


PBB FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "SERIOUS INJURY OR DEATH OF A POLICE OFFICER"		ORDER NUMBER: 27-1	
		PLEAC STANDARD:		PAGE 1 OF 3	
ISSUE DATE: 8/7/2017	EFFECTIVE DATE: 5/01/00	ANNUAL REVIEW DATE: MAY	RESCINDS: NONE	AMENDS: NONE	

1.0 POLICY OR PURPOSE

- 1.1 To provide guidelines for notification of next of kin, members of the Bureau of Police, and the public in cases involving the serious injury (line of duty) or death (line of duty or not line of duty) of a police officer.
- 1.2 To provide guidelines to officers on actively preparing for a serious injury or death so that their family can be adequately supported in their time of need.
- 1.3 To provide guidelines on Bureau support to families in the event of the death of an officer.

2.0 DEFINITIONS:

- 2.1 *Next of Kin* – The officer’s closest living relative – spouse, children, parents, siblings as designated by the officer.
- 2.2 *Significant Other* – Person(s) close to the officer or the officer’s family as designated in the officer’s Personal Information Register, *People to Notify in an Emergency* section.
- 2.3 *Immediate Unit of Assignment* – The officers and civilians assigned to the unit and shift of the injured or deceased officer.
- 2.4 *Extended Unit of Assignment* – The officers and civilians assigned to the unit and **all** shifts of the injured or deceased officer.
- 2.5 *Survivor Assistance Working Group* – Group that coordinates the Bureau’s response and support activities in the event of an officer being killed in the line of duty or seriously injured. Working Group consists of Deputy Chief, FOP President, Assistant Chief of Operations, Chief of Staff, SDD Commander, PMAP Liason, Public Information Officer, Bureau Chaplain, Psychologist, and the PMAP Team
- 2.6 *Notification Form*- A form that provides information to Pittsburgh Bureau of Police regarding officers contacts if involved in a serious injury or line of duty death.
- 2.7 *Crisis Management Briefing*- A Crisis Management Briefing used to facilitate social support, mitigate the spread of dysfunctional rumors, and provide information. The information provided is to the specific groups that are affected by the event. The briefings should be prepared by Command staff level or above and uniform. CMB’s should occur at each shift and several days after the event.

3.0 NOTIFICATION PROCEDURES - GENERAL

- 3.1 Notification of next of kin, significant others, Bureau members, and the public is a difficult and sensitive task. It must be handled in a timely manner that addresses the concerns of everyone involved while respecting the rights and needs of the immediate family. All possible measures will be taken to ensure that the immediate next of kin living in the area and the officer’s immediate unit of assignment is notified prior to release of information to the media.
- 3.2 Immediately upon serious injury or death of a police officer, the senior supervisor on site will personally notify the Chief of Police by the most expeditious manner. All relevant data concerning the incident will be relayed to the Chief at this time.
- 3.3 Notification of next of kin should always be done in teams of two. One person should be designated as the person providing the notification and the other to provide support to the family. If possible, a person that is

familiar with should be part of the notification team. Refer to the notification form located in the Police Officers Toolkit.

3.4



4.0 NOTIFICATION PROCEDURES –

4.1 If an officer is injured, he/she should make first contact with their family to explain the circumstances of the injury before rumors, scanner messages, or other phone calls reach the family. In the event that the injury keeps the officer from notifying their family, the officer’s senior supervisor on duty, after notifying their Commander, will designate a team of officers and at least one (1) PMAP member to notify the family. Prior to notifying the family, the team should be briefed on this policy and given as many details as practical on the injury of the officer.

5.0 NOTIFICATION PROCEDURES –

5.1 In the event of a police officer’s line of duty death, the Chief of Police will notify the Mayor, the Director of Public Safety, and the FOP President providing them with as many details on the incident and briefing them on which details are operationally sensitive. The Chief will then call the Deputy Chief who will activate members of the Survivor Assistance Working Group.

5.2 No later than the end of the officer’s shift, the Commander will provide a Crisis Management Briefing to the officer’s immediate unit of assignment on the circumstances of the officer’s death without compromising issues that may be operationally sensitive

5.3 As soon as practical, the Chief of Police will notify the entire Bureau of the circumstances of the officer’s death in writing or via electronic notification.

5.4 As soon as practical, the Chief of Police and the Public Information Officer will draft a media strategy on releasing details of the incident to the media.

6.0 BUREAU SUPPORT TO FAMILIES

6.1 The Bureau will provide caring assistance through the use of PMAP to the immediate survivors of officers whose death is determined to be in the line of duty. To assist in this process, the Bureau will utilize resources and guidelines from the COPS Program, International Critical incident Stress Foundation and the Public safety Officers benefit program through the Bureau of Justice.

7.0 WORKING GROUP RESPONSIBILITIES

7.1 Deputy Chief –

- Leads working group.
- Oversees day to day support to family and to Bureau members requiring assistance.
- Keeps Chief of Police updated on situation and informed of any potential problems.

7.2 Chief of Staff -

- Coordinate, as required, for police honor guard for funeral.
- Serve as central point of information at the Bureau for the Chief and the Deputy Chief.
- Coordinate spouse support for families (meals, visits, etc...).
- Designate a member to collect Police Bureau property.

7.3 Assistant Chief of Operations -

- Coordinate “out of zone” coverage to allow maximum participation of officer’s immediate unit of assignment in the funeral.
- Authorize internal coordination between zones to allow officers to conduct “viewing” at funeral home. Officers going to “viewing” must notify EOC that they are out of service.

- 7.4 SDD Commander -
- Provide traffic control during funeral.
 - Provide mounted, motorcycle, and other specialty officers for funeral, as required.
 - Along with the Public Information Officer, coordinate for participation of other law enforcement agencies in the funeral.
- 7.5 Public Information Officer –
- Media coordination/press release.
 - Prepare release to be sent to other law enforcement agencies via the EOC.
 - Work with the family and the Survivors Assistance Officer, as required.
 - Serve as media sole point of contact during the first 48 hours following the incident.
- 7.6 Survivors Assistance Officer –
- PMAP will assist families with survivor benefits.
 - Serve as central point of information between the Bureau and the family.
 - Assist the family in funeral preparations and filing for benefits.
 - Coordinate with family clergy, Bureau Chaplain, as needed.
- 7.7 FOP President –
- Assist in notification of immediate family.
 - Provide FOP representative to help the PMAP liaison in assisting the family.
- 7.8 Pittsburgh Members Assistance Program
- Provide advice and guidance on support services available to police officers and family members.

8.0 CONTINUED SUPPORT TO FAMILIES

8.1 The Pittsburgh Bureau of Police and PMAP will be a source of continuous support to the officer’s family. These officers will be readily available to the family and will continue to contact them in the period following the death.

Approved By:



Scott Schubert
Chief of Police