

IDAHO STATE POLICE PROCEDURE

05.03 ON DUTY INJURY OR DEATH

I. GENERAL

- A. This procedure must be followed regardless of whether the employee seeks medical treatment. The Idaho State Police (ISP) provides support to the family of any employee who is seriously injured or dies on duty, regardless of whether it is a result of criminal conduct or accident.

II. DEFINITIONS

- A. “Family” generally means the immediate family members of the seriously injured or deceased employee including parents, siblings, spouse, children, fiancée, and/or significant other.
- B. “Line of duty injury or death” means any injury or death that results from performing a law enforcement action, either on or off-duty, that the employee is authorized or obligated to perform by law, rule, regulation or condition of employment.

III. EMERGENCY CONTACT INFORMATION

- A. Emergency contact information is both important and necessary and should be updated after significant life changes.
- B. Each employee completes a current EHF 05 03-01 Emergency Contact Information form via the [Forms Database](#) and updates it annually. The form is maintained in the secure Forms Database and is accessible to their supervisor, Captain/Manager, Human Resources, and the appropriate Regional Communications Center for use in the event of an emergency occurring outside of office business hours.
- C. While employees cannot be compelled to complete the entire form, they must acknowledge receipt of it by either:
 - 1. completing only those portions they deem relevant, electronically signing and dating the form; or
 - 2. checking “I am refusing to provide this information” in the instructions section, electronically signing and dating the “Attestation/Signature” section; and
 - 3. routing the form to their supervisor.
- D. Employees may complete the form while on duty.

IV. INITIAL REPORTING

- A. When a line of-duty injury or accident occurs, the employee reports the injury or accident immediately to his or her immediate supervisor.

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- B. If able, the employee should complete the [Idaho State Police Mishap Report](#) within five (5) business days according to the routing instructions on the form.
- C. The supervisor completes the [Idaho State Police Mishap Report](#) to the best of his or her ability and submits it within five (5) business days according to the routing instructions on the form, if the employee is unable to do so.
- D. The next level supervisor ensures forms are completed and properly submitted;
- E. The supervisor will work with HR to ensure that all Workers Compensation forms are completed in accordance with State of Idaho guidelines whenever:
 - 1. a work-related accident/injury results in medical treatment by a physician;
 - 2. a worker misses more than one day of work as the result of a work-related injury; or
 - 3. an injured worker requests to file a claim under Workers Compensation, regardless of the circumstances.
- F. When the injury is serious, the supervisor notifies the Director through the chain of command;
- G. When the injury results in an employee death:
 - 1. the supervisor notifies the Director through the chain of command; and
 - 2. supervisors and managers notify all employees within their district or program.

V. PEACE OFFICER'S SECOND PARTY INJURIES

- A. Whenever any peace officer is physically disabled by a serious line of-duty injury and the Director or designee determines a second party induced the injury, the officer is entitled to administrative leave for up to one (1) year while so disabled without loss of salary or benefits per [Idaho Code 67-5340](#).
- B. If the officer is disabled for more than one year, regular disability insurance provisions apply to any excess in accordance with [Idaho Code 72-1104](#).

VI. SERIOUS INJURY OR DEATH DUE TO LINE OF DUTY INCIDENT OR ACCIDENT

- A. Assigned ISP employees provide direct support to the injured employee or, in the case of a death, the family until support is no longer needed or requested or until support is terminated by the Deputy Director;
- B. The District Captain or designee:
 - 1. notifies the family;
 - 2. appoints a Family Liaison Trooper;
 - 3. appoints a Hospital Liaison Trooper;
 - 4. notifies the Public Affairs Office;

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5. provides direct support to the immediate family until the family no longer needs or requests support, or support is terminated by the Deputy Director;
6. coordinates with any organized “family support group” recognized by ISP to ensure immediate family needs are met like babysitting, clean clothing, or food; and
7. takes actions to keep the family safe and secure, if necessary.

VII. ON-SCENE ACTIVITIES IN THE EVENT OF A SERIOUS INJURY OR DEATH

- A. The Regional Communications Officer immediately notifies the District Captain/designee of the injury or death.
- B. The District Captain/designee:
 1. assigns a trooper to accompany the injured or deceased employee;
 2. notifies the Director and the Human Resource Officer of the injury or death through the chain of command;
 3. assigns personnel to make the appropriate notifications;
 4. notify the Public Affairs Office;
 5. appoints a Family Liaison Trooper;
 6. appoints a Hospital Liaison Trooper; and
 7. responds to the home or the hospital.
- C. The on-duty supervisor ensures the location of the injury or death is secured as a “crime scene,” if applicable, and held for the appropriate authorities.

VIII. FAMILY NOTIFICATION FOR LINE OF DUTY DEATH OR SERIOUS INJURY.

- A. Notify family living in the area before the name of the injured or deceased employee is released by the media;
- B. If a family member is known to have a medical problem, medical personnel should be dispatched to the residence to coincide with a death notification;
- C. Make the notification to the individual(s) indicated on the employee’s Emergency Contact Information form who are living in the area in person and take one of the following people with you:
 1. ISP Chaplain if indicated on the Emergency Contact Information form;
 2. appropriate District Captain/designee;
 3. another employee’s family member who has been through similar circumstances; or
 4. another available person to allow a timely notification if there is an opportunity to get the family to the hospital before the demise of the employee;
- D. At the family’s home:
 1. be aware that, as soon as the family sees you, they know something is wrong.
 2. ask to be admitted to the house.
 3. inform them slowly and clearly of the information you have on the incident:

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- a. use the employee's name;
 - b. use "died" or "dead" rather than "gone away," "expired," or "passed away," if the employee is deceased to avoid giving the family a false sense of hope;
 - c. relay as much specific information about the incident to the family as possible;
 - d. be prepared for family reactions which may include hysteria, anger, fainting, physical violence, shock, or other reactions;
- E. If the family wants to go to the hospital:
1. make every effort to transport the family by department vehicle; and
 2. if there are young children at home, ISP arranges immediate childcare needs – a co-worker's spouse or spouse support group can do this;
- F. If the employee's family lives outside the area:
1. request personal notification from the law enforcement agency in that area; and
 2. request the law enforcement agency provide the family with contact information for the ISP Captain or designee.

IX. HOSPITAL LIAISON TROOPER(S):

- A. Assigned employees provide support and assistance to the family at the hospital as the family desires. The trooper(s):
1. once notified, is immediately en route to the hospital to coordinate with a hospital representative;
 2. works with the hospital representative to obtain appropriate rooms or areas to accommodate the numerous people that will arrive at the hospital;
 3. coordinates with the appropriate hospital representative to ensure that order is maintained due to the increase in activity in and around the hospital. This may include assistance with traffic control and security in certain hospital areas;
 4. coordinate with hospital Communications department and ISP Public Affairs Office to establish a media staging area;
 5. facilitates communications and updates between the hospital representative(s), Department Command Staff, Public Affairs Office, and the troopers' family;
- B. The Hospital Liaison Trooper(s) or designee, in accordance with the family's wishes:
1. prepares the family for what they might see in the emergency room;
 2. if requested, accompanies the family into the room for the visit;
 3. remains present the entire time the family is at the hospital;
 4. arranges for transportation of the family back to their residence(s); and
 5. arranges whatever other assistance the family may need during this time.

X. FAMILY LIAISON TROOPER (FLT)

- A. An FLT is appointed for any line of duty serious injury or death, or at the discretion of the Deputy Director.

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- B. Appointment as the FLT is a critical assignment with the role of facilitator between the family and ISP but is not in a decision-making position.
- C. Although the FLT should know the injured or deceased employee and be aware of the family relationships, the FLT should not be so emotionally involved with the situation as to become ineffective.
- D. In addition to being a facilitator, the FLT should:
 - 1. meet with the family to discuss what liaison responsibilities are needed at this time;
 - 2. ensure that the needs of the family are honored;
 - 3. be constantly available to the family throughout this traumatic time;
 - 4. maintain an immediate line of communication with the district headquarters and the family; and
 - 5. remain in close communication with the Public Affairs Office to advise of media needs, planning, and family concerns.
- E. In the event of death, the FLT:
 - 1. meets with the family regarding funeral arrangements, making the family aware of any assistance ISP can provide as part of a 'line of duty' death;
 - 2. informs the Director of the family's wishes regarding the funeral proceeding;
 - 3. makes the family aware of facility alternatives available to accommodate attendance at the funeral – this is the family's choice to make;
 - 4. provides as much assistance as possible including such activities as overseeing arrangements for travel and lodging of out-of-town family members;
 - 5. ascertains what fraternal/association organization involvement is needed and any financial assistance they are willing to provide toward travel costs, feeding the funeral attendees following the burial, or other costs;
 - 6. informs the surviving family of available support as follows and encourage the family to use these resources:
 - a. Employee Assistance Program (EAP)
 - b. Other support groups – Concerns of Police Survivors, Survivors of Homicide Victims, Compassionate Friends, Parents of Murdered Children, or other appropriate referral;
 - c. Having a trooper available (if requested) to remain at the family home for security.
 - d. Having a trooper available (if requested) to remain at the family home during the viewing and/or funeral.
 - e. ensures that the surviving parents are afforded recognition and have proper placement arranged for them during the funeral and funeral procession;
 - f. briefs the family on the funeral procedures specific to commissioned troopers such as the 3-volley, presenting of the flag, playing of taps, the ladder archway, or any other special procedures;
 - g. during the first year following the funeral, keeps in touch with the family through a minimum of monthly phone calls.

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XI. PUBLIC AFFAIRS OFFICE (PAO)

- A. Addresses the news media throughout the incident;
- B. Coordinates with the Director prior to providing all appropriate information surrounding the serious injury or death to department employees and the media;
- C. In the event of a trooper's death, provides information on funeral arrangements;
- D. Works closely with the FLT to ensure the needs of the family are fulfilled as much as possible;
- E. Makes every effort to assist the family with media inquiries and interviews, if requested by the family;
- F. Addresses public inquiries and coordinates with the family regarding expressions of sympathy in the trooper's name (donations, memorial, etc.);
- G. Is a point of contact for visiting law enforcement agencies that request additional information; and
- H. Works with ISP Honor Guard to advise of police agencies attending scheduled public events.
- I. ISP Support for the Surviving Family Awaiting Trial of the Suspect in the Incident.

XII. THE APPROPRIATE DISTRICT CAPTAIN:

- A. keeps the family informed of the legal proceedings. The family should never first hear of court or parole proceedings through the newspaper or television news;
- B. assigns a person to accompany the family to the trial to provide support including explanation of the process, legal limitations, or suggestions to leave the courtroom when evidence is going to be presented that will be especially upsetting; and
- C. encourages department management, co-workers and friends to show support for the fallen trooper by attending court proceeding.

XIII. HUMAN RESOURCES

- A. The Human Resource designee coordinates all benefits, payments, and related information contacts with the family.
- B. The Human Resource designee will advise employee and family of the State Insurance Fund Worker's Compensation policy and the Family Medical Leave Act Rights and

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Responsibilities. As appropriate, discuss the Peace Officer disability fund and Public Safety Officer Catastrophic Line of Duty Benefits.

- C. The Human Resource designee will submit a First Report of Injury to the State Insurance Fund and coordinate all claim information. Assistance to the family continues until all benefits have been paid or denied.
- D. Upon request, the Human Resource designee will provide referrals for critical incident stress or post-traumatic stress counseling to department employees or their families, as may be appropriate.