

Medina Police Department

Subject: Response to Critical Incident		Policy Number: 4240	Response to Critical Incident 4240
Reference: Chiefs Procedures and Directive		Pages: 20	
Personnel: Sworn and Non-Sworn Personnel			
Issue Date: 12/14/2016	Revised Date: 11-17-2020	Review Date: As Needed	

4240.1 - POLICY

It is the policy of the Medina Police Department to take all steps necessary to provide for the physical, emotional and mental well-being of all department personnel and their immediate families in the aftermath of a critical incident.

4240.2 - PURPOSE

The purpose of this policy is to establish procedures and guidelines for a systematic response in the aftermath of a critical incident including intentional or accidental death or serious injury to an officer, other incidents such as police shootings, incidents involving multiple casualties or extreme property damage, any other incident that may give rise to concerns about the well-being of an officer or department employee's family and/or the cumulative effects of work-related stress.

4240.3 - SCOPE

The line of duty death of an officer can be as traumatic to surviving members of the family and department whether the death was caused by an intentional, felonious act or accidentally while the officer is performing departmental duties.

- A. Officers injured in the line of duty can suffer debilitating effects whether the injury was inflicted intentionally and feloniously or if the injury was accidentally sustained.
- B. Family and department members can experience extreme emotional, mental and physical trauma in the event of a serious injury to an officer.
- C. Post Trauma Stress Disorder is a medical condition caused by a delayed response to a critical incident or the accumulation of the effects of multiple stressful incidents over time.
- D. The long-term welfare of the Medina Police Department is best served by providing a balanced and comprehensive response to critical incident aftermath.
- E. Due to the size of this department, other agencies will be needed to assist the Medina

Police Department with personnel and resources during the time of a death or serious injury to an officer. The Hennepin County Sheriffs' Department will be contacted to assist with various tasks and assignments.

4240.4 - PROCEDURES

A. Line of Duty Death of an officer.

1. Notifications/notification team
 - a. The Chief of Police shall be notified immediately of the death of a Medina Police Department Officer.
 - b. Family members: It shall be the responsibility of the Chief of Police to arrange for the notification of family members of the death of the officer. Notifications shall be made to all individuals listed on the officer's personnel notification sheet. Notification sheet should be completed by each department member and updated annually. A blank is attached as addendum A.

Notifications shall be made by a notification team made up of at least two members of the department; one male and one female when practical. The notification team shall arrive at the home or employer of the person to be notified as soon as practical. The notification team should be advised of any known medical condition of persons to be notified. If necessary, an ambulance should be alerted to stand-by. The notification team members shall arrive in separate vehicles so as to allow one to stay with family members and the other to transport family members to other locations. (i.e. hospital, homes of other family members, etc.) At no time shall family members be left alone immediately after a death notification. The Chief of Police shall refer to the individual notification form and contact the appropriate clergy or a Chaplain.
 - c. Department members. The Chief of Police shall issue a written statement to the department as soon as possible. Such statement shall consist of an overview of the incident and a list of response team members and the duties of those response team members. To the extent possible, personal notification should be made to all Medina Police Department employees as soon as possible. Periodic updates shall be made by the department liaison, Chief of Police, or designee.
 - d. Media. The public information officer or the duty supervisor shall prepare a preliminary news release that will contain a brief statement about the incident. Neither the name of the deceased officer nor any details about the incident shall be released until notification of immediate family members and the next of kin. The Chief of Police or designee will be responsible for all subsequent media briefings. At an appropriate time, the Chief of Police shall authorize a copy of the officer's ID badge photograph to be released to the media for publication Refer to the Department Death Notification policy.

2. Hospital Liaison. In the event that the death occurred in the hospital, the officer at the hospital or the designee of the Chief of Police shall act as the hospital liaison. The liaison shall:
 - a. Work with hospital staff to arrange a private room for family and friends of the deceased should they arrive at the hospital.
 - b. Work with hospital staff to give the surviving family members current information on the status of the deceased and to arrange to allow for the surviving family members to spend time with the deceased if they so desire. Arrange for medical staff to brief the survivors on the condition of the deceased but at no time attempt or allow anyone to attempt to dissuade the survivors from spending time with the deceased.
 - c. Arrange with hospital staff for proper billing for services of the hospital and any physicians or technical staff. Follow-up with the hospital administration may be necessary to ensure that the family does not receive any billings related to medical services for the deceased.
 - d. Arrange transportation home from the hospital for the family members who desire such service.

3. Family liaison. A family liaison shall be appointed by the Chief of Police. A written general order shall be issued that relieves the family liaison of any department duties until such time as the need for a full-time family liaison no longer exists. The family liaison shall be an officer who enjoyed a close relationship with the deceased family but not someone who will be overwhelmed by the death of the department member or the responsibility of being the family liaison. The family liaison shall:
 - a. Advise the department of the family's wishes regarding funeral arrangements and work to ensure that the family's needs take precedent over the wishes of the Medina Police Department.
 - b. Assist the family with funeral arrangements and advise them of the option of a police funeral (21-gun salute, presenting of colors, taps, police motorcade, etc.).
 - c. Work with the department liaison and provide the family with current information regarding the investigation of the death of the deceased. At no time shall information be withheld to "protect" the survivors. At no time shall information be divulged that will compromise the investigation.
 - d. Help facilitate travel and lodging for out-of town family members and friends; childcare needs; food for visitors; etc.
 - e. Assist the family to determine what other organizations will provide assistance with travel, lodging, food, etc.

- f. Be available to brief the Chief of Police of the on-going needs and status of the family.
 - g. After the funeral, the family liaison may return to regular duties but still maintain a close contact with the family on an as needed basis. Responsibilities at this time may include coordination with victim assistance specialists and assisting the family through the legal process.
 - h. The family liaison may double as the benefit coordinator.
4. Department liaison. The Chief of Police shall appoint a department liaison. The department liaison shall:
- a. Work closely with the family to ensure that the department knows the family's needs and that the department is cooperating with the family.
 - b. Provide information to the media regarding this incident and to assist the family with the media in the event the family grants a request to be interviewed. Assistance to the family will include screening of questions presented during an interview so as not to jeopardize any on-going legal proceedings.
 - c. Meet with the Chief of Police, funeral director, clergy, cemetery director, honor guard etc. to coordinate funeral arrangements in accordance with the wishes of the family.
 - d. Notify other area agencies of funeral arrangements by teletype. The teletype shall include the following information: name of deceased, date and time of death, brief summary of events surrounding the death, funeral arrangements (police, military, civilian, staging area, etc.), preferred uniform, preference for memorials, flowers or other expressions of sympathy, contact person/phone number for visiting departments.
 - e. Obtain a flag if the family wishes to have a police funeral and flag presentation by the Chief of Police. (Notify the Chief of Police if so desired.)
 - f. Deliver a uniform to the funeral home if it is the wish of the family that the officer be buried in uniform. (Not to include weapons.)
 - g. Coordinate department personnel to be ushers and traffic coordinators at the funeral if the family wishes.
 - h. Arrange for the delivery of officer's personal items to the family. (Items should be original items and should have been cleaned by the funeral home if necessary.)
 - i. Brief the Chief of Police and staff regarding all arrangements.

- j. Ensure that survivors including spouse, children and parents are recognized and properly seated at the funeral and during the procession.
 - k. Assign an officer to provide security at the home of the survivors during the funeral, wake or at any other times the survivors might be away from the residence.
 - l. Maintain a list of departments sending representatives to the funeral and make acknowledgment.
 - m. Arrange for frequent resident checks of the survivors' homes for six weeks following the funeral. (Many family have large amounts of money sent to them after the death of an officer, the family is frequently absent from the home to attend to legal matters and publicity generated by the death of an officer may bring undesired attention from the public.)
5. Benefit coordinator. The Chief of Police shall appoint a department member to work with the family and civil service to gather information on all benefits and funeral payments available to the family. A list of organizations and benefits is attached to this policy. See addendum B.

B. Serious injury of an Officer on duty.

1. Notifications/notification team
 - a. The Chief of Police shall be notified immediately of a serious injury to a Medina Police Department Officer.
 - b. Family members. It shall be the responsibility of the Chief of Police to arrange for the notification of officer's family members. The notification team shall be made up of at least two department members, preferable one male and female. The team shall use separate cars to facilitate transportation of the family members to the hospital. One team member can stay at the officer's residence to help with children or other arrangements. Notification shall be made to all people listed on the officer's personnel notification form. The notification team shall make the notification in a compassionate and straightforward manner providing as accurate information as is available. Team members shall take note of medical information about family members and have an ambulance stand-by if appropriate.
 - c. Department members. The Chief of Police shall issue a written statement to the department as soon as possible. Such statement shall consist of an overview of the incident and a list of response team members and the duties of those response team members. To the extent possible, personal notification should be made to all Medina Police Department employees as soon as possible. Periodic updates shall be made by the department liaison, Chief of Police, or his designee.
 - d. Media. The public information officer or the duty supervisor shall prepare a

preliminary news release that will contain a brief statement about the incident. Neither the name of the injured officer nor any details about the incident shall be released until notification of immediate family members.

2. Hospital liaison. The Chief of Police shall assign an officer as the hospital liaison. The hospital liaison shall:
 - a. Arrange with hospital staff to have a room for family and friends to gather away from the public.
 - b. Work with hospital staff to give the family frequent updates on the condition of the injured officer.
 - c. Arrange for a visit with the injured officer as soon as possible. At no time should anyone attempt to dissuade family members from visiting with the injured officer; EXCEPT upon the advice of the attending physicians or hospital personnel.
 - d. Arrange a separate room for department personnel.
 - e. Arrange a separate room for the media.
 - f. Brief the Chief of Police upon his arrival and arrange for him to meet with the family. It is important for families to know that the welfare of the officer and his family at this point is the department's highest priority.
 - g. Arrange with hospital staff for billings to be sent to the department and that no bills are sent to the officer or his family.
 - h. Stay with the family and arrange transportation home.
 3. Death of an officer while in a medical facility. If an injured officer dies while being treated for injuries, applicable sections of IV.A above shall be followed.
- C. Incident involving violent or multiple death other than to a department member or other public service official.
1. Death or serious injury to a suspect caused by an Officer.
 - a. The Chief of Police shall be notified immediately of the death or serious injury to a suspect caused by a Medina Police Department Officer.
 - b. The Chief of Police shall send a notification team to the home of the officer or the place of employment of the next of kin and assist the family. The notification team shall assist the family with transportation if necessary and help set up a communication link with the officer.
 - c. The Chief of Police shall issue a written statement to the department briefly outlining the incident.

- d. Reporting of the incident shall be in accordance with the department firearms/use of force policies.
 - e. Information shall be provided to the media in accordance with the department media relations policy. At no time shall names of involved officer(s) be given to the media until family members have been contacted and advised.
2. Incidents of violent or multiple deaths investigated by office personnel.
- a. Duty supervisor will notify the Chief of Police as soon as possible.
 - b. Reports will be filed in accordance with department policy.
 - c. Information will be released to the media in accordance with department policy.
- D. Aftercare of personnel involved in a critical incident.
1. On scene procedures. Once immediate danger has been eliminated, department personnel shall.
- a. Render first aid as appropriate.
 - b. Request appropriate support and investigative personnel.
 - c. Make reasonable efforts to protect the scene.
 - d. Remain on scene unless extent of injuries necessitates off site treatment or if continued presence is likely to cause a more hazardous situation to develop.
 - e. Any weapon used shall be protected and turned over to the supervisor on scene as soon as is practical. Unless extenuating circumstances warrant; the weapon will be replaced with a temporary weapon as soon as practical. (Refer to department firearms policy.)
 - f. The Chief of Police or designee shall arrange for a privately retained attorney to consult with each involved individual prior to any investigative interview.
2. Post event procedures.
- a. In the event of an officer involved in a shooting, any criminal investigation shall be referred to an agency with jurisdiction other than the Medina Police Department. Generally, the Hennepin County Sheriff's Department or the Minnesota Bureau of Criminal Apprehension.
 - b. In the event of an officer involved in a shooting, any criminal investigation shall be referred to an agency with jurisdiction other than the

Medina Police Department. Generally, the Hennepin County Sheriff's Department or the Minnesota Bureau of Criminal Apprehension.

- c. The Chief of Police shall appoint a ranking department member to conduct an informational debriefing as soon as possible. (If possible, this shall be done prior to officers being relieved of duty.) The purpose is to defuse emotions and provide an opportunity to start normalizing physically and psychologically. This shall be arranged through a Critical Incident Stress Debriefing Team.
- d. A critical stress debriefing shall be conducted within 72 hours of the event. This shall also be arranged through the West Metro CISD Team in conjunction with chaplaincy personnel. If professional staff feels it appropriate, more than one debriefing shall be conducted, grouping attendees by level of involvement in the incident (i.e. a separate debriefing for on scene personnel and support personnel.)
- e. An administrative/operational critique shall be conducted by an investigative team appointed by the Chief of Police. The team shall consist of administrative personnel, a use of force instructor, special tactics personnel and a representative of patrol and investigations. The team shall meet with involved personnel with the focus being a review of operational procedures. A written report shall be given to the Chief of Police.
- f. The Chief of Police shall assign an internal affairs investigator if appropriate. No information developed in a criminal investigation, critical stress debriefing or administrative critique shall be used in any disciplinary action. (It is noted that most officer involved shootings are justified and do not result in any criminal or administrative action.)
- g. Officers who are feloniously injured shall be placed on administrative leave and referred to a mental health professional. The employee must not return to work until cleared by the mental health professional.
- h. Officers who discharge their weapons and cause death or injury to another, shall be placed on administrative leave and referred to a mental health professional. The officer shall not return to duty until cleared by the mental health professional.
- i. Officers involved in a shooting incident that results in death or serious injury shall be referred to a mental health professional for evaluation.
- j. Officers involved in an incident in which traumatic or multiple deaths occur, shall be advised of mental health options.

- k. All officers shall comply with all follow-up recommended by the mental health professional.
 - l. Supervisory staff shall be kept apprised of mental health options available (i.e. the Employee Assistance Program) and are encouraged to refer officers for treatment who they feel are in need of such services.
1. Peer Support Team. A peer support team shall be trained and utilized as follows:
- a. Critical incident involving traumatic death, multiple injuries or serious injury to or death of an officer.
 - i. The PST shall report to the scene and assist with the informational debriefing.
 - ii. The PST shall assist at CI stress debriefings.
 - iii. The PST shall periodically contact involved personnel and be available for one-on-one support.
 - b. Confidentiality shall be maintained.
- E. Non-line of duty Death or Serious Injury.
- 1. The Chief shall be notified of any serious injury or death of a department member as soon as possible.
 - 2. The Chief shall contact the family and offer assistance of the department.
 - 3. The Chief shall issue a memo to the department regarding the death or injury.
- F. Training
- 1. Critical Incident Stress Debriefing Team. The department shall arrange for training for all personnel to familiarize them with the role and procedures of the CISD Team.
 - 2. Peer Support Team. Training shall be arranged for members of the department to act as a Peer Support Team.

3. The Medina Police Department recognizes the potential for long-term accumulation of stress and/or delayed stress reaction to trauma. Thus, it shall be mandatory that all department personnel be trained in the dynamics of stress and that on-going annual training be conducted to refresh and update information.
4. Supervisory staff shall be familiar with the dynamics of the Employee Assistance Program.

CHECKLIST FOR SUPERVISING OFFICER
OFFICER DEATH OR LIFE-THREATENING INJURY

Refer to Section IV, D, of the Critical Incident Response Policy

Obtain a copy of the employee's information form.

Date of incident:

Time of incident:

Name of deputy:

Brief description of incident:

Notification team: 1) 2)

Notification times:

Director:

Supervisors:

Immediate Family:

Others on information sheet:

Others on information sheet:

Officer's clergy:

Department Chaplain:

Police Commission:

Statewide teletype: (Attach copy) Y N

Other responsibilities:

- 1) Work closely with family liaison to ensure that the family's wishes are known to the department and assist with funeral arrangements.
- 2) Provide information to the media.
- 3) Assist family with media by screening questions etc.
- 4) Obtain a flag for funeral if the family so desires. (Armed Forces service clubs may be of assistance.)
- 5) Deliver officer's uniform to the funeral home if the family desires the deceased to be buried in uniform.
- 6) Coordinate ushers for the funeral.
- 7) Coordinate traffic control for funeral.

- 8) Arrange for officer's personal items to be returned to the family. (Items should be original items and be cleaned by the funeral home if necessary.)
- 9) Assign security for the deceased's home during the funeral, wake and other times as appropriate for the next 6-8 weeks.
- 10) Maintain a list of other departments that send representatives or memorials and make acknowledgments.
(Form Provided)

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DEPARTMENTS PARTICIPATING IN FUNERAL

DEPARTMENT <u>(City or Co/State)</u>	REPS SENT <u>(Yes/No - #)</u>	MEMORIAL SENT <u>(Yes/No - What)</u>	ACKNOWLEDGED <u>(Date Sent)</u>
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Medina Police Department

SERIOUS INJURY or LINE OF DUTY DEATH POLICY & PROTOCOL



CONFIDENTIAL

EMPLOYEE INFORMATION FORM

MEDINA POLICE DEPARTMENT

Line-of-Duty Death Information

Please print or type all responses

PERSONAL INFORMATION

Name: _____
Last First Middle

Home address: _____

City _____ State: _____ APT _____

Home Phone: _____ Cell Phone: _____ Other: _____

Badge #: _____ POST #: _____

FAMILY INFORMATION

Spouse's name: _____
Last First Middle

Address _____ State _____

Phone: Home: _____ Cell: _____ Work: _____

Spouse's employer, _____

Address: _____

Name and dates of birth of your children:

1. _____ DOB: _____

2. _____ DOB: _____

3. _____ DOB: _____

4. _____ DOB: _____

5. _____ DOB: _____

6. _____ DOB: _____

Your Parents: _____

Parents Address: _____

Parents Home Phone _____ Cell: _____

Name and phone numbers for siblings:

1. _____ Phone: _____
2. _____ Phone: _____
3. _____ Phone: _____
4. _____ Phone: _____
5. _____ Phone: _____
6. _____ Phone: _____

If you are divorced, please provide name, address and telephone number(s) of your ex-spouse:

Do you wish your ex-spouse to be contacted in the case of serious injury or in the line of duty death? Yes No

Please list the name, address, and telephone number(s) of your children who live outside the family home and key relatives (parents, siblings, in-laws, etc.). Include relationship:

1. _____
2. _____
3. _____
4. _____
5. _____

IN CASE OF SERIOUS INJURY

Name, address and phone number(s) of your family physician or medical clinic:

Name, address and phone number(s) of your family dentist or dental clinic:

IN CASE OF LINE-OF-DUTY DEATH

Please list the person(s) you would like to be contacted by a police representative in case of serious injury or death in the line of duty. Begin with the first person you would like notified.

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

Is there anyone you would like to accompany the police representative when the notification is made to your immediate family? If someone other than a Medina Police Department representative, please include address and telephone number(s):

- 1. _____
- 2. _____

If there anyone you would like contacted to assist your family, or to assist with funeral arrangements, or related matters that is not listed above? This person should be knowledgeable concerning your life insurance representatives, location of your will, etc.:

- 1. _____
- 2. _____

Please list any preferences you may have regarding these funeral arrangements:

Funeral home: _____

Religious site (church, synagogue, etc.): _____

Presiding clergy: _____

Do you wish to have a visitation? Yes No

If yes, for how many evenings? _____

Are you a veteran of the U. S. Armed Services? Yes No

If yes, do you wish a military funeral? Yes No

Do you wish a law enforcement funeral? Yes No

Do you wish an open casket? Yes No

Do you wish your remains to be buried or cremated?

If you wish to be buried, do you prefer to be buried in uniform or in civilian clothes?

If cremated, do you have any wishes regarding your remains? _____

List any preferences you have to serve as pallbearers:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Do you wish any particular songs/hymns to be played at the religious service?

Yes No

If yes, please list: _____

Do you wish a eulogy to be delivered? Yes No

If yes, please indicate who should deliver the eulogy: _____

Do you wish flowers to be omitted in lieu of contributions to a charity or memorial?

Yes No

If yes, please list the charity or memorial: _____

Cemetery: _____

Has a plot already been purchased? Yes No

If yes, please indicate plot number: _____

PLEASE ALSO PROVIDE THE FOLLOWING

Name, address and phone number of your attorney: _____

Do you have a will? Yes No

If yes, where is it located? _____

List any life insurance policies you may have:

Company:

Policy #:

Location:

1. _____

2. _____

3. _____

Please list memberships in law enforcement, religious or community organizations that may provide assistance to your family:

1. _____

2. _____

