



LINE OF DUTY DEATH

POLICY AND PROCEDURES WORKBOOK

This workbook includes essential resources to support organizational clarity and compliance, including a policy checklist, defined roles at every level, a guide to required personnel file contents, conversation starters for local government agencies, and a benefit resource guide to help staff navigate available options.

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LINE OF DUTY DEATH **POLICY CHECKLIST**

A Line of Duty Death is defined as the death of a sworn department member sustained during the course of performing the duties of their office.

NOTIFICATIONS AND ASSIGNMENTS

- Establish command for scene, department, outside agency
- Secure scene evidence and member belongings
- Connect with local agencies for call coverage / transport
- Establish hospital liaison / escort to hospital
- Establish family liaison / make notification to family (see notification policy)
- Establish Department Liaison
 - Notify department members / notify local government
- PIO release statement acknowledge incident – no details or names
- Contact 100 Club- Caitlyn Brennan 708-507-4654

FIRST 12 HOURS

- Assign hospital detail shifts / escort detail shifts / family residence shifts / scene security shifts
- Coordinate family movements / escort to funeral home / out of town members / children
- Assign funeral home detail / 24-hour honor watch
- Determine department need for CISM / defusal / shift or quarters changes
- 100 Club CISM team- 708-507-4654
- Host department wide meeting
- Contact IDOL (217-782-7860), Record incident number, Needs to be done within 8 hours
- Contact other outside governing bodies (OSFM, ISP, NIOSH, Federal Agencies)

FIRST 24 HOURS

- Family Protection / Ongoing investigation / Media
- Liaison to dispatch information between department and family
- Coordinate family movements
- Nonprofit or department partners
- Immediate benefits and funds
- Funeral Home coordination & family decisions
- Family Statement / Department Statement

LINE OF DUTY DEATH **REPORTS**

- External Investigation (OSHA, OEMC, OFI, Fire Marshal, ISP, County Sheriff)
- Internal Affairs
- Medical (Doctor, Emergency Room)
- Autopsy / Coroner's Report
- Chief's Statement
- OSHA/IDOL

DEFINING ROLES AT EVERY LEVEL

Chief Deputy Chief Battalion Chief/Command Captain On Shift Lieutenant on Shift Union Representative Chaplain Peer Support Team Department Representative

Notification to Survivors									
Notification to Department									
Notification to Municipality									
Hospital Liaison									
PIO									
Establish Mutual Aid									
Family Liaison									
External Investigation Lead									
Service Liaison									
Benefit Liaison									
CISD Liaison									

Internal:

- Coworkers on scene
- Coworkers responding to scene
- Coworkers not part of incident
- Incident Investigators
- Internal Investigator
- Civilian staff
- Telecommunication staff

Other department members to assign:

External Essential Roles:

- Municipal Officials
- Coroner
- Other:

MEMBER PERSONNEL FILE

WHAT'S INCLUDED?

- Up to date address and next of kin contact information
- Up to date wage/ promotion information
- Attorney General Line of Duty Death Beneficiary form
- Personal final request document
- Pension beneficiary forms
- Awards and commendations
- Notice of armed service duty status
- Other department specific items:

Annual review date: _____

CONVERSATIONS FOR LOCAL GOVERNMENT AGENCIES

- Mutually agreed upon definition of line of duty death
 - Policy Reference #: _____
- Protocol for communicating critical incident or line of duty death from department to government
 - Contact #: _____
- Procedure for community communications
 - Contact #: _____
- Memorial procedures
- Other considerations:

BENEFIT RESOURCE GUIDE

FEDERAL BENEFITS

- Public Safety Officers Benefit (PSOB/DOJ)
 - Spouse, minor children, parents, life insurance beneficiary, adult children
- Public Safety Officers Educational Assistance (PSOEA)
 - Quarterly scholarships from PSOB
- Social Security
 - Appointment needed with local SSA office, benefits to spouse and/or children
- National Memorial Scholarships
 - National Law Enforcement Officers Memorial Foundation (NLEOMF)
 - National Fallen Fire Fighters Foundation (NFFF)
- Veteran Benefits
 - Contact local VA office for up-to-date scholarships and benefits

STATE BENEFITS

- Illinois Line of Duty Compensation Act (Secretary of State, Court of Claims / Attorney General's Office)
 - Spouse, minor children, parents, adult children
- Illinois Workers' Compensation Act
 - Covers first-aid, medical and hospital expenses tied to LODD incident
- One-time burial benefit (Secretary of State)
 - Up to \$20,000
- Illinois Student Assistance Commission (ISAC)
 - Scholarship funds for Illinois public schools, up to University of Illinois tuition amount
- Illinois Crime Victim's Compensation Act
 - For families of victims of violent crimes. Up to \$25,000. (Attorney General's Office)

DEPARTMENT AND LOCAL GOVERNMENT BENEFITS

- Continued Dependent Health Insurance / COBRA offering / PSEBA
- Payroll (Final check / Comp time / Vacation time)
- Life Insurance
- Continuing EAP
- Retirement / Pension
- Workers Compensation