

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 3.08
		Issue Date: March 21, 2005
		Revision Date: May 5, 2009
CHAPTER: Organization, Management and Administration		Related Policy: G.O. 1.15 (Employee Involved Homicide or Potential Homicide), G.O. 3.09 (Employee Funerals), G.O. 3.11 (Chaplain Program), G.O. 3.12 (Peer Support Team), Line of Duty Deaths Procedures Manual
SUBJECT: Line of Duty Deaths		Related Laws:

POLICY: The Sheriff's Office will provide assistance to the immediate survivor(s) of employees who die in the line of duty. This assistance will be provided whether death occurs intentionally or accidentally while employees are performing law enforcement, corrections, or related functions, on or off duty. The Sheriff may choose to implement any portion of this order for a natural death, or in other cases.

RULE: Sheriff's Office employees shall ensure their "Critical Incident Form" is completed and up-to-date.

PROCEDURE:

I. General

Procedures for dealing with the immediacy of line of duty deaths shall be the same as established in G.O. 1.15 (Employee Involved Homicide or Potential Homicide).

II. Line of Duty Death Procedures Manual

For specific procedures related to Line of Duty Death refer to the Sheriff's Office Line of Duty Death (LODD) Manual. A Line of Duty Death Manual shall be maintained in the Office of the Sheriff, Police Services and Corrections Command offices.

III. Critical Incident Information

- A. Sheriff's Office employees should complete the "SO Line of Duty Information" in PeopleSoft under "Employee Self Service". This information will remain confidential.
- B. Employees are responsible for ensuring the information is updated any time there is a change in how the member desires notification to occur.
- C. Family notifications shall occur in accordance with the information entered into the Employee Self Service site.

IV. Funeral Preparation Booklet (Personal Responsibilities)

- A. A line-of-duty death is a difficult and stressful time for the family of a deceased employee. The principal survivor(s) bear a great deal of responsibility, in addition to coping with grief.
- B. The Sheriff's Office will provide each employee with a personal diary and funeral preparation booklet to be completed and maintained by the family in a safe and secure location.
 - 1. It is the purpose of this booklet to assist the family in the event of a line of duty death by providing them with a ready reference to the victim deputy's personal information to be used for funeral planning, legal and financial decisions.
 - 2. Every Sheriff's Office employee is encouraged to complete this booklet and ensure their family knows where it is located.