THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

CALEA 22.2.4

A. Purpose

The purpose of this order is to offer impartial assistance to all members of the Department's Police Family. It must be understood that services provided to the Police Family are dependent upon a number of factors. These include such things as the availability of the Department's resources and the Department's primary role of providing public safety to our community. The Director of Public Safety may approve deviations from this order depending upon those factors.

This order recognizes that the spirit of the Department of Public Safety is one of helping people and providing assistance at every opportunity. This includes our assistance to the Department's Police Family, especially during the time when an active or retired member of the Department suffers a serious injury/illness or death.

B. Policy

It shall be the responsibility of the Department of Public Safety to provide liaison assistance to the immediate family of an officer or employee who dies in the line-of-duty or who is hospitalized for an indefinite period of time or requires repeated, intermittent hospitalization because of a line-of-duty injury or systemic illness. This assistance shall include, but not be limited to, the clarification and comprehensive study of survivor benefits and emotional support during this traumatic period for the surviving family.

C. Definitions
Active Peace Officer and Non-Sworn Injury, Illness, or Death in the Line-of-Duty: A departmental peace officer who is actively employed or in an authorized volunteer service who suffers a serious or fatal injury or illness which is the direct and proximate result of taking any lawful and reasonable enforcement action or emergency response that the officer is authorized or obligated to perform by law, rule, regulation, or condition of employment, appointment or service, whether on or off duty. It also includes indirect results which are attributed to line-of-duty incidents and direct results of felonious assaults perpetrated against the officer because of his or her status as a South Carolina peace officer.

Employee Accidental Injury, Illness, or Accidental Death in the Line-of-Duty: A member of the Department who is actively employed or in an authorized volunteer service who, while on-duty, suffers a serious or fatal injury or illness which is the direct and proximate result of an accident or criminal act committed against the employee.

Active Member Injury, Illness, or Death Not in the Line-of-Duty: A member of the Department who is actively employed or is in an authorized volunteer service who:

1. Suffers a serious or fatal injury, illness or accidental or natural death while off-duty and which is non-police related; or

2. Suffers a serious or fatal illness or natural death while on duty. This is intended to include those illnesses and deaths that were not the direct and proximate result of an accident or criminal act committed against the employee such as deaths caused by chronic, progressive, or congenital disease (e.g., heart or pulmonary disease).

Retired Member Death:

1. The death of a retired member who is in good standing and fully separated through retirement from the Department.

2. A retiree is defined as:

   a. Any sworn or non-sworn member who resigns, having completed at least 20 years of service, regardless of age; or

   b. Any sworn or non-sworn member who resigns and who is eligible to begin receiving pension benefits; or

   c. Any former sworn or non-sworn member who is receiving a State disability pension.

Death of Another Law Enforcement Agency Member: A member of an agency which
is involved in crime and juvenile delinquency control or reduction or enforcement of criminal laws who dies while taking any action that the member is authorized or obligated to perform by law, rule, regulation, or condition of employment or service whether on or off duty.

**The Police Family Members** will be considered to be:

1. Spouse
2. Sons and daughters and guardian if the child is under 18 years of age
3. Spouses of the sons and daughters
4. Father, mother, stepfather, and stepmother
5. Brothers and sisters, if under 18 years of age

**Full Departmental Honors:**

1. Full Departmental Honors are the rendering of honors at the funeral of a member of the Department who died in the line-of-duty

2. The following Full Departmental Honors will be rendered, upon approval of the family.
   
   a. Flags at The Medical University may be flown at half mast for the period of time from the death of a member until immediately following the committal service.
   
   b. All members of the Department with badges will cover their badge, with a black elastic banding. During the following situations:

   1) The death of any departmental member killed in the line-of-duty. The Banding or tape will be worn from the time the member is reported deceased until immediately following the committal service.

   2) When attending the funeral/memorial/committal services of any Departmental member not killed in the line-of-duty or retired members of the Department.

   3) When attending the funeral/memorial/committal services of a member of another law enforcement agency, whose death was in
the line-of-duty, or while on official business at the other law enforcement agency, from the time of death until immediately following the committal service.

4) Police officer memorial day

5) As authorized by the Director of Public Safety.

c. An Honor Guard of two uniformed officers may be assigned to the deceased member for the period of time from the death of the member, until burial.

d. A Departmental uniform will be provided for burial of the deceased if the deceased was eligible to wear a uniform, and will consist of the following:

1) Long sleeve uniform shirt with appropriate identification loops and sleeve patches.

2) Uniform trousers.

3) Waist belt.

4) Sam Brownbelt, keepers, empty handcuff case, and empty holster.

5) Uniform black tie.

6) DPS collar insignia; or insignia of rank for Lieutenants and above.

7) Temporary badge, which will be returned to the Department.

e. A United States or South Carolina burial flag will be provided to drape the casket.

f. Colors may be presented by the Ceremonial Unit Color Guard at the committal service.

g. A riderless horse may be stationed in a place of prominence, if available.

h. Flag folding ceremonies will be conducted by the Ceremonial Unit.

i. The flag will be presented to the family by the Director of Public Safety or his designate.
j. A 21-gun salute may be performed by the Ceremonial Unit Firing Party, if available.

k. "Taps" may be played at the committal service.

l. A bagpiper may play at the committal service, if available.

m. A police motorcycle escort may be provided for the funeral service, if available.

**Departmental Honors**

1. Departmental Honors are the rendering of honors at the funeral of a member of the Department where the cause of death was not in the course or scope of the member’s employment.

2. Departmental Honors are the rendering of honors at the funeral of a retired member of the Department.

3. The following Departmental Honors will be rendered, upon request of the family:

   a. Active Member.

      1) All members of the Department will cover their badges or identification cards, per section 2c (Full Departmental Honors) above, while attending funeral services and until immediately following the committal service.

      2) A Departmental uniform may be provided for burial of the deceased, if the deceased was eligible, to wear a uniform, and will consist of the following:

         a) Long sleeve uniform shirt with appropriate identification and sleeve patches.

         b) Uniform trousers.

         c) Waist belt.

         d) Sam Brown belt, keepers, empty handcuff case, and empty holster.

         e) Uniform black tie.
f) DPS collar insignia; or insignia of rank for Lieutenants and above.

g) Temporary badge, which will be returned to the Department.

3) A United States or South Carolina burial flag will be provided to drape the casket.

4) A flag folding ceremony will be conducted.

5) The flag will be presented to the family.

6) "Taps" may be played at the committal service.

7) A police motorcycle escort may be provided for the funeral services if within a reasonable driving distance, if available.

b. Retired Member

1) All members of the Department attending funeral services for deceased retired members, will cover their badges or identification cards, per 2c (Full Departmental Honors), during the funeral services and until immediately following the committal service.

2) A Departmental uniform may be provided for burial of the deceased. If the deceased was eligible to wear a uniform, and will consist of the following:

   a) Long sleeve uniform shirt with appropriate identification and sleeve patches.

   b) Uniform trousers.

   c) Waist belt.

   d) Sam Brown belt, keepers, empty handcuff case, and empty holster.

   e) Uniform black tie.

   f) DPS collar insignia; or insignia of rank for Lieutenants and above.
g) Temporary badge, which will be returned to the Department.

D. Procedures

1. Death Notification

   a. The following procedures should be adhered to in cases of line-of-duty deaths and in cases of critically injured officers with poor prognosis of survival. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the department. Officers providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes and desires, but should not make promises to family members that they are not sure can be met.

   1) The name of the deceased officer shall not be released to the media or other parties before immediate survivors living in the area notified.

   2) The Director or Patrol Commander will designate an officer to accompany the University or Police Chaplain to inform the immediate family of the officer’s condition or death. If not immediately available, the senior ranking officer will make the appointment.

   3) Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications.

   4) Notification of survivors in the immediate area shall be made in person, and whenever appropriate, with another person such as the University or Police Chaplain. Whenever the health of immediate survivors is a concern, emergency medical services personnel shall be requested to stand by.

   5) If the opportunity to get the family to the hospital exists prior to the officer's death, notification officers shall inform the hospital liaison officer that the family is on its way. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the departmental delegation to arrive. If the officer has died, notification should be made to the survivors in as forth-right and empathetic a manner as possible.
6) Communication of information concerning the officer and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain the officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.

7) The notification officer shall be responsible for identification of additional survivors outside the area and shall make any notifications, desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.

8) The notification officer shall submit a written report to the Director or Patrol Commander specifying the identity, time and place of survivors notified.

2. Assisting Survivors at the Hospital

Whenever possible, the Director or Patrol Commander shall join the family at the hospital in order to emphasize the agency's support. The next highest ranking officer to arrive at the hospital shall serve as or designate a hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media and others and assume the following responsibilities:

a. Arrange for waiting facilities for immediate survivors and a press staging area. The desire of the surviving family members should be followed with regard to their accessibility to other officers and friends.

b. Ensure that medical personnel provide pertinent medical information on the officer's condition to the family before any other parties.

c. Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.

d. Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the appropriate departmental authority and that they are not forwarded to the officer's family or other survivors. Arrange transportation for the family and other survivors upon their departure from the hospital.

e. Ensure that immediate family members are provided with appropriate
assistance at the hospital.

3. **Appointment of Department Coordination Personnel**

The designated departmental officer(s) shall begin serving in the following capacities: department liaison and benefits coordinator. These assignments will be made in writing to departmental personnel and the surviving family members will be informed of those designated. In addition, the Director or his designee will make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel;

a. Ensure that the Employee Assistance Program is implemented to assist surviving family members and emphasize the family's right to psychological services; and

b. Ensure that other officers are provided the opportunity to participate in critical incident stress debriefings.

4. **Appointment of Department Liaison Officer**

a. The department liaison officer will serve as a facilitator between the family and the law enforcement agency. This individual will normally be a command staff officer in order to expedite the tasks of employing departmental resources and the delegation of assignments. This officer will ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:

1) Providing oversight of travel and lodging arrangements for out-of-town family members.

2) Identifying alternative churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family, who will make the final determination.

3) Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control and liaison with visiting law enforcement agencies.

4) Assisting family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.

5) Providing liaison with the media to include coordination of any
statements and press conferences. The departmental liaison shall also ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.

6) Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.

7) The liaison officer acts as facilitator between the decedent officer's family and the department during the wake and funeral. The liaison officer is responsible for:

   a) Meeting with family members and explaining his responsibilities to them,
   
   b) Being available to the family prior to and throughout the wake and funeral;
   
   c) Ensuring that the needs and wishes of the family come before those of the department;
   
   d) Assisting the family in working with the funeral director regarding funeral arrangements;
   
   e) Relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation;
   
   f) Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the department liaison; and
   
   g) Briefing the family members on the procedures involved in the law enforcement funeral.

8) The liaison officer serves in a long-term liaison and support capacity for the surviving family. These duties include:

   a) Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member;
b) Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required;

c) Identifying all support services available to family members and working on their behalf to secure any services necessary;

d) Maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the immediate family, and

e) Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary.

5. **Benefits Coordinator**

The benefits coordinator is responsible for:

a. Filing workers’ compensation claims and needed paperwork,

b. Presenting information on all benefits available to the family;

c. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions appropriate;

d. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and name of a contact person or facilitator at each benefit or payment office;

e. Filing all benefits paperwork and maintain contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them; and

f. Advising the surviving family of the role police associations and organizations and nature of support programs that they sponsor for law enforcement survivors.
E. Rendering Honors to the Flag and to the National Anthem

1. The United States flag is symbolic of the United States and the ideals for which it stands. The national anthem is a declaration of reverence and loyalty to the United States with the flag as an emblem. The manner of rendering honors to the flag or national anthem during ceremonial functions varies depending on the type of clothing worn and whether the member is indoors or outdoors.

2. Indoors:

Salutes are not rendered indoors to the flag or national anthem, regardless of the type of clothing worn.

   a. Members in uniform will come to the standing position of attention and place the right hand over the heart. They will face the flag if it is visible, otherwise the music is faced. The hat will not be worn indoors unless the member is assigned to the honor guard detail. During the national anthem, the hat may be set down, or if held, will be tucked under the left arm while the right hand covers the heart.

   b. Members in civilian clothing will come to the standing position of attention and place the right hand over the heart. Males with hats will have already removed the hat upon entering the facility. During the national anthem the hat may be set down, or if held, will be placed near the left shoulder while the right hand covers the heart. Females in civilian attire are not required to remove their hats.

3. Outdoors:

   a. Members in uniform will come to the standing position of attention and render the military hand salute to the flag. If the flag is not visible, the music is faced and saluted. Hats, if available, will be worn outdoors while rendering the salute.

   b. Members in civilian clothing will come to the standing position of attention and will place the right hand over the heart. During the national anthem, males wearing hats will remove the hat. The hat may be set down, or if held, will be placed near the left shoulder while the right hand covers the heart. Females in civilian attire are not required to remove their hats.

   c. Sworn employees assigned to dignitary protective service details are exempted from the provisions of this order.
d. At events where it is known that the national anthem will be played, supervisors will review this order at roll call briefing to remind employees of ceremonial protocol.

F. Survivor Benefits

Determination of benefits will rest with the issuing organization or agency.

1. Federal Benefits

a. U. S. Department of Justice.

1) To apply for benefits, contact:

U. S. Department of Justice
Bureau of Justice Assistance
Public Safety Officer's Benefits Program
810 Seventh Street NW.
Washington, D.C. 20531
202-307-0635
1-888-744-6513
1-800-421-6770
Fax 202-307-0314

b. U. S. Department of Labor

1) To apply for benefits, contact:

U. S. Department of Labor
Office of Workers Compensation Programs
Chief, Branch of Special Claims
Washington, D.C. 20213
202-523-6490/202565-9424

c. Social Security Administration.

1) To apply for benefits, contact:

Your local Social Security Administration Office, or
1-800-234-5772

d. Veterans Administration.
1) To apply for benefits, contact:

Veterans Administration
Veterans Affairs Officer:
Charleston County  974-6360
Berkeley County     719-4023
Dorchester County  563-0116

2. State Benefit (CALEA 22.2.4)

a. South Carolina Police Officers Retirement System (PORS)/South Carolina Retirement System (SCRS)

Below are the survivor benefits your designated beneficiaries may be entitled to receive if you die as an active member.

1) If you are under age 55 and have less than one year of service credit:

a) Accidental Death Program if job-related;

b) Group Life Insurance if job-related; and

c) Refund of employee contributions plus interest or $1,000 (whichever is greater).

2) If you are under age 55 and have 1-14 years of service credit:

a) Accidental Death Program if job-related;

b) Group Life Insurance; and

c) Refund of employee contributions plus interest or $1,000 (whichever is greater).

3) If you have 15 or more years of service credit:

a) Accidental Death Program if job-related;

b) Beneficiary's choice of monthly benefit or refund of employee contributions plus interest or $1,000 (whichever is greater); and
c) Group Life Insurance.

4) If you are age 55 or older:
   
a) Accidental Death Program if job-related;

   b) Beneficiary's choice of monthly benefit or refund of employee contributions plus interest or $1,000 (whichever is greater); and

   c) Group Life Insurance (at least one year of service).

5) To apply for benefits contact:

   MUSC Department of Human Resources, Death Benefits counselor, 792-4674.

3. Medical University of South Carolina
   
a. To apply for benefits contact:

   MUSC Department of Human Resources, Death Benefits Counselor, 792-4674.

   
a. To apply for benefits contact:

   Contact the appropriate victim advocate for assistance in filing the application. (E.g.: Solicitor’s advocate or Law Enforcement advocate). Statewide Toll-Free Information 1-800-220-5370.

5. Concerns of Police Survivors (COPS)
   
a. Contact information: Contact the National COPS at telephone number 573.346.4911 to ascertain the contact person and telephone number for the South Carolina Chapter or the regional representative. COPS can also be reached at FAX number 573.346.1414 or e-mail at: cops@nationalcops.org. The web site is: http://www.nationalcops.org.

6. National Law Enforcement Officers Memorial
   
a. Contact information: Contact the Memorial at telephone number
202.737.3400. Additional information, individual name searches and name submission can be made at the web site: http://www.nleomf.com.