is strong, but when someone truly believes that there is no hope or they are in tremendous physical or emotional pain, that will to live can be overcome. It happens all too often. Suicide affects people of all walks of life, cultures, professions, and ages. According to many suicide prevention and education agencies, every 17 minutes in our nation, someone dies by suicide.

If your department has experienced the death of an officer by suicide, please consider the following:

1. Does your department have a policy regarding non line-of-duty deaths?

If so, avoid deviating from that policy. Deviating from the policy can be interpreted as passing judgment on the way the officer died. This can cause further hurt and trauma to the survivors as well as violate trust.

2. If you do not have a policy dealing with non line-of-duty death, here are suggestions for honoring the memory of an officer who died by suicide.

- Family first. The family may have strong feelings about the department's involvement with the funeral even more so than a line-of-duty death. However, do not assume anything. Contact the family in a diplomatic way via a liaison officer or friend of the family to determine their wishes.
- Focus on honoring the way the officer lived rather than dishonoring the officer by the way he/she died. With the family's permission, you may announce the death or invite other law enforcement agencies to the funeral using the following suggested model.
Our agency is saddened to announce the death of Officer/Deputy/Agent _____. This was not a line-of-duty death; however, we will be recognizing his/her years of service with our department. (follow with details of the activities or events)
- Suicide can sometimes be precipitated by conduct unbecoming of an officer. Be prepared to defend the stance of the department regarding the funeral and memorials.
- If your department has experienced the tragedy of line-of-duty death, carefully review how that officer was honored and memorialized. Will the same type of tributes be considered for the officer who died by suicide? Again, be prepared to defend the department's actions as they will be compared to the line-of-duty death.
- Consider what, if any, support services you will provide the family following the death. Families may need assistance with benefits administration, may have unanswered questions, and may appreciate being remembered on anniversary dates. You may also want to provide them information on a local Survivors of Suicide group or the national organization, SOLES (Survivors of Law Enforcement Suicide, 239-541-1151 or e-mail at AskT8@aol.com).

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Critical Incident Stress Management

Officer in charge:

Name:

Number:

CISM Contact person(s) in local area:

Name:

Number:

1. _____

2. _____

Strategic Planning:

The following are subjects to think about when planning your CISM activities/:

Threat: What are the contributing main areas of concern beyond the Death of an officer?

Possible examples:

1. Was there inadequate equipment?
2. Were there communication problems?
3. There were many departments/agencies involved?
4. Were there problems with inter-agency cooperation?
5. Any logistic problems that we don't know about (Was it a "cluster?" etc.)
6. Are the spouses of officers upset?
7. _____
8. _____

Themes: What areas of concerns contributed to the difficulty of the situation?

Possible examples:

1. Very high media coverage
2. Trauma dealing with the families and their grief.
3. Dealing with the community's reactions (positive and negative).
4. _____
5. _____
6. _____

Target: Who are the people who will be offered Critical Incident Debriefings or other services?

Possible examples:

1. Surviving agency that lost the officer is assumed to be offered services.
2. Other departments that were directly used during the incident. (SWAT teams on scene, negotiators, inner perimeter, rescue/recovery teams, etc.)
3. Other departments that were indirectly used during the incident (Traffic Control, Outer perimeter, taking normal calls in the area that was affected, etc.)

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4. Spouses/family members of surviving agency officers.

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____

Type: What type of intervention(s) could be/should be used for each "Target?"

Possible examples: See planning check list

- 1.) On scene support (trained peers doing one-on-ones)
- 2.) Defusings or Crisis Management briefings (done with people who were directly used, possibly before they return home from their shift)
- 3.) Critical Incident Stress Debriefings (Group interventions lead by a Mental Health Professional with appropriate trained peers, done within 24 to 48 hours after the incident.)
 - A.) Often appropriate to have a separate Critical Incident Stress Debriefing for each homogeneous group: such as:
 - a.) Officers involved
 - b.) All departments other than one where the slain officer worked (surviving agency)
 - c.) Officers of the surviving agency who work the same shift as the slain officer but were not working at the time of the death.
 - d.) All patrol officers of the surviving agency
 - e.) Dispatchers of the surviving agency who worked at the time of the death
 - f.) All dispatchers of the surviving agency
 - g.) Clerical staff of the surviving agency
 - h.) Spouses of surviving agency officers
 - i.) If applicable, Correction officers that might have worked with the slain officer in the past.
 - B.) An all inclusive Critical Incident Stress Debriefing **after the funeral**

.Timing: When should these interventions occur?

Suggestions where given when discussing the **Type** of intervention

Team: Who are you going to use?

Contact Person with State wide information:

Name: _____ Telephone Number: _____

1. _____

2. Kurt L. Mahnke 920-729-6780 (Office)
(LEDR team contact) 920-205-4279 (cell)
920-730-8706 (Home)

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Target	Type	Timing	Person responsible	Person responsible Telephone number	CISM Leader	CISM Leader's Telephone number
On scene support	One-on-ones	During the incident				
People directly affected	Crisis Management briefings	Before people go home				
People of surviving agency who were present	Defusing	Within first 12 hours				
Dispatchers working at the time of death	Defusing	Within first 12 hours				
Officers involved	Critical Incident Stress Debriefing	24 to 48 hours				
All surviving agency Patrol officers	Critical Incident Stress Debriefing	24 to 48 hours				
All dispatchers	Critical Incident Stress Debriefing	24 to 48 hours				
All Clerical staff	Critical Incident Stress Debriefing	24 to 48 hours				
Spouses of surviving agency officers	Critical Incident Stress Debriefing	24 to 48 hours				
Correction officers of surviving agency who worked with fallen officer	Critical Incident Stress Debriefing	24 to 48 hours				