

**GENERAL ORDERS**  
**CHAPTER 204**  
**COMPENSATION, BENEFITS AND WORKING CONDITIONS**

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**EMPLOYEE SERIOUS INJURY OR DEATH NOTIFICATION  
AND SURVIVOR ASSISTANCE**  
**G.O. 204.11**

I. PURPOSE

To establish guidelines for dealing with the death or serious bodily injury of an employee of the Maui Police Department.

II. POLICY

The Maui Police Department recognizes the incalculable value of human life. Moreover, the Department further recognizes the immeasurable value of its employees and their families. It is the policy of the Maui Police Department to provide emotional support for the stricken employee's family.

III. DEFINITIONS

**BENEFITS COORDINATOR:** A commanding officer, manager or supervisor, or any employee appointed by the Chief of Police. The Business Manager shall be responsible to work with the Benefits Coordinator regarding these matters.

The Benefits Coordinator shall gather information on ALL benefits/funeral payments available to the family. The Benefits Coordinator shall coordinate ALL death benefits/payments (i.e., insurance policies, outstanding debts, etc.). This coordinator shall be completely responsible for filing appropriate paperwork and following through with the family to insure that these benefits are being received.

**COMMANDING OFFICER:** While certain sections/task forces can be commanded by a Sergeant, for the purposes of this directive *Commanding Officer* shall be a sworn employee with a minimum rank of Lieutenant.

**EMPLOYEE:** Sworn members, non-sworn members, and volunteer chaplains of the Maui Police Department.

**IMMEDIATE SURVIVORS:** Spouse, children, parents, fiancée and the significant other of the deceased employee.

**LIAISON OFFICER:** An officer appointed by the Chief of Police to assist the family. The liaison officer should know the injured or deceased employee and be aware of the family relationships. The liaison officer must know that this is not a decision-making position. This is the role of a "Facilitator" between the family and the Police Department.

**LINE-OF-DUTY DEATH:** Any action, felonious or accidental (automobile accidents, training accidents, etc.), which claims the life of an employee who was performing work-related functions either while on or off-duty.

**SURVIVORS:** Spouse, children, parents, grandparents, siblings, fiancée/significant others and co-workers of the deceased employee.

**SURVIVOR ASSISTANCE PACKET:** The Survivor Assistance Packet contains the following forms: Death Information form, Personal/Financial Diary, Funeral Rites and Customs, and Survivor Benefits. Survivor Assistance Packets can be obtained from the Administrative Services Section.

IV. EMPLOYEE RESPONSIBILITIES

- A. At the time of employment, all employees are strongly encouraged to complete and submit the Death Information form and Personal/Financial Diary booklet, included in the Survivor Assistance Packet.
  - 1. These forms will be used ONLY in the event of serious injury or death of an employee.
  - 2. The completed form will be placed in a sealed envelope and placed within the employee's personnel file with one copy being given to the employee. No additional duplicate copies will be manufactured for any reason.
- B. During the annual performance appraisal, employees shall be encouraged to up-date the information included on the Death Information form and the Personal/Financial Diary.
  - 1. Supervisory personnel conducting the performance appraisal review shall indicate that the employee was asked to update the forms and that the employee was provided with the Death Information form and the Personal/Financial Diary if requested. This notation shall be done on page 9 for sworn personnel (MPD form 201:1-13 (8/91)) and in block "T" of the DPS Evaluation form (Fm. Per 2-68) for non-sworn personnel.
- C. Employees should be reminded that all information maintained in their personnel file will be kept confidential, however, it is subject to disclosure via court order.

V. SERIOUS BODILY INJURY/DEATH NOTIFICATION

## EMPLOYEE SERIOUS INJURY OR DEATH NOTIFICATION AND SURVIVOR ASSISTANCE

- A. Whenever an employee suffers a serious bodily injury or death as a result of performing work-related functions while on or off-duty, the supervisor at the scene shall follow the Notification of Officials procedures as outlined in General Order 301.2.
- B. Two representatives shall make notification to survivors. These shall be;
1. A Police Chaplain. If a Police Chaplain is unavailable, another employee, preferably a ranking officer shall assist with the notification.
  2. The employee's Commanding Officer, or another Superior Officer with a minimum rank of Assistant Chief of Police.
- C. Notification ***MUST ALWAYS*** be made in person.
- D. If the opportunity to get the family to the hospital prior to the demise of the employee presents itself, **DO NOT** wait for the appropriate delegation mentioned above to gather.
- E. As soon as most Department families see a uniformed employee approaching, they will know something is wrong.
1. Ask to be admitted into the residence. Never make a death notification on the doorstep.
  2. Gather everyone in the home and ask them to sit down.
  3. Inform them slowly and clearly of the information you have on the incident. Make sure to use the employee's name during notification.
  4. If the employee has already expired, relay the information, **NEVER** give the family a false sense of hope. Use words like "died" and "dead" rather than "gone away" or "passed away."
  5. If the person responsible for the death notification has been seriously affected by the death, he should understand that showing emotions is perfectly acceptable.
  6. If specifics of the incident are known, the officer should relay as much information as possible to the family.
- F. If the family wants to go to the hospital, they should be transported via department vehicle. It is **highly recommended** that the family not drive themselves to the hospital. Should there be serious resistance and the family insists on driving, an officer should accompany the family in their vehicle.

- G. The notifying official should be aware if there are young children in the home. The survivor may wish to leave the children at home. The department should be prepared to handle immediate babysitting needs.**
- H. Because of the nature of possible radio transmissions, the officer making the transport should notify the officer in charge at the hospital that the family is en route.**
- I. Surviving parents shall be afforded this courtesy of personal notification if they live in the same geographic area.**
- J. If immediate survivors are out of town, the Commanding Officer shall request personal death notification from the public safety agency in that area. Logistical arrangements should enable simultaneous telephone contact with the Maui Police Department.**
- K. It is most reassuring to the family when the Chief or another high-ranking designee responds to the home or hospital.**
- L. The name of the seriously injured or deceased employee MUST NEVER be released by the media before immediate survivors living in the area are notified.**

**VI. ASSISTING THE FAMILY AT THE HOSPITAL**

- A. The ranking officer at the hospital shall meet with the designated hospital personnel to arrange appropriate waiting facilities for the family that are separate, but not isolated, from co-workers.**
- B. The ranking officer shall also ensure that medical personnel relay pertinent information to the family of the employee's condition on a timely basis.**
- C. Every effort shall be made for the family to visit their loved one prior to death.**
- D. The ranking officer at the hospital shall 'prepare' the family for what they might see in the emergency room and accompany the family in to the room for the visit if the family requests it.**
  - 1. Do not be overly protective of the family. There is a definite need to touch and hold the body while there is still life, and being present when death occurs can be comforting to the family.**
- E. The ranking officer at the hospital shall see that the family is updated on the incident as soon as practical.**
- F. The ranking officer at the hospital shall remain at the hospital the entire time the family is present and arrange whatever assistance the family may need at that time.**

**EMPLOYEE SERIOUS INJURY OR DEATH NOTIFICATION AND SURVIVOR ASSISTANCE**

- G. The Commanding Officer and Chaplain who made notification should respond to the hospital.
- H. A survivor should not be sedated unless medication is requested by the survivor.
- I. Arrangements should be made for transportation of the family back to their residence.
- J. The Benefits Coordinator shall make arrangements for all medical bills relating to services rendered to the deceased employee be sent to the appropriate agency for payment. The family should NOT receive any of the bills at their residence.

**VII. SUPPORT FOR THE FAMILY DURING THE WAKE AND FUNERAL**

The Office of the Chief shall designate the Liaison Officer. This officer may be placed on Special Assignment for any length of time to attend to the needs of the family. The Liaison Officer shall:

- A. Insure that the needs of the family come before the wishes of the department.
- B. Meet with the family and tell them what his responsibilities will be during this time.
- C. Inform the family of the *Concerns Of Police Survivors* (COPS) organization and how to initiate contact with COPS.
- D. Meet with the family regarding funeral arrangements. Since most officers have not prearranged their wishes for the handling of their own funeral, the family will most likely need to decide all aspects of the funeral. The department should only make the family aware of what they can offer in the way of assistance if the family decides to have a "line of duty" funeral.
- E. Be issued a departmental pager immediately so that there is an immediate line of communication with agency headquarters and the family.
- F. Know all information concerning the death and the continuing investigations to answer family questions.
- G. Provide as much assistance as possible, oversee arrangements for travel and lodging for out-of-town family members. The Visitor Oriented Police Officers may be able to assist in this endeavor.
- H. Be *constantly* available to the family.
- I. Be in contact with the Benefits Officer.

# G.O. 204.11

## EMPLOYEE SERIOUS INJURY OR DEATH NOTIFICATION AND SURVIVOR ASSISTANCE

- J. See that the surviving parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession.
- K. See that the family is briefed on the funeral procedure.
- L. The Department's Public Information Officer or other Commanding Officer shall be responsible to handle inquiries from the media. However, should the family decide to grant an interview with the media, then the Liaison Officer shall attend and "screen" all questions presented to the family so as not to jeopardize upcoming legal proceedings.
- M. If criminal violations surround the death, the family should be informed of all new developments prior to any press release.
- N. If there will not be any court proceedings surrounding the circumstances of the employee's death, at the earliest opportunity, the department should relay all details of the incident to the family.
- O. The department can make the family aware of alternate churches with seating capacities large enough to accommodate attendance at the funeral. However, any alternate churches will need to be aware of the fact that the family minister will officiate at the service.
- P. Departmental personnel and vehicles may be used to transport the family to and from the funeral homes.
- Q. The survivors shall be made aware of the Victim Assistance Program, General Order 403.5

### VIII. DEATHS OF EMPLOYEE RELATIVES

- A. A death in a family is a traumatic event, regardless as to whether or not that death was in the line-of-duty. When the death of a relative of a departmental employee occurs and that employee is not aware of the death, the department shall make notification following procedures as outlined in Article V, paragraphs B through F of this directive.

### IX. FUNERALS

- A. It clearly remains the family's decision as to how the funeral is to be conducted. The Department will provide assistance requested by the family towards the preparing and organizing of the funeral.
- B. The Maui Police Department, as much as reasonably possible, shall adhere to the "Funeral Rites and Customs" booklet that was prepared by the COPS organization, contained within the Survivor Assistance Packet.

### X. PROVIDING INFORMATION AND ASSISTANCE BENEFITS TO THE SURVIVING FAMILY

**EMPLOYEE SERIOUS INJURY OR DEATH NOTIFICATION AND SURVIVOR ASSISTANCE**

The Office of the Chief shall designate the Benefits Coordinator. The Benefits Coordinator may be placed on Special Assignment for any length of time to attend to the needs of the family. The Benefits Coordinator shall;

- A. Visit with the surviving family to discuss the benefits they receive within a few days following the funeral. A prepared printout of the benefits/funeral payments due the family, listing names, beneficiaries, contact at various benefits offices, and when they can expect to receive the benefit should be given to the family. Coordinate the completion of the Survivor Benefits forms contained within the Survivor Assistance packet.
- B. Assist with and ensure the proper completion of the Survivor Benefits forms contained in the Survivor Assistance packet.
- C. This same explanation procedure should be repeated within a month following the death.
- D. Follow-ups with the family approximately six months following the funeral to ensure that the family is receiving the benefits.
- E. If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) will be receiving.
- F. The Benefits Coordinator should pay special attention to the problems with possible revocation of health benefits to the surviving family. The vast majority of survivors are given a 30-day grace period before being canceled from the coverage or of being responsible for monthly payments for the coverage.

**XI. CONTINUED FOLLOW-UP WITH THE FAMILY**

- A. The Maui Police Department is sensitive to the needs of survivors other than the spouse. Follow-up counseling shall be made available through the Police Chaplain Corp.
- B. Too often members of the surviving families state that they feel isolated by the department within a short period of time following the funeral. In order to ensure the family is not forgotten, the following shall apply;
  - 1. When plaques/memorabilia are given to the surviving spouse, a similar (but not identical) plaque shall be made available to the surviving parents.
  - 2. A plaque shall also be prepared for surviving children from a former marriage. Even though those children did not live with the employee-parent, they are nonetheless still that employee's child.

- C. The Department shall keep in contact with the family through the Commanding Officer or the Liaison Officer. At least once a month, one of these individuals shall contact the family for the first year following the death.
  - 1. These contacts will drop to at least quarterly in the subsequent years and will be verbally reported to the Office of the Chief.
- D. The Commanding Officer and/or the Chief of Police shall contact the family on the anniversary of the employee's death for line-of-duty instances.
- E. The department shall maintain support as long as the family feels the need for the support.

XII. DEPARTMENTAL SUPPORT FOR THE SURVIVING FAMILY AWAITING TRIAL OF THE SUSPECT

- A. The liaison officer is responsible for keeping the family informed of the legal proceedings.
- B. The surviving families shall be informed as to the circumstances of the incident. If the information is extremely sensitive to the outcome of the proceedings and discretion is required, the family shall be informed that certain details cannot yet be released.
- C. At the earliest opportunity following the trial, the investigators shall meet with the family and answer all their questions about the ordeal.
- D. The family should be encouraged to attend the trial. The liaison officer may accompany the family. If physical material evidence is going to be presented that will be upsetting to the family, the liaison officer can suggest that the family leave the courtroom for that portion of the trial or prepare the family for what they will be seeing.
- E. The department should show support for the fallen employee during court proceedings by having as many co-workers as possible attend.

XIII. ADDITIONAL CONSIDERATIONS

- A. The Chief of Police and other high ranking staff shall be highly visible to the family members and departmental employees immediately following the incident and funeral. The Chief of Police should make himself available, as much as possible, to address the needs of the family.
- B. Idle promises should not be made to the family at any time. (i.e., "I'll take the kids fishing." "We'll promote him posthumously." "We'll retire his badge.")
- C. Returning of personal property.



**EMPLOYEE SERIOUS INJURY OR DEATH NOTIFICATION AND SURVIVOR ASSISTANCE**

1. Personal property that is recovered as evidence shall follow directives governing evidence until as such time as the property is released by the Prosecutors Office.
  2. Personal property recovered from the employee shall be returned to the next of kin or as designated in the Personal/Financial Diary contained within the Survivor Assistance packet.
  3. A friend of the employee, along with a member of the Internal Affairs Section, are responsible for clearing the employee's departmental locker.
    - a. The locker shall be "sanitized."
      - (1) Employees are encouraged to write a personal note to any loved one who might be embarrassed by the contents of the locker.
  4. With the exception of the badge, all departmental property shall be turned over to the Plans, Training, Research, and Development Section.
  5. The badge shall be turned over to the Office of the Chief of Police.
- D. During the time period leading up to and following the funeral (six to eight weeks), patrol officers should make more frequent checks of the employee's residence. This is necessary since large amounts of money are passing through the residence and the survivors will be spending time away from the home to attend to other matters.
- E. When co-workers or agency administration visit the family, they should use the deceased employee's name, such as "How are you doing since *John Smith's* death?"

**XIV. COUNSELING**

- A. All members of the department are traumatized by the untimely death of a fellow employee.
- B. These issues involve post-traumatic stress syndrom and other serious health problems. Therefore, the use of counseling is **STRONGLY ADVISED** by the department.
- C. The Chaplain Corps of the Maui Police Department is professional and well equipped to conduct counseling with our employees.
- D. Should an employee desire the services of a psychologist/psychiatrist then that employee should contact the County Employee Assistance Program.

**XV. NATIONAL POLICE MEMORIAL**

# G.O. 204.11

## EMPLOYEE SERIOUS INJURY OR DEATH NOTIFICATION AND SURVIVOR ASSISTANCE

- A. During National Police Week, (the week of May 15) Memorial Services along with seminars and counseling are provided to survivors of officers killed in the line of duty. These services and seminars are paramount to the grieving and healing process of the survivors.
  
- B. When a death occurs in the line-of-duty, the Department shall provide the following:
  - 1. Airfare, per diem, registration, and ground transportation for the immediate survivor(s) to attend the National Police Memorial in Washington D.C. for the year in which the employee's name will be entered onto the memorial.
  
  - 2. Airfare, per diem, registration, and ground transportation for an Escort Officer to the survivor to attend the National Police Memorial in Washington D.C. for the year in which the officer's name will be entered onto the memorial.
    - a. The Escort Officer shall be selected by the Chief of Police after conferring with the survivor that will be attending.
  
  - 3. Airfare, per diem, registration, and ground transportation for a Police Chaplain to attend the National Police Memorial in Washington D.C. for the year in which the officer's name will be entered onto the memorial.

  
THOMAS M. PHILLIPS  
Chief of Police



Spouses' Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Please list the name, address and telephone numbers of your children who live outside the family home, key relatives (parents, siblings, in-laws etc.), and very close friends.

Name:	Relationship:
Address:	Telephone: hm:                      wrk:
Do you desire that this person be notified?	Yes:                      No:

Name:	Relationship:
Address:	Telephone: hm:                      wrk:
Do you desire that this person be notified?	Yes:                      No:

Name:	Relationship:
Address:	Telephone: hm:                      wrk:
Do you desire that this person be notified?	Yes:                      No:

Name:	Relationship:
Address:	Telephone: hm:                      wrk:
Do you desire that this person be notified?	Yes:                      No:

Name:	Relationship:
Address:	Telephone: hm:                      wrk:
Do you desire that this person be notified?	Yes:                      No:

Name:	Relationship:
Address:	Telephone: hm:                      wrk:
Do you desire that this person be notified?	Yes:                      No:

Is there anyone one you would like to accompany the police representative when the notification is made to your immediate family? If yes, then who:

\_\_\_\_\_

If this person is NOT a member of the Maui Police Department, please include:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

I want \_\_\_\_\_ to serve as the liaison officer with my family.

The following members of my family have health concerns that the department should be aware of when making notification:

NAME	RELATIONSHIP	HEALTH CONCERN

Do you have any special requests or directions you would followed upon your death?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

{Please review this form during the annual performance appraisal review and update as necessary}

**OPTIONAL INFORMATION:**

Personal Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Dentist: \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Accountant: \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Insurance Agent: \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Broker: \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Banker: \_\_\_\_\_

Phone: \_\_\_\_\_

# Your Personal/Financial Diary

## An Aid for Your Family

This is the personal financial diary of \_\_\_\_\_

Social Security Number \_\_\_\_\_

This diary was last updated on \_\_\_\_\_

*We strongly suggest this diary be completed in pencil so it can be updated whenever necessary. We also suggest storing the book in a storage bag in your freezer so in case of fire in your residence, the diary will remain safe.*

## **"YOUR PERSONAL/ FINANCIAL DIARY"**

This handbook was developed in November 1995 to be used as an educational tool for Concerns of Police Survivors' national training sessions. These training sessions were planned to help agencies address the emotional aftermath following a law enforcement officer's death.

*Concerns of Police Survivors, Inc., gives permission for this handbook to be copied by any person, agency, or organization. COPS would request, however, a credit line be given in the reproduced document.*

This Your Personal/Financial Diary is a project of Concerns of Police Survivors, Inc. Printing and distribution of the document are funded through a grant from the U. S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, grant #95-PS-CX-0001.

Production of this handbook was made easy by modeling it after the "Critical Incident Booklet" published by the Grand Lodge Fraternal Order of Police Auxiliary. Our thanks to them for taking on the task of producing such a booklet for law enforcement families.



# PERSONAL DOCUMENTS/INFORMATION

My birth date is: \_\_\_\_\_

My birth certificate is located at: \_\_\_\_\_

I was born in: \_\_\_\_\_

My social security number: \_\_\_\_\_

I was married in: \_\_\_\_\_

On: \_\_\_\_\_ To: \_\_\_\_\_

Children from this marriage: \_\_\_\_\_

I was divorced on: \_\_\_\_\_ State of: \_\_\_\_\_

I was married in: \_\_\_\_\_

On: \_\_\_\_\_ To: \_\_\_\_\_

Children from this marriage: \_\_\_\_\_

I was divorced on: \_\_\_\_\_ State of: \_\_\_\_\_

Marriage certificate(s) are located at: \_\_\_\_\_

Divorce decree(s) are located at: \_\_\_\_\_

Children's birth certificates are located at: \_\_\_\_\_

Children's adoption papers are located at: \_\_\_\_\_

Children's Names

Date of Birth

Residence

<u>Children's Names</u>	<u>Date of Birth</u>	<u>Residence</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I served in the Armed Forces: \_\_\_\_\_ Branch: \_\_\_\_\_

Service Serial Number: \_\_\_\_\_

Enlisted on: \_\_\_\_\_ At: \_\_\_\_\_

Discharge Date: \_\_\_\_\_ Discharge papers located at: \_\_\_\_\_

**Personal Information (Continued)**

**Husband's relatives and addresses: (If deceased, indicate after their name)**

1. **Mother:** \_\_\_\_\_  
\_\_\_\_\_
2. **Father:** \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_

**Wife's relatives and addresses: (If deceased, indicate after their name)**

1. **Mother:** \_\_\_\_\_  
\_\_\_\_\_
2. **Father:** \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_

**Personal Information (Continued)**

**Grandchildren:**

Name                      Date of Birth                      Their Parents

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**People who have special meaning to me:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BENEFITS THROUGH EMPLOYMENT**

**My employer is:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number of Benefits Division:** \_\_\_\_\_

**I began employment on:** \_\_\_\_\_

**The following benefits are provided through my employer:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**Health Care Coverage Provider:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Dental Care Provider:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Eye Care Provider:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Disability Insurance Provider:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Files bearing employment documents are located at:** \_\_\_\_\_

## BANK ACCOUNTS AND INVESTMENTS

Checking Account #: \_\_\_\_\_ Bank: \_\_\_\_\_  
Signatories are: \_\_\_\_\_  
Checkbook is kept at: \_\_\_\_\_

Checking Account #: \_\_\_\_\_ Bank: \_\_\_\_\_  
Signatories are: \_\_\_\_\_  
Checkbook is kept at: \_\_\_\_\_

Savings Account #: \_\_\_\_\_ Bank: \_\_\_\_\_  
Signatories are: \_\_\_\_\_  
Passbook is kept at: \_\_\_\_\_

Savings Account #: \_\_\_\_\_ Bank: \_\_\_\_\_  
Signatories are: \_\_\_\_\_  
Passbook is kept at: \_\_\_\_\_

Savings Account #: \_\_\_\_\_ Bank: \_\_\_\_\_  
Signatories are: \_\_\_\_\_  
Passbook is kept at: \_\_\_\_\_

Certificate of Deposit #: \_\_\_\_\_ Bank: \_\_\_\_\_  
Signatories are: \_\_\_\_\_  
Certificate is kept at: \_\_\_\_\_

Certificate of Deposit #: \_\_\_\_\_ Bank: \_\_\_\_\_  
Signatories are: \_\_\_\_\_  
Certificate is kept at: \_\_\_\_\_

Safe Deposit Box #: \_\_\_\_\_ Bank: \_\_\_\_\_  
Safe Deposit Box is accessible to: \_\_\_\_\_  
Key is kept at: \_\_\_\_\_

Investment/Stock portfolio is located at: \_\_\_\_\_  
Bonds portfolio is located at: \_\_\_\_\_

IRA certificate and file is located at: \_\_\_\_\_  
401(k) Retirement file is located at: \_\_\_\_\_  
Pension (company funded) file is located at: \_\_\_\_\_

## MEDICAL AND DISABILITY INSURANCE

Medical Insurance is provided to me through my work. Yes  No

This is the name of the office/person at my place of employment regarding medical insurance issues: \_\_\_\_\_

Phone: \_\_\_\_\_

I have personally acquired medical insurance through the following companies:

\_\_\_\_\_  
\_\_\_\_\_

Location of policies: \_\_\_\_\_

You may need to talk with the State Workers' Compensation office at:

\_\_\_\_\_

Phone: \_\_\_\_\_

## CREDIT CARDS

I have credit cards with the following companies:

<u>Name</u>	<u>Account Number</u>	<u>Location of Statements</u>	<u>Is Insurance Provided?</u>
-------------	-----------------------	-------------------------------	-------------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## TAX RETURNS

Copies of my income tax returns are located at: \_\_\_\_\_

Current withholding tax forms and receipts received from my employer are located at: \_\_\_\_\_

All worksheets and evidence in support of the returns are attached to the returns:

Yes  No  Worksheets are located at: \_\_\_\_\_

## MY PERSONAL BUSINESS VENTURES

I own or have an interest in (name of business): \_\_\_\_\_

Address: \_\_\_\_\_

In partnership/co-ownership with: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The contract concerning the business arrangement is located at: \_\_\_\_\_

Percentage of my share of the business is: \_\_\_\_\_

Tax papers for the business are located at: \_\_\_\_\_

## REAL ESTATE

My residence address is: \_\_\_\_\_

I own my own residence: Yes \_\_\_\_\_ No \_\_\_\_\_

My landlord is: \_\_\_\_\_

Ownership Title bears the names of: \_\_\_\_\_

The mortgage on the property is held by: \_\_\_\_\_

The mortgage payment records are located at: \_\_\_\_\_

The mortgage agreement carried life insurance coverage: Yes \_\_\_\_\_ No \_\_\_\_\_

Homeowners insurance papers are located at: \_\_\_\_\_

The insurance broker is: \_\_\_\_\_

Tax paperwork on my residence are located at: \_\_\_\_\_

I own other real estate at: (list addresses)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deeds, mortgage information, tax documents and payment records are located at:

\_\_\_\_\_

## HOMEOWNER'S AND MORTGAGE INSURANCE

Company                      Contact                      Phone                      Location of Paperwork

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## AUTOMOBILES AND AUTO INSURANCE

Make                      Model                      Year                      Registered to                      Status of Ownership

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Company name of auto insurer \_\_\_\_\_  
Agent's Name \_\_\_\_\_ Phone \_\_\_\_\_

## BOATS, TRAILERS, OR OTHER MOTOR CRAFTS AND INSURANCE

Make                      Model                      Year                      Registered to                      Status of Ownership

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## OTHER INSURANCE

Often credit cards, credit unions, travel agencies, etc. carry insurance policies on clients. List various sources that provide this benefit:

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## TRUST FUNDS

I have established a living trust for the benefit of: \_\_\_\_\_

It was established on: \_\_\_\_\_

The Trust Agreement is located at: \_\_\_\_\_

The Trustees are: \_\_\_\_\_

The attorney who drew up the Agreement is: \_\_\_\_\_

I am a beneficiary under a trust established by: \_\_\_\_\_

Papers are located at: \_\_\_\_\_

If I die, my heirs are beneficiaries of trust funds established by: \_\_\_\_\_

Papers are located at: \_\_\_\_\_

## PERSONAL DEBTORS AND CREDITORS

The following owe money to me: \_\_\_\_\_

Exclusive of secured loans, I owe to the following: \_\_\_\_\_

I have the following loans covered by borrowers' life insurance: \_\_\_\_\_

Copies of notes, loan agreements and receipts are located at: \_\_\_\_\_

Are there any law suits you are involved in either as the plaintiff or defendant?

Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_



## ORGAN DONATION

- I do not want any of my organs donated.
- I would like to have organs donated for transplant.
- I would like to donate the following organs for transplant/research:

\_\_\_\_\_

## FUNERAL DETAILS

Church Preference: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_  
Clergyman: \_\_\_\_\_ Phone: \_\_\_\_\_

Funeral Home to be used: \_\_\_\_\_  
Phone: \_\_\_\_\_ I have a pre-paid burial plan. Yes \_\_\_\_\_ No \_\_\_\_\_  
Contact: \_\_\_\_\_

(Some funeral homes provide free burial services to a law enforcement officer killed in the line of duty. Check on this benefit through your agency.)

Service to be held at:  
Funeral Home \_\_\_\_\_ Name of Funeral Home: \_\_\_\_\_  
Church \_\_\_\_\_ Name of Church: \_\_\_\_\_

I prefer: Interment \_\_\_\_\_ Entombment \_\_\_\_\_ Cremation \_\_\_\_\_

My choice of cemetery is: \_\_\_\_\_  
\_\_\_\_\_ I have purchased a lot. \_\_\_\_\_ I have not purchased a lot.

Lot is in name of: \_\_\_\_\_  
Section \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Location of deed for lot: \_\_\_\_\_

If interment is in another city, give information on the receiving funeral home:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Pallbearers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If cremated, what do you wish done with your ashes? \_\_\_\_\_

## MY LIVING WILL

Individuals may execute a "living will" that instructs family members and physicians to not take extraordinary steps to continue your life on life-support machines. You should investigate the legality of the "living will" within your state and take steps to execute the "living will" if you do not chose to be kept alive through mechanical means.

\_\_\_\_\_ I have not executed a "living will"

\_\_\_\_\_ I have executed a "living will"

Since copies of living wills may not be acceptable in some states, an original, signed copy of my living will is readily accessible at: \_\_\_\_\_

Additional copies of my "living will" are on file with my personal physician, attorney, and with my will.

## MY WILL

Your will should address special requests on how you would like insurance money to be spent, who you would like to have your prized possessions, etc. By providing this information in a will, your wishes can be upheld in court. Otherwise, your primary beneficiary will have total control of your assets/possessions. However, if this information is not included in your will, there is a section in this handbook for that information to be provided.

I do not have a will. \_\_\_\_\_ (Often times families incur additional emotional, legal and financial burdens when a loved one dies without having executed a will. We strongly suggest this be a task that you address as soon as possible.)

I have a will that is located at: \_\_\_\_\_

The Attorney who handled my will is \_\_\_\_\_  
at the law firm of \_\_\_\_\_

Phone number: \_\_\_\_\_

My last will is dated: \_\_\_\_\_

The Executor is: \_\_\_\_\_

**This is how I would hope my family would continue/improve their relationships:**

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**These are my prized possessions and how I would like them to be distributed:**

Item

Given to

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**I would like my clothing and other general personal effects distributed in this manner:**

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**Other special wishes:**

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Funeral Details (Continued)

Obituary: Yes \_\_\_\_\_ No \_\_\_\_\_

Please list the following in my obituary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am entitled to Veterans Benefits: Yes \_\_\_\_\_ No \_\_\_\_\_  
I entitled to Military Honors: Yes \_\_\_\_\_ No \_\_\_\_\_  
I would like a "Lodge" service: Yes \_\_\_\_\_ No \_\_\_\_\_  
By: \_\_\_\_\_

Flowers: Yes \_\_\_\_\_ No \_\_\_\_\_ Disposal of flowers: \_\_\_\_\_  
Donations in lieu of flowers to: \_\_\_\_\_

Musical selections: \_\_\_\_\_

Special requests for service: \_\_\_\_\_  
\_\_\_\_\_

**SPECIAL FINAL REQUESTS**

As stated earlier in this handbook, special final requests should be addressed in one's will so your wishes will be upheld by a court of law. If you have not addressed these special final requests in a will, your primary beneficiary will have total control of your assets/possessions for final disposal. We strongly recommend addressing these issues in your will. If you choose not to, however, complete this section to alleviate your family of the decisions that might need to be made in your behalf.

This is how I would like insurance settlement money to be spent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is how I would like real estate to be handled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LIFE INSURANCE POLICIES

To insure easy access to actual policies, beneficiaries, etc., all policies owned should be kept together in a safe place. Premium receipts, loan information, and settlement agreements on these policies should also be filed with the policy.

Location of policies: \_\_\_\_\_

I have made loans against the following policies: \_\_\_\_\_  
\_\_\_\_\_

I also own annuity contracts: Yes \_\_\_\_\_ No \_\_\_\_\_

Location of contracts: \_\_\_\_\_

My principal life insurance advisor is listed in "Important Business/Personal Contacts".

Other insurance advisors include:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_

*The National Insurance Consumer Help Line can search 100 of the largest life insurance companies for policies of individuals. (Keep in mind there are over 2,000 insurance companies in existence.) There is a \$4.50 charge for this search and it may take up to six months to complete the search. Call 1-800-942-4242 for information.*

I also belong to the various social/fraternal organizations that carry insurance for their membership:

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**My family is aware of the beneficiaries listed on all my department insurance forms.**

**Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**I have written a letter to my family explaining why I have certain beneficiaries on my policies.**

**Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**I would like full military honors if killed in the line of duty.**

**Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**Suggested pallbearers:**

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# DEATH BENEFITS QUESTIONNAIRE

9. NUMBER OF TIMES DECEDENT AND WIDOW/WIDOWER WERE PREVIOUSLY MARRIED:

Decedent: \_\_\_\_\_ Spouse: \_\_\_\_\_

10. DATE OF BIRTH/AGES OF CHILDREN FROM ALL MARRIAGES (Natural, step, adopted/posthumous, illegitimate) REGARDLESS OF AGE OR DEPENDENCY:  
*(If turning 18 years of age in the next six months please provide social security number)*

NAME	DOB	AGE	SSN:
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____

11. NAME, ADDRESS AND TELEPHONE NUMBER OF THE HEAD OF THE DECEDENT'S EMPLOYING AGENCY (Chief, Superintendent, Commissioner, Etc.) AS WELL AS THE PERSON WHO WILL BE HANDLING THE CLAIM. (Contact Person).

AGENCY HEAD	CONTACT PERSON
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

12. IF THE DECEDENT WAS SINGLE OR DIVORCED AND HAD NO ELIGIBLE CHILDREN, PLEASE PROVIDE THE NAME(S) ADDRESS, TELEPHONE NUMBER(S) AND SOCIAL SECURITY NUMBERS OF HIS/HER PARENTS:

NAME:	_____	_____
SSN:	_____	_____
ADDRESS:	_____	_____
TELEPHONE	_____	_____

Please fax or mail this information to:

The Bureau of Justice Assistance, Special Programs, Public Safety Officers' Benefits Program,  
 810 7th Street, N.W., 4th Floor; Washington, DC 20531; Phone: 202/307-0635, Toll Free 1-888-744-6513, or  
 Fax 202/307-3373

**21-GUN SALUTE:** Again, a ritual of the military, we believe law enforcement took on this ritual believing there is a "war" against crime.

**RIDERLESS HORSE/MOTORCYCLE:** Again, another borrowed military ritual that probably goes back to Civil War times.

**TAPS:** Again, another borrowed military ritual.

**PRESENTING OFFICER'S GUN TO SURVIVING FAMILY:** Knowing that many times the only immediate backups an officer has are his ability to talk himself out of trouble or his weapon, it has become custom with some police departments to present the officer's service revolver to the surviving family. It is suggested that the weapon be altered so it is unable to fire but so that it is also repairable.

*Several police organizations have rituals that include prayers during the wake and at the cemetery. Check with the surviving family to see if they are interested in a police organization ceremony prior to scheduling the ceremony with the police organization.*



(M)  Handling mentally deranged persons

(N)  Traffic pursuits and stops (check one):

F  Felony vehicle stop      T  Traffic violation stop

(O)  Tactical situation (barricaded subject, hostage taking, or high risk entry)

Ballistic shield used    Y  Yes    N  No

(P)  Accidental shooting (crossfire, mistaken for subject, mishap)

(Q)  Accidental shooting (training mishap)

(R)  Accidental shooting (self inflicted, cleaning mishap, not apparent or confirmed suicide)

(S)  Automobile accident (unrelated to enforcement; an assistance activity)

(T)  Automobile accident (related to criminal enforcement activity)

(U)  Motorcycle accident (unrelated to enforcement; an assistance activity)

(V)  Motorcycle accident (related to criminal enforcement activity)

(W)  Struck by vehicle (unrelated to enforcement; an assistance activity)

(X)  Struck by vehicle (related to criminal enforcement activity)

(Y)  Aircraft accident

(Z)  Other accidental (fall, fire, drowning, etc.) specify: \_\_\_\_\_

10. Type of assignment (check one):

(A)  Foot Patrol    (C)  2 Ofc. Vehicle    (E)  Spec. Asgmt.    (G)  Off Duty

(B)  1 Ofc. Vehicle    (D)  Detective    (F)  Undercover    (H)  Other (specify): \_\_\_\_\_

11. Involvement of other officers (check one):

(A)  Alone, no assistance requested

(B)  Alone, assistance requested

(C)  Assisted by other officer(s) at time of assault or killing

12. Date, time, and conditions of attack on victim officer:

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Time: (Military HH:MM) \_\_\_\_\_  
Month    Day    Year

Weather Conditions: \_\_\_\_\_    Lighting Conditions: \_\_\_\_\_

13. Date of victim officer's death \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month    Day    Year

14. Indicate the location of the incident by: city \_\_\_\_\_ (If accidental death, skip to  
county \_\_\_\_\_ question number 58)  
state \_\_\_\_\_

## ANALYSIS OF LAW ENFORCEMENT OFFICERS KILLED AND ASSAULTED

Form Approved  
OMB No. 1110-0009

- Assault with Injury
- Feloniously Killed
- Accidental Death

Victim Officer's Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

(Questions 1-14, and 58 only)

This report is authorized by Title 28, Section 534, of the United States Code. Please use this form to report circumstances regarding law enforcement officers of your department who were killed or who were assaulted with a knife, other cutting instrument, or gun. The information submitted will assist the FBI in the compilation of the annual publication, "Law Enforcement Officers Killed and Assaulted," providing valuable data for law enforcement purposes, including police training. Your cooperation is appreciated.

### PART I - PERSONAL DATA PERTAINING TO VICTIM OFFICER

1. Name: \_\_\_\_\_  
Last
First
Middle
2. Rank: \_\_\_\_\_ 3. Total law enforcement experience: \_\_\_\_\_  
Years
Months
4. Date of Birth: \_\_\_\_\_ 5. Sex: M  Male F  Female  
Month
Day
Year
6. Race: \_\_\_\_\_ 7. Height: \_\_\_\_\_  
W  White
I  American Indian/ Alaskan Native
Feet
Inches  
B  Black
A  Asian / Pacific Islander
Weight: \_\_\_\_\_
8. Was victim officer certified/licensed by state, by P.O.S.T. (Police Officer Standards Training), or by a Federal Law Enforcement Training Academy? Y  Yes N  No
- (A) Number of months since officer's last firearms training. (Enter 00 if no training received)
- (B) Number of months since officer's last defensive tactics training. (Enter 00 if no training received)

### PART II - CIRCUMSTANCES SURROUNDING THE ASSAULT OR DEATH OF VICTIM OFFICER

9. Situation in which assault or death occurred (check one that best describes the circumstances of the assault or death): if accidental death, skip to 9 ( P ):
- (A)  Disturbance call (bar fights, person with gun, etc.)
  - (B)  Domestic disturbance call (family quarrels)
  - (C)  Burglary in progress or pursuing burglary suspects
  - (D)  Robbery in progress or pursuing robbery suspects
  - (E)  Drug-related matters (drug busts, buys, etc.)
  - (F)  Attempting other arrest (excludes burglary and robbery arrest)
  - (G)  Civil disorder (mass disobedience, riot, etc.)
  - (H)  Handling, transporting, custody of prisoners
  - (I)  Investigating suspicious persons or circumstances
  - (J)  Ambush (entrapment and premeditation)
  - (K)  Ambush (unprovoked attack)
  - (L)  Investigative activity (surveillance, searches, interviews, etc.)

15.  If victim officer was assaulted or killed during a "traffic stop."

(A) Did victim officer contact radio dispatcher prior to attack or accident? Y  Yes  
N  No

(B) Please indicate whether (check one):

(a)  Victim was approaching subject(s) at time of attack or accident

(b)  Victim was returning to police unit at time of attack or accident

(c)  Victim was interviewing offender(s) in police unit at time of attack

(d)  Other (specify): \_\_\_\_\_

(e)  Unknown

(C) Location of offender(s) in suspect vehicle (if multiple offenders please indicate, by number, starting with primary suspect being #1):

U  Unknown    C  Center Front    L  Left Rear    B  Right Rear

D  Driver    F  Right Front    R  Center Rear    O  Outside Vehicle

16. Location circumstances:

(a) R  Residential    C  Commercial    G  Government/public

I  Inside    I  Inside    I  Inside

O  Outside    O  Outside    O  Outside

(b) Was cover available to officer? Y  Yes    N  No    Was it used? Y  Yes    N  No

17. Did offender utilize cover? Y  Yes    N  No

18. Please indicate the distance between the victim officer and the offender at the time the officer was assaulted or killed (check one):

(A)  0-5 feet    (C)  11-20 feet    (E)  Over 50 feet

(B)  6-10 feet    (D)  21-50 feet    (F)  Unknown

19. Location of wounds inflicted upon victim officer (check all applicable):

(a) (A)  Front head    (D)  Front upper torso/chest    (G)  Rear lower torso/back

(B)  Rear head    (E)  Rear upper torso/back    (H)  Front below waist

(C)  Neck/throat    (F)  Front lower torso/stomach    (I)  Rear below waist

(J)  Arms/hands

(b) Indicate by letter which was the fatal wound: \_\_\_\_\_

20. Was victim officer wearing protective body armor at time of attack? Y  Yes    N  No

If yes and victim was shot in upper torso area:

(A) Did bullet cause mortal wound? Y  Yes    N  No

**(B) If yes, how did the bullet circumvent the body armor?**

- (a)  Entered between side panels of vest
- (b)  Entered through armhole or shoulder area of vest
- (c)  Entered above vest (front or back of neck, collarbone area, etc.)
- (d)  Entered below vest (abdominal or lower back area)
- (e)  Penetrated through the vest (round more powerful than vest's capabilities/specifications)
- (f)  Penetrated through the vest (body armor failure)

**21. Was victim officer in police uniform at time of incident?**

- (A) Y  Yes What was uniform color? \_\_\_\_\_
- (B) N  No Was other identification evident? (None, raid jacket, vest, etc.) Specify: \_\_\_\_\_

**22. Did officer have prior knowledge that a weapon might be involved?**

- Y  Yes    N  No    U  Unknown

**23. Weapon used to assault or kill victim officer (check one):**

- |   |  |
|---|--|
| (A) <input type="checkbox"/> Handgun                              | (F) <input type="checkbox"/> Bomb                                      |
| (B) <input type="checkbox"/> Rifle                                | (G) <input type="checkbox"/> Personal weapons-hands, fists, feet, etc. |
| (C) <input type="checkbox"/> Shotgun                              | (H) <input type="checkbox"/> Vehicle                                   |
| (D) <input type="checkbox"/> Knife or cutting instrument          | (I) <input type="checkbox"/> Other                                     |
| (E) <input type="checkbox"/> Blunt instrument (club, brick, etc.) | Specify: _____   |
- Specify: \_\_\_\_\_

**24. Description of firearm used to assault or kill victim officer:**

Make \_\_\_\_\_ Cartridge type (include caliber) \_\_\_\_\_

Model \_\_\_\_\_ Barrel length \_\_\_\_\_

Type: A  automatic    I  semiautomatic    R  revolver    P  pump    B  bolt action    L  lever action

**25. Was victim officer assaulted or killed with own weapon?** Y  Yes    N  No

**26. Was victim officer disarmed during the attack?** Y  Yes    N  No

**27. Did victim officer fire own weapon?** Y  Yes    N  No

If yes, number of shots fired? \_\_\_\_\_

28. Did victim officer's shots hit the offender(s)? Y  Yes N  No

(A) If yes, how many rounds hit offender(s)? \_\_\_\_\_

(B) Number of shots fired by other officers: \_\_\_\_\_

29. Description of victim officer's service weapon:

Type: R  revolver S  semiautomatic L  rifle G  shotgun (cartridge type: \_\_\_\_\_)  
(include caliber)

30. Did officer carry a backup weapon? Y  Yes N  No

31. Did officer use the backup weapon? Y  Yes N  No

32. Type of backup weapon, if used:

(A) Firearm (specify):

Make \_\_\_\_\_ Cartridge type (include caliber) \_\_\_\_\_

Model \_\_\_\_\_ Barrel length \_\_\_\_\_

(B) Other defensive weapon (baton, mace, etc.) Specify: \_\_\_\_\_

33. Did officer reload during incident? Y  Yes N  No U  Unknown

34. Did officer have extra ammunition? Y  Yes N  No

35. Type of reloading device: M  magazine S  speed loader L  loose rounds

36. If victim officer did not fire service weapon, did he attempt to use service weapon by unsnapping holster, drawing weapon, or by some other action? (check one):

Y  Yes N  No (skip to 38) U  Unknown

37. Did victim officer's weapon malfunction? Y  Yes N  No U  Unknown

38. Was victim officer's weapon stolen (taken from scene) by the offender? Y  Yes N  No

39. (a) What type of holster did the victim officer have at the time of the incident? (check one):

(A)  Crossdraw (B)  Sidedraw (C)  Shoulder (D)  Other (specify): \_\_\_\_\_

(E)  None

(b) What model holster did the victim officer have at the time of the incident? (check one):

(A)  Strapover (B)  Thumb release (C)  Flaptop (D)  Other (specify): \_\_\_\_\_

40. Number of shots fired by offender(s) \_\_\_\_\_ U  Unknown

41. Number of other subjects present at time of incident \_\_\_\_\_ U  Unknown

**PART II - OFFENDER DATA**

While it is realized that your agency may not have complete information concerning the offender(s), please provide the data you have available. If more than one offender is involved in the incident, please complete attached ADDITIONAL OFFENDER DATA SHEETS for each subject. Complete these sheets only for known offender(s) and accomplice(s) involved in the victim officer's killing and not for those individuals merely present at the scene. These data will be published with national data only in aggregate and not identified by individual agency or person. In answering the following questions, it is assumed that the offender(s) is at least identified if not in custody.

42. Offender's name: \_\_\_\_\_  
Last First Middle

If multiple offenders, please note offender's sequence number as in question 15 (c). \_\_\_\_\_

43. Offender's date of birth: \_\_\_\_\_  
Month Day Year

44. Sex: M  Male F  Female

45. Race:

W  White I  American Indian/ Alaskan Native U  Unknown  
B  Black A  Asian / Pacific Islander

46. Offender's height: \_\_\_\_\_ Offender's weight: \_\_\_\_\_  
Feet Inches

47. Offender's place of birth: \_\_\_\_\_  
City County State / Country

48. Offender's current or last known residence: \_\_\_\_\_  
City County State

49. Offender's FBI number 

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50. Offender's current status (check all appropriate items):

- (A)  At large
- (B)  Deceased, justifiably killed by victim officer
- (C)  Deceased, justifiably killed by person(s) other than victim officer
- (D)  Committed suicide
- (E)  Deceased, died under other circumstances
- (F)  Wounded by victim officer
- (G)  Wounded by person(s) other than victim officer
- (H)  Arrested (specify date of arrest): \_\_\_\_\_
- (I)  Charges placed against subject: \_\_\_\_\_
- (J)  Other (specify): \_\_\_\_\_

51. Offender's prior arrests known to your department: \_\_\_\_\_

52. Was the offender under judicial supervision (check one)?

- N  No      U  Unknown  
A  Probation    B  Parole      C  Halfway house

53. Is offender known to your department as a user, dealer, or having been in possession of a controlled substance (narcotics)?

- Y  Yes    N  No    U  Unknown

If yes, was offender    U  User?    D  Dealer?    P  Possessor?

54. Was offender under the influence of a controlled substance (narcotics) at time of killing?

- Y  Yes    N  No    U  Unknown

55. Was offender intoxicated or under influence of alcohol at time of killing?

- Y  Yes    N  No    U  Unknown

56. Was offender known to your department as having prior mental disorders?

- Y  Yes    N  No

57. Relationship between victim officer and offender (check one):

- (A)  Victim officer and offender had prior relationship through law enforcement (such as arrest, investigation, etc.)  
(B)  Victim officer and offender had non-law enforcement relationship (such as neighbor, acquaintance, relative, etc.)  
(C)  No known relationship

**58. Written Summation:**

Since a synopsis of each felonious police killing is included in the annual "Law Enforcement Officers Killed and Assaulted" publication, pertinent details from the victim officer's agency are necessary to present a useful narrative concerning the officer's death. Likewise, details regarding serious assaults and accidental line-of-duty deaths are useful. Therefore, in the space below, you are requested to provide a written summation of the events surrounding the victim officer's assault/death. The success of our endeavors to prevent further line-of-duty deaths by presenting information which may be incorporated into police training programs depends to a large extent on the quality of data obtained from the victim officer's agency.

Lined area for providing a written summation of the events surrounding the victim officer's assault/death.

**Prepared by:**

**Date:**

NOTE: Public reporting for this collection of information is estimated to average .5 hours per response, including the time for reviewing. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to Uniform Crime Reporting Program, Federal Bureau of Investigation, Washington, D.C. 20535; and to the Public Use Reports Project, 1110-xxxx, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.



promoting the protection of public safety officers before tragedies occur. Each year, the PSOB Program receives substantial information about line of duty deaths that is used to enhance public safety officer training. The PSOB Program also encourages public safety agencies to adopt model policies that can help guide an agency through the tragic event of a line of duty death.

## PSOB Program Benefits

The PSOB Program provides a onetime financial benefit to the eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty. The benefit was increased from \$50,000 to \$100,000 for deaths occurring on or after June 1, 1988. Since October 15, 1988, the benefit has been adjusted each year on October 1 to reflect the percentage of change in the Consumer Price Index. For fiscal year 1999, the benefit is \$ 143,943.

The PSOB Program provides the same benefit to public safety officers who have been permanently and totally disabled by a catastrophic personal injury sustained in the line of duty if that injury permanently prevents the officer from performing *any* gainful work. Medical retirement for a line of duty disability does not, in and of itself, establish eligibility for PSOB benefits.

Since 1977, on average, the PSOB Program has received 275 benefit claims each year for line of duty deaths of public safety officers. PSOB Program staff respond rapidly and with sensitivity to requests for assistance from claimants and public safety agencies. They also provide moral support and, when necessary, referrals to organizations such as Concerns of Police Survivors (COPS) and the National Fallen Firefighters Foundation (NFFF), which can provide long-term support for surviving family members and coworkers of deceased public safety officers.

## PSOB Program Effective Dates

The effective dates for PSOB Program benefits are as follows:

### Death Benefits

- ❑ State and local law enforcement officers and firefighters are covered for line of duty deaths occurring on or after September 29, 1976.
- ❑ Federal law enforcement officers and firefighters are covered for line of duty deaths occurring on or after October 12, 1984.
- ❑ Members of Federal, State, and local public rescue squads and ambulance crews are covered

for line of duty deaths occurring on or after October 15, 1986.

## Disability Benefits

Federal, State, and local law enforcement officers, firefighters, and members of public rescue squads and ambulance crews are covered for catastrophic personal injuries sustained on or after November 29, 1990. The public safety officer must be separated from his or her employing agency for medical reasons, and must be receiving the maximum allowable disability compensation from his or her jurisdiction, in order to initiate a claim for PSOB disability benefits. Eligible officers may include persons who are comatose, in a persistent vegetative state, or quadriplegic.

## Public Safety Officers Eligible for PSOB Program Benefits

Under the PSOB Program, a *public safety officer* is a person serving a *public agency* in an official capacity, with or without compensation, as a law enforcement officer, firefighter, or member of a public rescue squad or ambulance crew. *Law enforcement officers* include, but are not limited to, police, corrections, probation, parole, and judicial officers. *Volunteer firefighters and members of volunteer rescue squads and ambulance crews* are covered under the program if they are officially recognized or designated members of legally organized volunteer fire departments, rescue squads, or ambulance crews.

A *public agency* is defined as the United States; any U.S. State; the District of Columbia; the Commonwealth of Puerto Rico; any U.S. territory or possession; any unit of local government; any combination of such States or units; and any department, agency, or instrumentality of the foregoing. To be eligible for benefits, a public safety officer's death or total and permanent disability must result from injuries sustained in the line of duty. Line of duty is defined in the PSOB regulations (28 CFR 32) as any action that the public safety officer whose primary function is crime control or reduction, enforcement of the criminal law, or suppression of fires is authorized or obligated by law, rule, regulation, or condition of employment or service to perform. Other public safety officers—whose primary function is not law enforcement or fire suppression—must be engaged in their authorized law enforcement, fire suppression, rescue squad, or ambulance duties when the fatal or disabling injury is sustained.



# BJA Bureau of Justice Assistance Fact Sheet

Nancy E. Gist, Director

## Public Safety Officers' Benefits Program

### History

The Public Safety Officers' Benefits (PSOB) Act (42 U.S.C. 3796, et seq.) was enacted in 1976 to assist in the recruitment and retention of law enforcement officers and firefighters. Specifically, Congress was concerned that the hazards inherent in law enforcement and fire suppression and the low level of State and local death benefits might discourage qualified individuals from seeking careers in these fields, thus hampering the ability of communities to provide for public safety.

The PSOB Act was designed to offer peace of mind to men and women seeking careers in public safety and to make a strong statement about the value American society places on the contributions of those who serve their communities in potentially dangerous circumstances.

The resultant PSOB Program, which is administered by the Bureau of Justice Assistance (BJA), presents a unique opportunity for the U.S. Department of Justice, Federal, State, and local public safety agencies, and national public safety organizations to become involved in

### PSOB Service Standards Commitment

The mission of the PSOB staff is to assist public safety officers, their agencies, and their families before, during, and after a tragedy occurs. Three core values guide our daily operations and measure our performance. They are:

- ☐ We will respond rapidly and accurately to PSOB death and disability benefits claims.
- ☐ We will be humane in our support of public safety officers, their agencies, and their families.
- ☐ We will seek and pursue opportunities to expand our assistance to the public safety field.

To improve our response time, we continuously assess our allocation of staff and organizational processes. We will respond to the public safety field within 2 weeks once an eligible death benefits case is complete, within 4 weeks once an ineligible death benefits case is complete, and within 6 weeks once a disability case is complete. To ensure accuracy, we

will use medicolegal experts and independent legal analyses from outside the PSOB Program.

To provide our services in the most sensitive and professional manner, PSOB staff receive training on key issues associated with grief, critical incident stress, and posttraumatic stress disorder. We also solicit and use information provided to us on the tone and impact of our verbal and written communication with the public safety field.

One example of the PSOB Program giving more to the field is a series of regional training sessions conducted to help law enforcement agencies prepare for the loss of an officer. It is essential that all public safety agencies be prepared to effectively assist the family, fellow officers, and the community to move forward in the aftermath of a tragedy.

Our commitment to support the public safety community has never been stronger, and it will continue to grow.

the circumstances of the death or permanent and total disability support a benefit payment. The public safety agency prepares a Report of Public Safety Officer's Death or Permanent and Total Disability Claim Form to accompany the claim for death benefits completed by the eligible survivor(s) or, in the case of disability claims, the prerequisite disability certification package completed by the injured officer. BJA will determine whether and to whom a benefit should be paid.

### For Further Information

For more information about the Public Safety Officers' Benefits Program or to share your observations and recommendations, please contact:

**U.S. Department of Justice Response Center**  
Tel: 1-800-421-6770

**Bureau of Justice Assistance**  
Public Safety Officers' Benefits Program  
810 Seventh Street NW.  
Washington, DC 20531  
Tel: 202-307-0635  
Toll Free: 1-888-SIGNL13 (744-6513)  
Fax: 202-307-3373  
Internet: <http://www.ojp.usdoj.gov/BJA/>

**Bureau of Justice Assistance Clearinghouse**  
P.O. Box 6000  
Rockville, MD 20849-6000  
Tel: 1-800-688-4252  
Fax: 301-519-5212  
Internet: [look@ncjrs.aspensys.com](mailto:look@ncjrs.aspensys.com)

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## Survivors Eligible for Program Death Benefits

Once BJA approves a claim for death benefits, the benefit will be paid to eligible survivors in a lump sum, as follows: *Common law partner is State by State*

- ☐ If there are no surviving children of the deceased officer, to the surviving spouse.
- ☐ If there is a surviving child or children and a surviving spouse, one-half to the child or to the children in equal shares and one-half to the surviving spouse.
- ☐ If there is no surviving spouse, to the child or in equal shares to the children.
- ☐ If none of the above apply, to the parent or in equal shares to the parents.

Under the PSOB Act, child is defined as any natural child who was born before or after the death of the public safety officer, or who is an adopted child or stepchild of the deceased public safety officer. At the time of death, the child must be 18 years of age or younger; or 19 through 22 years of age and pursuing a full-time course of study or training, if the child has not already completed 4 years of education beyond high school; or 19 years or older and incapable of self-support due to a physical or mental disability.

For PSOB Program benefits to be paid, a public safety officer must be survived by an eligible survivor; public safety officers cannot predesignate their beneficiaries.

## PSOB Program Limitations and Exclusions

No PSOB Program benefit can be paid:

- ☐ If the death or permanent and total disability was caused by the intentional misconduct of the public safety officer or if the officer intended to bring about his or her own death or permanent and total disability. *(Involuntary)*
- ☐ If the public safety officer was voluntarily intoxicated at the time of death or permanent and total disability.
- ☐ If the public safety officer was performing his or her duties in a grossly negligent manner at the time of death or permanent and total disability.
- ☐ To a claimant whose actions were a substantial contributing factor to the death of the public safety officer.
- ☐ To noncivilian members of the military serving as law enforcement officers, firefighters, or rescue squad or ambulance crew members, or to any of their survivors.

PSOB benefits do not cover death or permanent and total disability resulting from stress; strain; occupational illness; or a chronic, progressive, or congenital disease (such as heart or pulmonary disease), unless there is a traumatic injury that is a substantial contributing factor in the death or permanent and total disability. Medical proof of the traumatic injury (such as a blood test for carbon monoxide poisoning) may be necessary for coverage in these cases.

## Reduction of Benefits

The PSOB Program benefit is reduced by certain payments made under the District of Columbia Code and may itself reduce benefits under Section 8191 of the Federal Employees' Compensation Act. However, State and local benefits must not be reduced by benefits received under the PSOB Act, and the PSOB benefit is not reduced by any benefit received at the State or local level.

## Interim Payment

If BJA determines an urgent claimant need before the final action of paying a death benefit, an interim benefit payment not exceeding \$3,000 may be made to the eligible survivor(s) if it is probable that the death is compensable.

## Attachment and Tax Exemption

PSOB death and disability benefits are not subject to execution or attachment by creditors. The Internal Revenue Service (IRS) has ruled that the benefit is not subject to Federal income tax (IRS Ruling No. 77-235, IRS 1977-28) or to Federal estate tax (IRS Ruling No. 79-397).

## Attorneys' Fees

The PSOB Act authorizes BJA to establish the maximum fee that may be charged for services rendered to the claimant by another party in connection with any PSOB claim filed with BJA. Contracts for a stipulated fee and contingent fee arrangements are prohibited by PSOB regulations (28 CFR 32.22(b)). BJA assumes no responsibility for payment of claimant attorney fees (28 CFR 32.22(d)).

## Filing a Claim

Eligible survivors or disability claimants may file claims directly with BJA or through the public safety agency, organization, or unit in which the public safety officer served. In most cases, the public safety agency provides BJA with sufficient information to determine whether

# FUNERAL RITES & CUSTOMS

## Table of Contents

THE AMERICAN MUSLIM FUNERAL .....	6
THE BUDDHIST FUNERAL .....	6
THE CHRISTIAN SCIENCE FUNERAL .....	7
THE EASTERN ORTHODOX FUNERAL .....	8
THE EPISCOPAL FUNERAL .....	9
THE HINDU FUNERAL.....	10
THE JEHOVAH'S WITNESSES FUNERAL .....	11
THE JEWISH FUNERAL .....	12
THE LUTHERAN FUNERAL .....	16
THE METHODIST FUNERAL.....	16
THE MORMON FUNERAL .....	17
THE MOSLEM FUNERAL .....	18
THE PRESBYTERIAN FUNERAL .....	19
THE QUAKER FUNERAL.....	20
THE ROMAN CATHOLIC FUNERAL .....	21
THE AFRICAN AMERICAN FUNERAL .....	21
THE AMERICAN INDIAN FUNERAL .....	22
THE FAR EASTERN FUNERAL.....	23
THE FILIPINO FUNERAL .....	24
THE HAITIAN FUNERAL.....	24
THE MEXICAN AND CENTRAL AMERICAN FUNERAL .....	24
THE POLYNESIAN FUNERAL .....	25
THE WEST INDIES FUNERAL.....	26
THE AMERICAN LEGION FUNERAL .....	26
THE MASONIC FUNERAL .....	27
THE MILITARY FUNERAL .....	27
POLICE ORGANIZATIONS .....	28

# FUNERAL RITES

&

# CUSTOMS

*This document, "Funeral Rites & Customs", was prepared to educate law enforcement agencies about the differences various religions and nationalities follow when death occurs to one of their members. "Normal" or "usual" activities at funerals are NOT included—only exceptions to the norm.*

**Prepared by:**

**Concerns of Police Survivors, Inc.**

**P.O. Box 3199**

**Camdenton, MO 65020**

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**Concerns of Police Survivors, through the courtesy of Professional Training Schools, Inc., Dallas, Texas, has received permission to condense information from "Funeral Rites & Customs".**

open during the funeral ceremony which begins with the monk, normally dressed in a burnt orange robe, placing and lighting three candles on the casket. Using the melted wax to hold the candles in place, the candles will continue to burn throughout the ceremony. The monk and family will participate in a series of chants during the funeral service. A gong-like bell is used periodically during this chanting. One of the unique features of the Buddhist funeral is the preparation of a meal consisting of rice, peas and carrots. This is prepared in the funeral home chapel as part of the service and taken to the cemetery. For the next ten days, a similar meal may be brought to the grave. Some priests use such fruits as apples, oranges and bananas during the funeral service. Incense is also burned during the approximately forty-five minutes the funeral service will last at the funeral home. The pall bearers are normally family members. Friends are designated to "stand in" for a specific family member. The pall bearers will wear white gloves which are furnished by the Temple. **The importance of each family member is also seen by the position which they hold in the funeral cortege.**

**The Committal Service:** The committal service will normally last about thirty minutes with chants by the monk and the family. Incense is also burned. Flowers are normally placed on the casket at the cemetery. The colors of the flowers indicate the role of the deceased in the family.

## **The Christian Science Funeral**

There are no ordained ministers in Christian Science Churches, instead, practitioners or readers, serve in somewhat the same capacity as a clergyman. To become a practitioner, one must demonstrate the ability to perform works of healing.

**Notification of Death:** Because of their beliefs in the healing powers of the practitioner and the reluctance to seek medical assistance, notification that a death of a member of the Christian Science Church has occurred will bring about several unique situations. First, it is most likely that the death has occurred in the deceased's home or some place other than a usual medical facility. There will be no attending physician responsible for completing and signing the Certificate of Death. It should, therefore, be called to the funeral director's attention to determine who will be certifying the cause of death and signing the death certificate, prior to making the removal from the place of death. Their preference is for the term "passed on" rather than such words as death and dead. The term "passed on" is used to emphasize the fact that "death does not mark the termination of an individual's life, rather it is only one more phase of the belief that life is material".

**Preparation of the Remains:** If a traditional funeral service is chosen, with the body present for viewing, the normal embalming and cosmetizing would take place. If the family opts to have a memorial service with the body not present the funeral director may only be asked to prepare the body to the extent necessary for an immediate disposition. When it is possible the body of a female shall be prepared for burial by one of her own sex.

# FUNERAL RITES

## The American Muslim Funeral

American Muslims traditionally have used the services of Jewish funeral homes because many customs are the same. Muslims say Jewish funeral directors understand their opposition to embalming and desire for a speedy burial.

**Preparation of the Remains:** Embalming is acceptable if the body can't be buried within 48 hours or is necessary for another reason, particularly communicable disease. Muslims have a deep respect for the body. Family members are ideally involved in preparing the body with oils and fragrances. For the unmarried, widowed, or divorced, only women prepare women, and men prepare men. The eyes and mouth are closed, orifices packed, and hands and feet are bound. Then the body is shrouded and placed in a casket. The casket is usually closed. The face is left uncovered by the shroud.

**The Funeral:** Funerals are usually held at a mosque.

**Committal Service:** A cemetery is respected ground and graveside services are held. Prayers are said as the casket is being lowered; crying is acceptable, but wailing is not. Grief is viewed as a natural part of life, and a funeral is seen as being for the living.

## The Buddhist Funeral

**Preparation of the Remains:** Embalming is permitted and often chosen by the family as the means of preparing the body. Many Buddhist funerals will include public viewing with an open casket. Should the family choose some type of immediate disposition, the funeral director would prepare the body in the same manner as he or she would prepare the body of any other individual.

**Dressing and Casketing:** The family will select suitable clothing to be used for the occasion. Families generally select traditional wooden or metal caskets available from the funeral home.

**Visitation:** The Buddhist visitation period is usually briefer than is typical. Lasting perhaps only a few hours. The casket would normally be open.

**The Funeral:** The funeral service is usually held at the funeral home and is often a continuation of the visitation period. The monk will choose a member of the family, normally the eldest male, to assist him in conducting the rituals. The casket would remain



**The Funeral:** The funeral service may be held on any day except Sunday. On the day of the funeral service, the family, pallbearers and perhaps close friends will gather at the funeral home for a Trisagion. Following this short prayer service of five to six minutes, the casket is closed and those in attendance will move in procession. The funeral service, is called the Parastas (a standing service), or Great Panachida, which means "all night service". The funeral service will follow a very liturgical pattern. Organ music and/or a vocal selection may be allowed although it is not normal in the Orthodox Church. Following the service, the casket may be turned so that it is parallel to the Iconstasion, a solid screen, covered with Icons, which separates the sanctuary of the Church from the remainder of the building. The casket is opened at this point, if at all possible, and left open for the remainder of the service. The priest will make the sign of the cross first with olive oil and then with ashes or sand on the chest of the deceased. If the family and friends are going to view the deceased they can file past the casket once again kissing the Icon, which is placed either at the head or foot end of the casket before filing out of the Church.

**The Committal Service:** The graveside service will consist of a reading and short prayer. In some ethnic groups, the oil and ashes are placed on the top of the closed casket during the graveside service. Incense may be used by some priests at the funeral home, church and graveside. Cremation is forbidden by Orthodox Christians because of the destruction which would take place to the body. The body is the Temple of the Holy Spirit and the church, mindful of this fact, refuses to deliberately destroy the body. A church funeral is denied by anyone who will be cremated.

## **The Episcopal Funeral**

**Notification of Death:** In the past it was considered essential that a Priest be notified when the death of an Episcopalian had occurred or was expected to occur. Although this may vary today from parish to parish, the funeral director should determine the preferences of the individual priests he or she serves to ensure that the proper procedure is followed.

**Visitation:** In most cases, visitation will be held at the funeral home. The casket is present and open or closed depending on the wishes of the family. There are no items of religious equipment used during the visitation.

**The Funeral:** All funerals for Episcopalians should be conducted in the Episcopal Church. The funeral service is very similar to that of the Catholic Funeral Mass. Music may be sung by the church choir and/or the congregation from the Episcopal Hymnal. The use of flowers is prohibited in the Episcopal Church, although local customs and the preferences of individual priests may vary.

**Visitation:** Whether there is a visitation or not is entirely a family decision, but it is not a frequent practice for Christian Scientists.

**The Funeral:** There are several key factors which the funeral director will have to be aware of when arranging the funeral. Most importantly, no funerals are held in the Christian Science Church. The funeral is probably most often held in the funeral home, at the gravesite, or other cemetery facility. If the casket is present during the service, it is closed. The officiant for the Christian Science funeral is the practitioner or reader. The main theme of the funeral service centers around the comfort in knowing that death is merely a phase in which the individual leaves the mortal life while maintaining the immortal spiritual life. The service is often preceded by organ music. During the service there is usually an invitation for those present to join in the Lord's Prayer, and the service concludes with a benediction.

**The Committal Service:** There are no Church restrictions in regards to the method of disposition, with earth burial, entombment, and cremation all being permitted.

## **The Eastern Orthodox Funeral**

It is the "nationalism" or the tendency of the Orthodox Church to take on the characteristics of its people, which may cause the most serious problem in trying to define the Orthodox Church and its practices. The most important factors in determining the type of funeral service held are the customs and traditions the family brings with them into the funeral arrangement conference.

**Notification of Death:** The necessity of notifying a clergyman and whether there are any religious rites required or performed at the time of death is important to the funeral director. In the case of the Orthodox Church, there are no "last rites" such as those seen in the Roman Catholic Church. Priests may prefer to be notified of an impending death in order that they may conduct a prayer service at that time.

**Visitation:** It is customary for the family's priest to be present with them during their first viewing. Generally a prayer is offered during this time. In addition to this first prayer, the Trisagion, a series of three prayers, are usually offered at the end of the evening. Similar to a Rosary or Christian Prayer Service in the Roman Catholic Church, the family and friends gather for this service, in which prayers for the deceased are offered. If the visitation and Trisagion are to be held in the funeral home, several pieces of equipment should be placed in the chapel or state room. The Holy Icon, a picture of Christ, is a symbol which can be seen throughout the Orthodox Church. In the funeral home, the Icon is normally placed at one end of the casket, allowing those approaching the casket to first kiss the Icon. Other items used in conjunction with the Orthodox funeral include candles as well as a crucifix.

**Visitation:** In a community where there are few Hindu, the visitation and funeralization may take on a very western flavor and be similar to any other such service. If on the other hand there are many Hindu in the area, it might be expected that the visitation and funeralization will take on a more eastern flavor. The visitation period, still held in the funeral home, would most likely be of a shorter duration.

**The Funeral:** In most instances a Hindu funeral held in the United States will take place in the funeral home. The priest will lead the service which will include prayers and chants. The use of candles and incense may also be observed. While they mourn for this individual, they do not approach death as the final experience to a physical life.

**The Committal Service:** Since cremation is very much a part of the Hindu custom, it is often the choice for disposition. However, earth burial is also acceptable and used extensively in some areas. The family takes an active role. When the cemetery or crematory is near the location of the funeral service, the family will even lead the procession. The family members will not only carry the body to the retort chamber, but will also place the body inside the chamber and initiate the cremation process.

## **The Jehovah's Witnesses Funeral**

Jehovah's Witnesses' refusal to accept blood transfusions, their refusal to salute the flag of any country, and their claim for exemption from participating in the armed services, are decisions which are based on their literal translation of the Bible and its applicability in today's world.

**Preparation of the Remains:** Embalming is often the method chosen by the family for the preparation of the remains.

**Dressing and Casketing:** Decisions as to the clothing to be worn by the deceased and the type of casket to be used are also left up to the family.

**Visitation:** Visitation and viewing of the body are accepted as part of the normal funeral procedure. The visitation will normally be held in the funeral home and will be similar to most visitation periods held in that community.

**The Funeral:** The funeral service may be held either in the funeral home or in the Kingdom Hall. The casket would be placed in the usual manner at the front of the funeral home chapel or Kingdom Hall and parallel with the seating. There is no formal processional as the casket is generally closed and positioned prior to the service beginning. The use of flowers in the Kingdom Hall is permitted. The use of a recessional will depend on the customs of the area and the preferences of the officiant. The service is simple, with

**The Committal Service:** The Episcopal Church has no restrictions as to the means of disposition for one of its members. As part of the committal service the priest will read a passage commending the body to the earth, often while sprinkling sand in the shape of the cross on top of the casket. The Lord's Prayer is recited by all in attendance followed by a final prayer said by the priest.

## **The Hindu Funeral**

Hinduism is a way of life rather than a denomination. Hindus worship many gods. These gods are believed to be different forms of a universal spirit called Brahman. Hinduism centers around karma, which is the belief that every action of an individual will result in either good or bad results. The total of all of these actions is known as dharma, and it is this overall positive or negative way of living during one's present life which the soul will inherit when re-incarnation takes it into the next life. The funeral ceremony is one of celebration and is considered the second most important (and expensive) ritual to take place in a person's life. The preparation of the body, which is done in the home, was traditionally handled by the family with the assistance of "mortuary specialists". After the body was bathed, it was wrapped in linen and decorated with sacred ashes and sandal paste. Normally the body of a married woman would be wrapped in colored cloths and decorated with flowers and jewelry showing her married status. The body is viewed by all who wish to enter the home for that purpose. Prior to removing the body from the house for disposition, it is anointed with oils, soaps and powders. Again the immediate family is responsible for this anointing process. When rituals are completed, the body is carried without the use of a coffin to the cemetery or cremation site. Cremation is the preferred means of disposition. Cremation is a sacrament in the Hindu religion. Hindus believe that the soul never dies, but passes through a series of lives in different bodies. The soul is trapped in the skull and has to be released from the body with the help of fire. Cremation is a religious act and sacred texts are chanted while the body is burned. The oldest male relative walks three, five or seven times around the pyre holding a burning piece of wood and then lights the pyre. When the heat of the fire breaks the skull, the relatives leave the pyre to be tended by professional burners. On the third day, the ashes are collected and taken to a river to be dispersed. This frees the soul allowing it to be reborn in another life.

**Preparation of the Remains:** Unlike the practice in eastern countries, the family will not be responsible for the preparation of the body in the United States. Here the funeral home will handle the preparation to whatever extent the family wishes.

**Dressing and Casketing:** The clothing will usually be provided by the family. Many of these individuals still prefer to wear their native clothing. However, the clothing may be more of a reflection on the nationality of the deceased, rather than on the fact that he or she was Hindu. Generally, the casket chosen is an inexpensive one, whether it be made of metal or wood. One reason, cremation is often practiced and no casket is used. Hindus believe that death is only a transition from one life to another.

of situations, the civil laws would supersede the Jewish laws and the removal would be made. If the death does not occur during the time observed as the Sabbath, then there are no restrictions in place for any of these three groups.

**Preparation of the Remains:** For the Reform or Conservative Jews, there are usually no religious restrictions concerning the preparation of the deceased, including embalming. However, since some Reformed and Conservative Jews will follow the Orthodox traditions, it is important that the funeral home staff maintain close communications with the family and the Rabbi to prevent unnecessary problems from occurring. If the deceased is an Orthodox Jew, embalming is usually not allowed. The reason for not embalming the body is a religious one. The Orthodox Jews believe that nothing should be done which would delay the return of the body back to the original elements it came from. Exceptions, such as the necessity to transport over a long distance or by common carrier, a lengthy delay between the time of death and the funeral service, or when death takes place on the Sabbath, may make refrigeration of the body or embalming necessary. However, whenever possible, the Jewish law should be followed.

If the deceased is an Orthodox Jew, the role of the funeral director in preparing the deceased is almost non-existent. Once the removal has been made to the preparation room, the funeral director will notify the Rabbi. The Rabbi will then notify the Chevrah Kadisha who will come to the funeral home to prepare the remains. The Chevra, commonly referred to as the "washers" by laymen, are a group of men or women, depending upon the sex of the deceased, who have been trained in the Taharah, the ritual of washing the preparing the body for burial. This ritual includes a physical washing, dressing the deceased in a Tachrichim, a white burial shroud, and placing the deceased in the casket. During this ritual, prayers are also said and a bag of Israel earth is placed under the deceased's head.

**Dressing and Casketing the Remains:** An Orthodox Jew is dressed in a Tachrichim, a white linen shroud for burial. This shroud covers virtually the entire body with only the face visible. It is, however, customary that even the family not view the deceased after the body has been placed in the casket.

If the deceased died as the result of trauma, any clothing which the deceased might have been wearing and which as a result had blood on them, should be kept and placed in the casket with the deceased. If the deceased were embalmed, the blood should be collected in containers, sealed and placed in the casket with the deceased. This is due to the belief that the blood contains the individual's soul.

The Orthodox casket is known as an Aron. This casket is made completely out of wood, even to the extent of having pegs instead of nails. Oak and pine seem to be very common. The Star of David or Mogen David, the symbol of new hope for the Jewish people, is usually attached to the lid of the casket.

no religious items such as palls, crosses, candles, etc. being used. There are no others participants, such as altar attendants used to assist the designated officiant of the service. A Jehovah's Witness funeral will normally take no more than thirty minutes and is centered around the reading and discussion of scripture. The music used will normally be organ music with no actual singing, and will come from the Jehovah's Witnesses' own hymnal.

**The Committal Service:** Earth burial and cremation are the two most common means of disposition practiced by members of the Jehovah's Witnesses. The committal service will last only a few minutes with a short scripture reading and a few words spoken by the officiant concluding the service.

## **The Jewish Funeral**

**History:** The Orthodox, Conservative and Reform (sometimes referred to as the Liberal) Jews each bring with them a number of customs and traditions both in their everyday lifestyle, as well as in the way they honor their dead. The basic differences among these three groups lie in the amount of tradition they continue to practice in their lives today.

Orthodox Jews maintain most of the same traditions that have marked the Jewish religion for the past 3,000 years. The Reform Jews have kept only the moral laws and those which they feel adapt to modern civilization. The Conservative Jews fall somewhere in between, following the dietary laws and the traditional celebrations. Because of some very different practices in regard to the funeral service among these three groups, it may be necessary to devote more time in explaining these differences than has been necessary with many of the other religious bodies.

The Jewish Sabbath (Shabbath) is observed on Saturday. For the Orthodox Jew this day is strictly observed. No business dealings are to be conducted on this day. No work is allowed, no writing, and even travel is forbidden. While the Reformed and Conservative Jews also observe their Sabbath on Saturday, the same restrictions as to work, travel, etc. may not be as strictly observed.

**Notification of Death:** The Rabbi should be notified if the deceased was an Orthodox Jew. However, if the deceased belonged to the Reformed or the Conservative Jewish synagogues, you might find that the Rabbi prefers to be notified after the removal has taken place.

**Making the Removal:** There are no restrictions when making a removal of a deceased Reformed or Conservative Jew. However, if the deceased was an Orthodox Jew and the death occurs on the Sabbath (from sundown Friday until sundown Saturday), the removal should not be made until the sun has set on Saturday, marking the end of the Sabbath. Obviously, there are situations in which this Jewish law cannot be honored. In these types

**The Funeral Procession:** In the Orthodox tradition, if the funeral service was held in the synagogue, the funeral procession (levaya) will proceed directly to the cemetery. However, if the service was held in the funeral home, the procession may stop at the synagogue. If this occurs, the funeral coach will pull up to the doors of the synagogue. While the family, friends and pallbearers remain in their cars, the doors of the synagogue and the funeral coach will be opened. The Rabbi and Cantor will have a brief prayer prior to the doors being closed and the procession moving on to the cemetery. This provides the deceased with their last contact with the synagogue. Ordinarily, the procession for Reform or Conservative funeral services does not stop at the synagogue.

**The Committal Service:** The Rabbi, followed by the pallbearers, may stop several times while on their way to the gravesite. Some orthodox still follow the practice of lowering the casket into the grave using the handstraps rather than any type of mechanical lowering device. While earth burial or entombment are the primary modes of disposition, in some cases cremation may be allowed by the Conservative or Reformed Jewish religions. The Orthodox Jews use only earth burial.

**Periods of Mourning:** A unique characteristic of the Jewish religion as it relates to death is their observance of several periods of mourning. Each of these time periods require the family of the deceased to refrain from certain activities:

**Shiva:** The Shiva marks a seven day period of intense mourning beginning on the day of the burial. During this period of time, the family members are encouraged to stay away from work or school, to remain at home, and to contemplate the meaning of life and the manner in which adjustment will be made to the death of the beloved. The mourners are discouraged from any act which will call attention to themselves, even to the extent of covering all of the mirrors in the home. The family will often sit on Shiva stools, which are low to the ground, in order to humble themselves while they contemplate life following the death of a loved one. Services are to be conducted in the morning, afternoon and evening during this time and a Shiva (7 day) candle burns throughout this period.

**Shloshim:** The Shloshim mourning period is a thirty day period in which the mourners begin a return to their normal routine, with the exception of attending any type of entertainment or social functions. The family continues to wear the K'riah, but the services held in the home during Shiva are now replaced with the daily recitation of the kaddish, a Jewish prayer recited at the daily service and by mourners after the death of a relation, at the synagogue.

**Shanna:** Those who are mourning the loss of an immediate family member continue their mourning period for eleven months after the Shloshim. During the Shanna the attendance at daily services to recite the kaddish continue as well as the abstaining from celebrations during that year.

Reform or Conservative Jews will be dressed in their own clothing. The family is not restricted as to the type of casket they can choose from. The Star of David may or may not be attached to the casket in this case.

**Visitation:** If the deceased is Orthodox, it is possible that no visitation would be held, or that the time would be only a matter of hours. This is due to the tradition of having the burial within 24 hours from the time of death. The fact that the casket would be closed also decreases the possibility of the traditional visitation as members of other religious bodies think of it. A pall with the Star of David may drape the casket and a Menorah (candelabrum) may be placed at the head of the casket. In some areas, one or two vigil candles may be substituted for the candelabrum. No flowers or music would normally be present. Having a shomrim to watch over the body is still observed. This is an age-old custom of not leaving the body alone prior to the burial. If the body was to be held until the following day, the shomrim would sit with or near the casketed remains all night, reading and reciting prayers.

If the deceased belonged to a Reform or Conservative congregation, it is possible that a visitation period would be held. In these cases, the deceased would be embalmed, dressed and casketed. The visitation, with an open casket, flowers and music, similar to that of other religions may be held.

**The Funeral Service:** At one time funerals for the Orthodox were held only in the funeral home or at the gravesite. Today, some funerals are being held in the synagogue. No services are held on the Sabbath (Saturday).

Prior to the funeral service, the family will participate in a ceremony known as K'ria. This custom of rendering or tearing of one's clothes symbolizes one's grief. Today, many families wear a black ribbon, which they will tear instead of an article of clothing. This K'ria is worn for 30 days following the funeral, during a period of mourning known as Shloshim.

The Rabbi, assisted by the Cantor, leads the funeral service, which is generally very brief and is made up of the reading or chanting of psalms, a memorial prayer called the El Mole Rachammim, and a hesped, the eulogy honoring the deceased. No music or flowers are present and no fraternal ceremonies take place. Men attending an Orthodox funeral are expected to wear a yarmulke and many will wear a prayer shawl called the tallith.

The Conservative or Reform Jewish funeral may also be held at the synagogue, funeral home or gravesite. The Conservative or Reform funeral service cannot be held on Saturday. Unlike the Orthodox funeral, flowers and music may be a part of these services, although often they are not. If the casket had been open for visitation, it is closed prior to the service beginning. The Rabbi and Cantor lead the service. Men attending the service will generally wear the yarmulke.



**The Committal Service:** Earth, sand or flower petals may be used as part of the committal service, as the minister commends the body to the earth and back to the elements from which it came.

## **The Mormon Funeral**

The largest body of The Church of Jesus Christ of Latter-day Saints, the "Mormons", are headquartered in Salt Lake City, Utah, and number over four million members in the United States. (The Reorganized Church of Jesus Christ of Latter-day Saints, not a part of the Mormon Church, headquartered in Independence, Missouri, claims over two hundred thousand members.) The Mormons do not recognize professional clergy among their ranks. Those who take up this calling serve for unspecified periods of time and without compensation. One of the unique characteristics of the Mormons is the involvement of the young men and some young women in Church missionary service for a period of up to two years each.

**Dressing and Casketing:** Decisions as to the clothing to be worn by the deceased and the type of casket to be used are left up to the family. A deceased Mormon who has previously participated in Temple Ordinances, which is an instructional process within the Church, would usually be dressed primarily in special Temple clothing. Otherwise, their clothing will be chosen by the family.

**Visitation:** Visitation could be held in a Church ward chapel, the family residence, or the funeral home. No special services are held during this time.

**The Funeral:** The funeral service for a deceased Mormon will generally be held in a Church ward chapel, the funeral home, or at the cemetery as the family prefers. The Church attempts to follow the wishes of the family as to the type of service they would like, but the funeral service follows the same format as the other Church meetings. A viewing may be held immediately before the service in an adjoining room; however, the casket should be closed before being placed in the main chapel and remains closed for the funeral service and is not opened afterwards.

**The Committal Service:** The Mormon Church prefers earth burial as the method of disposition for its members in the United States, although entombment in a mausoleum is permissible. (The primary difference in the area of funeralization of a member of the Reorganized Church is the allowing of cremation as a method of disposition.)

**Yahrtzeit:** The Yahrtzeit commemorates the anniversary of the death. Each year on that date, the kaddish is recited. The Jewish community places great emphasis on their duty to assist the family not only in the burial, but also in the recovery from their loss through the various mourning periods.

## The Lutheran Funeral

**Dressing and Casketing:** The decisions as to the clothing to be worn and the type of casket to be used are left up to the family.

**Visitation:** In most cases, the visitation will be conducted at the funeral home. The open casket is the focal point, with the flowers, music and friends completing the memory picture. There are generally no services held during the visitation period.

**The Funeral:** Traditionally, the Lutheran funeral service was held in the church. Today, there seems to be a shift away from the church funeral in favor of the funeral held at the funeral home. The use of the cross, candles, and altar are still very much a part of the Lutheran service. In most cases when a funeral service is held in a Lutheran Church, the casket will be closed for the funeral service. To view the deceased, it is a common practice to have the casket open before the service in the narthex.

**The Committal Service:** As part of the Committal Service, the Pastor will sprinkle sand, earth or flower petals in the shape of a cross on the top of the casket as he notes the return of the physical body back to the elements from which it came. The Lutheran Funeral Service is a simpler version of the Catholic Funeral Service.

## The Methodist Funeral

**Dressing and Casketing:** The choice of clothing the deceased is to wear as well as the type and style of casket will generally be selected either prior to or at the time of death by the family.

**Visitation:** In most instances, visitation will take place in the funeral home. Flowers are accepted and enhance the visitation environment.

**The Funeral:** The location of the funeral will in most cases have very little effect on the actual funeral service. The use of candles, crucifix, and similar religious equipment would not be used. The funeral service is normally short, lasting no more than thirty minutes in most cases. The celebration of Holy Communion is normally not a part of the service. Prayer, scripture reading, music and the eulogy make up the traditional service.

**The Funeral:** Most Moslem funerals are conducted at the cemetery. Funerals may be held on any day except Holy Days. The casket is carried by the male members of the family only and is placed as much as fifty feet from the actual place of interment. The casket is placed north and south with the head toward the south and facing east. The casket is opened for the funeral service, which will take approximately twenty minutes. The funeral prayer is called the Janaazah Namaaz. All prayers to Allah are done in public by the men only.

**The Committal Service:** At the conclusion of the funeral service, the casket is lowered into the grave. If the cemetery is a perpetual care cemetery, a concrete grave liner is most likely used. If the cemetery is not a perpetual care cemetery, a series of wooden timbers may be placed around the casket. Once the casket is lowered into the concrete grave liner, the cap of the casket is removed and the lid of the grave liner is put in place. The cap of the casket is then placed on top of the concrete grave liner. If final disposition is to be cremation, the male members of the family will place the deceased in the retort chamber. Women are instructed to mourn for four months and ten days. During that time they are to dress plainly and are forbidden to participate in any type of entertainment. Men are instructed to mourn for only three days.

## **The Presbyterian Funeral**

**Dressing and Casketing:** The physical preparation of the body would conclude with the dressing of the deceased, generally in their own clothing or in clothing purchased by the family. The casket would be a decision of the family without influence or restrictions from the Church.

**Visitation:** A visitation period is normally held prior to the funeral service with the various decisions such as location, hours and any services to be held in conjunction with the visitation to be determined by the family. Auxiliary services such as a Masonic Service may be held during a portion of the visitation.

**The Funeral:** There are no restrictions as to the day on which a funeral service may be held. It is suggested that the casket be closed during the service and that the casket be covered with a pall. With strong emphasis placed on the Resurrection in the Presbyterian Church, a plain cross instead of a crucifix is used. The funeral service would begin with the reading of scripture, followed by the singing of hymns, additional scripture, a sermon, the reciting of the Affirmation of Faith and the closing of the service with the saying of prayers.

**The Committal Service:** The actual time of the committal service is very brief. The service will usually consist of a scripture reading, words committing the body to the earth as well as to the care of God and a closing prayer.

## The Moslem Funeral

The Moslem religion means "submission to God" and those who have accepted the teachings of Mohammed have embraced that saying. Black Muslims are not recognized by the Moslems as true followers of Mohammed.

**Notification of Death:** The funeral director is not expected to notify the Islamic religious leader at the time a death occurs. Members of this community spend time reading to the dying person.

**Making the Removal:** The removal is no different than the removal of any other deceased. The civil laws and regulations governing the facility in which the person died make up the basis for determining the removal. While there are instructions to the family in the Koran as to the positioning of the deceased after death, the funeral director may or may not find that these instructions have been followed.

**Preparation of the Remains:** Generally, after the deceased is removed from the place of death, the body is taken to the funeral home where the funeral home staff will, with the permission of the family, embalm the body. After the body is embalmed, and just prior to the visitation period and funeral service, members of the family will come to the funeral home where they will wash the body. This ritual of bathing the deceased is known as Ghusl. According to the Koran, the steps in the bathing of the dead include:

1. Washing the private parts of the dead three times, using a new piece of cloth each time;
2. Washing the mouth of the dead with a piece of unused wet cloth;
3. Cleansing the nostrils with a piece of unused wet cloth;
4. Washing the face of the dead;
5. Washing the right hand then the left hand;
6. The ma-sah is performed;
7. Washing the right foot then the left foot;
8. Washing the entire body from head to foot.

**Dressing and Casketing:** Once the deceased has been washed, the family (or funeral home staff) will dress the individual by wrapping them in muslin material. Several pieces of this white cotton material are used to encompass the body so that only the face and hands of the deceased are visible when completed. The casket is usually the simplest wooden casket available, including the cloth-covered woods. The use of a casket in a Moslem funeral is unique to the United States. In other countries, the dead are buried in the white muslin material they are wrapped in without a casket.

**Visitation:** The visitation period is usually restricted to one hour. All of the family are in attendance during this time and the casket is open. This would normally be held at the funeral home.

## **The Roman Catholic Funeral**

**Notification of Death:** The "Last Rites" are given to individuals of the Roman Catholic Church who may be facing imminent death or who have in some instances already died. The need for a priest to administer this ritual of preparing the soul for eternity necessitates the informing of the priest prior to the time of death or at the time of death. Usually this is taken care of by the family or, in some cases, the staff of the hospital, nursing home or other health care institution the individual may be receiving care in at the time of their death.

**Visitation:** On each end of the casket, candles should be placed. A crucifix is placed behind the casket and a kneeling bench is placed in front of the casket. A Rosary or Christian Prayer Service is usually held at the funeral home the night before burial.

**The Funeral Mass:** The Mass of Christian Burial for adults and Mass of Angels for a child are generally held in the Church. There are certain "Holy Days" on which a funeral mass may not be conducted. You will also find that a funeral will not be held on Sundays. Secular symbols such as national flags or insignias of other associations should be removed prior to entering the Church and replaced when leaving the Church. Religious symbols such as a crucifix, rosary beads, or a Bible may be placed on the Pall during the Mass.

**The Committal Service:** Not only will the priest who celebrates the funeral mass go to the cemetery, but the altar attendants may also be included. The committal service at the cemetery will begin with a processional from the automobiles to the grave space. The committal service will include prayers, scripture and liturgical readings and the blessing of the casket for a final time.

## **ETHNIC/NATIONALITY RITES AND RITUALS**

### **The African American Funeral**

Their community gathers in anticipation of the death to support the dying person as well as to muster collective support (emotional, financial) for the survivors. Vigils, wakes, funerals and post-funeral events are important traditions. The more important, honored, and esteemed the deceased, the larger the gathering of mourners. The hardness of survivors underscores the importance of social support systems as a critical resource in the adjustment and survival of grief, trauma and loss.

## The Quaker Funeral

The Friends General Conference is the group whose practices are most often identified as Quakers. Quakers worship in an environment of silence. The congregation is divided with men and boys on one side of the "Meeting House" and women and girls on the other side, with no minister, but an "overseer" to lead the worship. The Friends United Meeting have ministers who lead the worship service and congregational singing. An observer would probably believe that they were in a typical Protestant Church. The primary difference between this group of Quakers and most Protestant churches is in the observance of sacraments. The Quakers believe in the baptism of their members but do not use water. They also refrain from using the traditional elements of bread and wine in observing Holy Communion, opting instead for an individual and "spiritual communion" with God.

**Preparation of the Remains:** A simple funeral service with the body present is appropriate. In most cases the body would be prepared through the normal embalming procedures. There are no Church restrictions or requirements as to the preparation of the remains.

**Dressing and Casketing:** The choice as to the type of clothing the deceased is to wear and the type of casket to be used are left entirely up to the family.

**Visitation:** The visitation is usually scheduled at the funeral home. There are no special services held during the visitation period. The use of music and flowers are generally acceptable. The decision as to whether the casket is to be opened or closed during the visitation period is left up to the family.

**The Funeral:** The funeral service is very similar to many of the Protestant churches' funeral services. There are no religious symbols, such as crosses, crucifix, or candles. Nor are altar attendants used in a Quaker service. Flowers would be acceptable and are generally present. The casket may be opened or closed depending on the wishes of the family and the practice of the church. The funeral would consist of prayer, music, scripture readings, a eulogy, and the minister's message or sermon. The funeral service would normally last no more than half an hour.

**The Committal Service:** There are no guidelines or church preferences as to the method of disposition. The committal service consists of scripture reading and prayer. No symbolic rituals such as making the sign of the cross with flower petals or sand takes place.

**Visitation:** Visitation varies from village to village, as some clans do not believe in holding a wake.

**The Funeral:** Traditionally, no funeral service is held.

**The Committal Service:** Ceremonial hair washing is done by the deceased's aunts at the gravesite. This is done by stroking the hair of the deceased with the mother corn or white corn. Preparation of the gravesite is done by male relatives and the body is placed in the chamber by four or five male relatives. On the fourth day following the death, a male of the tribe places food and prayer feathers on the grave. The food symbolizes energy needed for the deceased's journey to the after-life and the prayer feathers assure the deceased a safe journey.

## The Far Eastern Funeral

While most groups of immigrants settle in cities, *The Hmongs*, a group of people displaced by the conflicts in Vietnam, Laos, and Cambodia, are a notable exception. Their agricultural background has led them to some unusual immigrant destinations: Wausau in central Wisconsin, for example.

**Preparation of the Remains:** Hmongs would prefer the body not be embalmed.

**Visitation:** Two nights of visitation is preferred.

**Dressing and Casketing:** Family members dress the body. Six to twenty survivors will come to the funeral home for dressing the body and ceremonial wailing. They may bring a 50-gallon oil drum with a shower curtain stretched taut across the top on which they beat from morning until night. The tone of the drum may suddenly change and then liquor is offered to select people. A glass of liquor may even be placed in the casket should the deceased get thirsty on the way to see his or her ancestors. A survivor dances under a tripod while playing a large reed horn. Artifacts may be placed around the casket.

**The Funeral:** Service may be held at any time, preceded only by an announcement that the family is ready to proceed. Slaughtering of animals is part of the tradition.

**The Committal Service:** Closing of the grave is sacred to Hmongs. After burial, they return to their homes.

**Dressing and Casketing:** According to transcendence view, it is the responsibility of the living to carefully and respectfully care for the dead. Close kin are given the honor of assisting with burial preparation (preparing the body, making the casket, digging the grave). Because a natural appearance and likeness of the loved one create less trauma for survivors, the reputation of the funeral home became dependent upon the funeral director's skill in restoring the likeness of the loved one, pricing, services and care of the remains. African-Americans prefer to use African-American funeral directors.

**The Funeral:** African-American funerals are often delayed for several days after the death until family and friends gather. Funerals in the African-American subculture have come to represent a posthumous attempt to achieve dignity and esteem denied and limited in a culture where people often are treated with minimal respect. Funerals attempt to affirm one's self and achieve some measure of positive self-identify, if only posthumously. The funeralization process and rituals, as well as final disposition, are important in honoring the soul of the deceased. The belief in transcendence to the spiritual world is commonly held. Since they mirror death as an integral part of life, they reflect attitudes that are more "death accepting" than Western culture. They practice a "homegoing service", i.e. passing babies over the casket and naming a baby after a departed love one. These ceremonies may go on for hours. Most traditional African-American funerals are officiated by African-American clergy in churches. African-American funerals tend to be spontaneous and lengthy. Emotionalism of African-American funerals supports evidence that cathartic release and externalization of feelings is more healthy and beneficial to grief recovery than suppressing feelings. African-Americans believe in the value of the responsible care of the dead and regard funerals and "primary rituals" worthy of considerable personal and monetary investments.

**The Committal Service:** Most African-Americans prefer ground burial.

## **The Native American Funeral**

*The Native American Funeral can vary greatly between tribes, villages, and clans. Many Native Americans have given up their funeral rituals to simply follow other religious beliefs addressed in this document. The following is an example of funeral concerns for a clan within the Hopi tribe.*

**Preparation of the Remains:** Embalming is not often necessary; however, a medicine man or woman is notified to do a cleansing of the body. It is custom to have the body buried as quickly as possible, always before the third day following the death.

**Dressing and Casketing:** Decisions as to the clothing to be worn by the deceased and type of casket to be used are left up to the family.



## **The Filipino Funeral**

**The Funeral:** Funeral services are typically Roman Catholic combined with ethnic traditions. Ceremonies typically last several days. Filipinos do not enter the chapel unless a funeral director accompanies them.

**The Committal Service:** Lowering of the casket is always witnessed. To signify the passing of generations, the youngest child in the family is sometimes handed across the grave. Many photographs and/or videotaping of the funeral services and burial are taken to prove to those unable to attend that a loved one was given a proper service.

## **The Haitian Funeral**

**The Funeral:** Haitians may have to have the body "held" for many days while family, friends, and money are gathered for the funeral. This may also be a necessity to obtain visas for family members that are out of the country. Haitians also remember the dead and have a strong sense of their ancestors. They believe the dead speak to them in dreams and that they, therefore, must have a proper funeral. Haitians never expect death, even suspecting foul play when an old person dies of natural causes. Even though death is unexpected, death is a part of daily living for Haitians and their extended families. Upper class Haitians mourn just like Anglos, and poor Haitians from rural areas are very emotional. They cry loudly, are demonstrative, pass out, and even throw themselves at the coffin.

**The Committal Service:** Haitians wait at the cemetery until the last shovel full of dirt is thrown. They always fear the funeral director may steal the casket so they may jump on it to dent it up at the last minute. The emotionalism is also part of their grief resolution. Santa Ria or voodoo customs are common among Haitians.

## **The Mexican and Central American Funeral**

Among Mexicans, death is culturally viewed as punishment; religiously it is viewed as rebirth. Culturally, Mexicans believe that in the afterlife they have the ability to observe what is occurring in this world; religiously, they view death as a union with God. Ceremonies are usually Roman Catholic.

**Dressing and Casketing:** The body of the deceased is the focal point of the funeral. The casket is open, there is little cremation, and organ donation is rare. Viewing is a must, and the body is dressed in the best, new clothing. Mexicans are very aware and comment on the quality of the casket.

**Visitation:** The visitation and funeral is a three-day affair. Anything less would be a breach of social convention.

**The Funeral:** The funeral is usually at a church. The immediate family is closest to the grave with the extended family nearby. A week-long recitation of rosaries is common as well as anniversary observances. The family can consist of many, many people. Paperwork may be needed to get three-day visas to come to the United States for the funeral. The key to arrangements is to contact the consulate of that country for instructions. Mexican immigrants traditionally resist prepayment plans since they feel death will be brought closer. There is increased emotionalism, more emphasis on family, and more direct help from friends.

**The Committal Service:** Friends may actually dig the grave, do housework or prepare food for the bereaved. Santeria, the practice of a type of voodoo, may follow a traditional service in a funeral home. This is marked by special salsa music performed by musicians wearing tuxedos with long coats, gloves, and sunglasses.

## The Polynesian Funeral

Polynesian beliefs are a mixture of Protestant Christianity blended with Polynesian nature-oriented practices. All aspects of their lives are influenced by the tribal structure of their society.

**Dressing and Casketing:** Following a series of family meetings, the first Samoan service will feature the dressing of the body by women of the tribe. Customs include draping the casket or surrounding it with fine mats of hand-woven grass or leaves, and placing prized family possessions in the casket. The body is covered with a veil, a tradition followed by the need to keep off insects in Samoa.

**The Funeral:** There is typically a week to ten day wait between the time of death and the burial so that all members of the family and tribe can attend. There will be an informal family service. Music is very important to the Samoans. More structured ceremonies called laeos follow with ministers and representative of other tribes participating.

**The Committal Service:** Before the casket is closed, the spouse or oldest child puts perfume over the body. Samoans feel they must witness the actual burial. They throw flowers while singing. A funeral is not always a mournful occasion for them.

## The West Indies Funeral

In the last twenty-five years, Florida's West Indian population has swelled.

**Making the Removal:** An unusual Cuban custom is called an all night repose, traditionally arranged to assure that the person is actually deceased. This custom has been modified in the United States, and now some reposes only last until midnight.

**The Funeral:** Cubans want traditional funerals with metal caskets and lots of flowers. Everyone goes to the cemetery. Cubans insist on staying at the cemetery until the vault is sealed and the grave is filled in. Puerto Ricans are also more apt to take children of all ages to funerals than are Cubans. Jamaican funerals are barely distinguishable from those of native-born Americans.

**The Committal Service:** There has been a gradual increase in the acceptability of cremation.

## MILITARY/FRATERNAL RITES

### The American Legion Funeral

The American Legion involvement in a funeral service is generally limited to those events following the dressing and casketing of the remains.

**Dressing and Casketing:** The only consideration which might affect the dressing of the deceased would be the wearing of American Legion clothing.

**Visitation:** A flag will usually be present, either on the casket over-folded and displayed nearby. If the deceased is not dressed in an American Legion uniform, the hat or other signs of membership may be displayed.

**The Funeral:** In most cases the American Legion service is conducted at the graveside. A total of twenty-one individuals are used in the American Legion funeral. Following the service, the playing of taps and the twenty-one gun salute would take place. The funeral home staff should be prepared to participate in the folding of the flag.

## The Masonic Funeral

**Dressing and Casketing:** Normally a white lambskin apron, symbolizing membership as a Mason, is placed on the deceased. A sprig of evergreen is also usually fastened to the lapel of the deceased's coat.

**Visitation:** The funeral director will need to schedule the Masonic Funeral Service during some portion of the visitation period. The religious officiant will want to separate the Masonic Service from the religious portion of the funeral service.

**The Funeral:** It is important that the funeral director be aware of these preferences and establish a good rapport with not only the clergy but also the leaders of the fraternal organizations to ensure a smooth and meaningful funeral service for the family. If the funeral service is to be held at the funeral home, the religious funeral service will be held first with the Masonic service following thereafter. If the funeral service is to be held in the church, you will most likely find the Masonic service held at the cemetery.

**The Committal Service:** Members will wear white gloves, their white lambskin aprons and a sprig of evergreen on their lapels. The white lambskin apron worn by the deceased may be left in place or may be placed on the casket during the service. A minister representing the deceased's religious denomination will normally have a scripture reading and prayer before turning the remainder of the service over to the Masons.

## The Military Funeral

Eligibility and availability of the appropriate military funeral detail and status (retired or active) of the deceased play major roles in the funeral. Some may not be entitled to a military funeral, but will be eligible for such benefits as a United States flag, a government headstone, or burial in a National Cemetery.

**Eligibility:** A complete or graveside military funeral service is available for any active member of the armed forces. If the deceased was no longer an active member, the family would need to contact the branch of service the deceased had belonged to and request that a full or partial military service take place. The funeral director will be responsible for working with the military funeral detail to coordinate the funeral service.

**Preparation of the Remains:** The military would play no role either in determining the extent or the method to be used in preparing the deceased. If, on the other hand, the

funeral director is preparing a deceased on behalf of the armed forces, especially by means of a military contract, the stipulated embalming requirements should be closely followed.

**Dressing and Casketing:** It is possible that the dressing and casketing of the deceased, could come under the auspices of the mortuary affairs unit of the armed forces. If the deceased was still on active duty, the deceased would be dressed in his or her military uniform and placed in a casket provided by the government. If the deceased was a veteran, the task of dressing and casketing the remains would generally fall to the funeral director. The funeral director would be responsible for dressing the deceased in the clothing provided for or chosen by the family and placing the deceased in the casket.

**Visitation:** One noticeable difference for an active member of the armed forces would be the representatives from that branch who would serve as an honor guard during the visitation period. The presence of a United States flag would also serve to remind all who attend the visitation of the deceased's service to his or her country. The flag would be used to drape the casket when it is closed. For the open casket, the flag covers the bottom portion of the casket or it can be folded into a triangle and displayed in the head panel or on a nearby pedestal.

**The Funeral:** The full military funeral could be held at the funeral home, the deceased's place of worship, a cemetery chapel or even a public facility such as an auditorium or similar type of building. A full military funeral service will combine the religious and fraternal with the military service.

**The Committal Service:** The military funeral detail may include: the band, escorts, consisting of a bugler and members of the firing party, a chaplain, casket bearers and members of the color guard. The chaplain will proceed with the scripture readings and prayers. The service includes the twenty-one gun salute, the playing of taps and the folding of the flag. The military funeral concludes with the flag being presented to a member of the family by the commander of the military detail.

## POLICE RITUALS AND CUSTOMS

**BAGPIPE MUSIC:** We are not sure how bagpipe music became so customary at police funerals. Our belief is that many Irish and Scottish immigrants became police officers when they came to America. When one of those officers were killed, following nationality customs, the bagpipes were played at their funerals. So many of the officers killed were either Irish or Scottish that bagpipes became a part of police funerals.

**BLACK BANDS OVER BADGES:** Black arm bands were worn as a symbol of mourning for hundreds of years and we believe law enforcement simply adopted that ritual as well. The black band over the shiny gold badge was a very noticeable symbol of mourning when a police officer died. The usual length for wearing this mourning symbol is 30 days. (It is suggested this be a "thin, elastic band" so the shield number can still be seen by the general public.)

**BLACK SHROUDS OVER DOORWAYS OF POLICE BUILDINGS:** People used to shroud their home doorways when a family member died. This custom, too, we believe was simply adopted by law enforcement. Again, this mourning symbol can be displayed for a 30 day period.

**FLAG-DRAPED COFFIN:** While this rite is supposedly reserved only for persons who have served in the military, many police departments drape officers' coffins with the American flag since we know law enforcement protects our citizens on our home lands. *It is truly a heartfelt show of concern for the surviving family if two American flags can drape the coffin and one is presented to the surviving spouse with the other being given to the surviving parent(s).* While it is customary that only one flag be presented at the burial, there is nothing keeping an agency from presenting a second flag at another time to other family members.

Additionally, flags that have flown over the United States Capitol in Washington, DC, are available through your Congressional representatives. You may request a flag to be flown over a specific day and a certificate will accompany that flag stating it was flown over the Capitol for the purpose you requested; i.e., "This flag was flown over the Capitol of the United States in memory of Officer James Smith who was killed in the line of duty on October 12, 1996."

**FLY OVERS WITH HELICOPTERS OR AIRPLANES:** Fly-overs are again a military funeral salute to their fallen. Normally used at funerals where the officer was a helicopter/airplane pilot or a member of a SWAT team that used their air vehicles, this ritual was again adopted from the military.

**HONOR WATCH:** Out of a show of respect for the fallen, law enforcement agencies have stood 24-hour watch over their dead just as military have. With large majorities of military-trained personnel leaving the service and becoming police officers, this is another adopted custom from the military.

**LOWERING OF FLAG:** The American flag is usually lowered for a 30-day period when a government official dies. Again, law enforcement has adopted this ritual since the profession believes it serves as the last defense between chaos and order.

Federal legislation allows the American flags on all government buildings to be lowered on May 15<sup>th</sup> of each year, National Peace Officers' Memorial Day. Some states have also passed this same bill to allow State flags to be flown at half staff on May 15<sup>th</sup>.

# DEATH BENEFITS QUESTIONNAIRE

9. NUMBER OF TIMES DECEDENT AND WIDOW/WIDOWER WERE PREVIOUSLY MARRIED:

Decedent: \_\_\_\_\_ Spouse: \_\_\_\_\_

10. DATE OF BIRTH/AGES OF CHILDREN FROM ALL MARRIAGES (Natural, step, adopted/posthumous, illegitimate) REGARDLESS OF AGE OR DEPENDENCY:

*(If turning 18 years of age in the next six months please provide social security number)*

NAME	DOB	AGE	SSN:
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____
_____	____/____/____	_____	____-____-____

11. NAME, ADDRESS AND TELEPHONE NUMBER OF THE HEAD OF THE DECEDENT'S EMPLOYING AGENCY (Chief, Superintendent, Commissioner, Etc.) AS WELL AS THE PERSON WHO WILL BE HANDLING THE CLAIM. (Contact Person).

AGENCY HEAD

CONTACT PERSON

_____	_____
_____	_____
_____	_____
_____	_____

12. IF THE DECEDENT WAS SINGLE OR DIVORCED AND HAD NO ELIGIBLE CHILDREN, PLEASE PROVIDE THE NAME(S) ADDRESS, TELEPHONE NUMBER(S) AND SOCIAL SECURITY NUMBERS OF HIS/HER PARENTS:

NAME:	_____	_____
SSN:	_____	_____
ADDRESS:	_____	_____
TELEPHONE:	_____	_____

Please fax or mail this information to:

The Bureau of Justice Assistance, Special Programs, Public Safety Officers' Benefits Program,  
810 7th Street, N.W., 4th Floor; Washington, DC 20531; Phone: 202/307-0635, Toll Free 1-888-744-6513, or  
Fax 202/307-3373

**21-GUN SALUTE:** Again, a ritual of the military, we believe law enforcement took on this ritual believing there is a "war" against crime.

**RIDERLESS HORSE/MOTORCYCLE:** Again, another borrowed military ritual that probably goes back to Civil War times.

**TAPS:** Again, another borrowed military ritual.

**PRESENTING OFFICER'S GUN TO SURVIVING FAMILY:** Knowing that many times the only immediate backups an officer has are his ability to talk himself out of trouble or his weapon, it has become custom with some police departments to present the officer's service revolver to the surviving family. It is suggested that the weapon be altered so it is unable to fire but so that it is also repairable.

*Several police organizations have rituals that include prayers during the wake and at the cemetery. Check with the surviving family to see if they are interested in a police organization ceremony prior to scheduling the ceremony with the police organization.*



- (M)  Handling mentally deranged persons
- (N)  Traffic pursuits and stops (check one):  
 F  Felony vehicle stop      T  Traffic violation stop
- (O)  Tactical situation (barricaded subject, hostage taking, or high risk entry)  
 Ballistic shield used    Y  Yes    N  No
- (P)  Accidental shooting (crossfire, mistaken for subject, mishap)
- (Q)  Accidental shooting (training mishap)
- (R)  Accidental shooting (self inflicted, cleaning mishap, not apparent or confirmed suicide)
- (S)  Automobile accident (unrelated to enforcement; an assistance activity)
- (T)  Automobile accident (related to criminal enforcement activity)
- (U)  Motorcycle accident (unrelated to enforcement; an assistance activity)
- (V)  Motorcycle accident (related to criminal enforcement activity)
- (W)  Struck by vehicle (unrelated to enforcement; an assistance activity)
- (X)  Struck by vehicle (related to criminal enforcement activity)
- (Y)  Aircraft accident
- (Z)  Other accidental (fall, fire, drowning, etc.) specify: \_\_\_\_\_

10. Type of assignment (check one):

- (A)  Foot Patrol      (C)  2 Ofc. Vehicle      (E)  Spec. Asgmt.      (G)  Off Duty  
 (B)  1 Ofc. Vehicle      (D)  Detective      (F)  Undercover      (H)  Other (specify): \_\_\_\_\_

11. Involvement of other officers (check one):

- (A)  Alone, no assistance requested  
 (B)  Alone, assistance requested  
 (C)  Assisted by other officer(s) at time of assault or killing

12. Date, time, and conditions of attack on victim officer:

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Time: (Military HH:MM) \_\_\_\_\_  
 Month    Day    Year

Weather Conditions: \_\_\_\_\_      Lighting Conditions: \_\_\_\_\_

13. Date of victim officer's death \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month    Day    Year

14. Indicate the location of the incident by: city \_\_\_\_\_ (If accidental death, skip to  
 county \_\_\_\_\_ question number 58)  
 state \_\_\_\_\_



**(B) If yes, how did the bullet circumvent the body armor?**

- (a)  Entered between side panels of vest
- (b)  Entered through armhole or shoulder area of vest
- (c)  Entered above vest (front or back of neck, collarbone area, etc.)
- (d)  Entered below vest (abdominal or lower back area)
- (e)  Penetrated through the vest (round more powerful than vest's capabilities/specifications)
- (f)  Penetrated through the vest (body armor failure)

**21. Was victim officer in police uniform at time of incident?**

(A) Y  Yes What was uniform color? \_\_\_\_\_

(B) N  No Was other identification evident? (None, raid jacket, vest, etc.) Specify: \_\_\_\_\_

**22. Did officer have prior knowledge that a weapon might be involved?**

Y  Yes    N  No    U  Unknown

**23. Weapon used to assault or kill victim officer (check one):**

- (A)  Handgun
- (B)  Rifle
- (C)  Shotgun
- (D)  Knife or cutting instrument
- (E)  Blunt instrument (club, brick, etc.)
- (F)  Bomb
- (G)  Personal weapons-hands, fists, feet, etc.
- (H)  Vehicle
- (I)  Other

Specify: \_\_\_\_\_

Specify: \_\_\_\_\_

**24. Description of firearm used to assault or kill victim officer:**

Make \_\_\_\_\_ Cartridge type (include caliber) \_\_\_\_\_

Model \_\_\_\_\_ Barrel length \_\_\_\_\_

Type: A  automatic    I  semiautomatic    R  revolver    P  pump    B  bolt action    L  lever action

**25. Was victim officer assaulted or killed with own weapon?** Y  Yes    N  No

**26. Was victim officer disarmed during the attack?** Y  Yes    N  No

**27. Did victim officer fire own weapon?** Y  Yes    N  No

If yes, number of shots fired? \_\_\_\_\_

15.  If victim officer was assaulted or killed during a "traffic stop."

(A) Did victim officer contact radio dispatcher prior to attack or accident? Y  Yes  
N  No

(B) Please indicate whether (check one):

- (a)  Victim was approaching subject(s) at time of attack or accident  
(b)  Victim was returning to police unit at time of attack or accident  
(c)  Victim was interviewing offender(s) in police unit at time of attack  
(d)  Other (specify): \_\_\_\_\_  
(e)  Unknown

(C) Location of offender(s) in suspect vehicle (if multiple offenders please indicate, by number, starting with primary suspect being #1):

- U  Unknown    C  Center Front    L  Left Rear    B  Right Rear  
D  Driver    F  Right Front    R  Center Rear    O  Outside Vehicle

16. Location circumstances:

- (a) R  Residential    C  Commercial    G  Government/public  
I  Inside    I  Inside    I  Inside  
O  Outside    O  Outside    O  Outside

(b) Was cover available to officer? Y  Yes    N  No    Was it used? Y  Yes    N  No

17. Did offender utilize cover? Y  Yes    N  No

18. Please indicate the distance between the victim officer and the offender at the time the officer was assaulted or killed (check one):

- (A)  0-5 feet    (C)  11-20 feet    (E)  Over 50 feet  
(B)  6-10 feet    (D)  21-50 feet    (F)  Unknown

19. Location of wounds inflicted upon victim officer (check all applicable):

- (a) (A)  Front head    (D)  Front upper torso/chest    (G)  Rear lower torso/back  
(B)  Rear head    (E)  Rear upper torso/back    (H)  Front below waist  
(C)  Neck/throat    (F)  Front lower torso/stomach    (I)  Rear below waist  
(J)  Arms/hands

(b) Indicate by letter which was the fatal wound: \_\_\_\_\_

20. Was victim officer wearing protective body armor at time of attack? Y  Yes    N  No

If yes and victim was shot in upper torso area:

(A) Did bullet cause mortal wound? Y  Yes    N  No



28. Did victim officer's shots hit the offender(s)? Y  Yes N  No

(A) If yes, how many rounds hit offender(s)? \_\_\_\_\_

(B) Number of shots fired by other officers: \_\_\_\_\_

29. Description of victim officer's service weapon:

Type: R  revolver S  semiautomatic L  rifle G  shotgun (cartridge type: \_\_\_\_\_ )  
(include caliber)

30. Did officer carry a backup weapon? Y  Yes N  No

31. Did officer use the backup weapon? Y  Yes N  No

32. Type of backup weapon, if used:

(A) Firearm (specify):

Make \_\_\_\_\_ Cartridge type (include caliber) \_\_\_\_\_

Model \_\_\_\_\_ Barrel length \_\_\_\_\_

(B) Other defensive weapon (baton, mace, etc.) Specify: \_\_\_\_\_

33. Did officer reload during incident? Y  Yes N  No U  Unknown

34. Did officer have extra ammunition? Y  Yes N  No

35. Type of reloading device: M  magazine S  speed loader L  loose rounds

36. If victim officer did not fire service weapon, did he attempt to use service weapon by unsnapping holster, drawing weapon, or by some other action? (check one):

Y  Yes N  No (skip to 38) U  Unknown

37. Did victim officer's weapon malfunction? Y  Yes N  No U  Unknown

38. Was victim officer's weapon stolen (taken from scene) by the offender? Y  Yes N  No

39. (a) What type of holster did the victim officer have at the time of the incident? (check one):

(A)  Crossdraw (B)  Sidedraw (C)  Shoulder (D)  Other (specify): \_\_\_\_\_

(E)  None

(b) What model holster did the victim officer have at the time of the incident? (check one):

(A)  Strapover (B)  Thumb release (C)  Flaptop (D)  Other (specify): \_\_\_\_\_

40. Number of shots fired by offender(s) \_\_\_\_\_ U  Unknown

41. Number of other subjects present at time of incident \_\_\_\_\_ U  Unknown



51. Offender's prior arrests known to your department: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

52. Was the offender under judicial supervision (check one)?

- N  No      U  Unknown  
A  Probation   B  Parole    C  Halfway house

53. Is offender known to your department as a user, dealer, or having been in possession of a controlled substance (narcotics)?

- Y  Yes    N  No    U  Unknown

If yes, was offender   U  User?    D  Dealer?    P  Possessor?

54. Was offender under the influence of a controlled substance (narcotics) at time of killing?

- Y  Yes    N  No    U  Unknown

55. Was offender intoxicated or under influence of alcohol at time of killing?

- Y  Yes    N  No    U  Unknown

56. Was offender known to your department as having prior mental disorders?

- Y  Yes    N  No

57. Relationship between victim officer and offender (check one):

- (A)  Victim officer and offender had prior relationship through law enforcement (such as arrest, investigation, etc.)  
(B)  Victim officer and offender had non-law enforcement relationship (such as neighbor, acquaintance, relative, etc.)  
(C)  No known relationship



promoting the protection of public safety officers before tragedies occur. Each year, the PSOB Program receives substantial information about line of duty deaths that is used to enhance public safety officer training. The PSOB Program also encourages public safety agencies to adopt model policies that can help guide an agency through the tragic event of a line of duty death.

## PSOB Program Benefits

The PSOB Program provides a onetime financial benefit to the eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty. The benefit was increased from \$50,000 to \$100,000 for deaths occurring on or after June 1, 1988. Since October 15, 1988, the benefit has been adjusted each year on October 1 to reflect the percentage of change in the Consumer Price Index. For fiscal year 1999, the benefit is \$ 143,943.

The PSOB Program provides the same benefit to public safety officers who have been permanently and totally disabled by a catastrophic personal injury sustained in the line of duty if that injury permanently prevents the officer from performing *any* gainful work. Medical retirement for a line of duty disability does not, in and of itself, establish eligibility for PSOB benefits.

Since 1977, on average, the PSOB Program has received 275 benefit claims each year for line of duty deaths of public safety officers. PSOB Program staff respond rapidly and with sensitivity to requests for assistance from claimants and public safety agencies. They also provide moral support and, when necessary, referrals to organizations such as Concerns of Police Survivors (COPS) and the National Fallen Firefighters Foundation (NFFF), which can provide long-term support for surviving family members and coworkers of deceased public safety officers.

## PSOB Program Effective Dates

The effective dates for PSOB Program benefits are as follows:

### Death Benefits

- ☐ State and local law enforcement officers and firefighters are covered for line of duty deaths occurring on or after September 29, 1976.
- ☐ Federal law enforcement officers and firefighters are covered for line of duty deaths occurring on or after October 12, 1984.
- ☐ Members of Federal, State, and local public rescue squads and ambulance crews are covered

for line of duty deaths occurring on or after October 15, 1986.

## Disability Benefits

Federal, State, and local law enforcement officers, firefighters, and members of public rescue squads and ambulance crews are covered for catastrophic personal injuries sustained on or after November 29, 1990. The public safety officer must be separated from his or her employing agency for medical reasons, and must be receiving the maximum allowable disability compensation from his or her jurisdiction, in order to initiate a claim for PSOB disability benefits. Eligible officers may include persons who are comatose, in a persistent vegetative state, or quadriplegic.

## \*Public Safety Officers Eligible for PSOB Program Benefits

Under the PSOB Program, a *public safety officer* is a person serving a *public agency* in an official capacity, with or without compensation, as a law enforcement officer, firefighter, or member of a public rescue squad or ambulance crew. *Law enforcement officers* include, but are not limited to, police, corrections, probation, parole, and judicial officers. *Volunteer firefighters and members of volunteer rescue squads and ambulance crews* are covered under the program if they are officially recognized or designated members of legally organized volunteer fire departments, rescue squads, or ambulance crews.

A *public agency* is defined as the United States; any U.S. State; the District of Columbia; the Commonwealth of Puerto Rico; any U.S. territory or possession; any unit of local government; any combination of such States or units; and any department, agency, or instrumentality of the foregoing. To be eligible for benefits, a public safety officer's death or total and permanent disability must result from injuries sustained in the line of duty. Line of duty is defined in the PSOB regulations (28 CFR 32) as any action that the public safety officer whose primary function is crime control or reduction, enforcement of the criminal law, or suppression of fires is authorized or obligated by law, rule, regulation, or condition of employment or service to perform. Other public safety officers—whose primary function is not law enforcement or fire suppression—must be engaged in their authorized law enforcement, fire suppression, rescue squad, or ambulance duties when the fatal or disabling injury is sustained.



# BJA

# Bureau of Justice Assistance Fact Sheet

Nancy E. Gist, Director

## Public Safety Officers' Benefits Program

### History

The Public Safety Officers' Benefits (PSOB) Act (42 U.S.C. 3796, et seq.) was enacted in 1976 to assist in the recruitment and retention of law enforcement officers and firefighters. Specifically, Congress was concerned that the hazards inherent in law enforcement and fire suppression and the low level of State and local death benefits might discourage qualified individuals from seeking careers in these fields, thus hampering the ability of communities to provide for public safety.

The PSOB Act was designed to offer peace of mind to men and women seeking careers in public safety and to make a strong statement about the value American society places on the contributions of those who serve their communities in potentially dangerous circumstances.

The resultant PSOB Program, which is administered by the Bureau of Justice Assistance (BJA), presents a unique opportunity for the U.S. Department of Justice, Federal, State, and local public safety agencies, and national public safety organizations to become involved in

### PSOB Service Standards Commitment

The mission of the PSOB staff is to assist public safety officers, their agencies, and their families before, during, and after a tragedy occurs. Three core values guide our daily operations and measure our performance. They are:

- ☐ We will respond rapidly and accurately to PSOB death and disability benefits claims.
- ☐ We will be humane in our support of public safety officers, their agencies, and their families.
- ☐ We will seek and pursue opportunities to expand our assistance to the public safety field.

To improve our response time, we continuously assess our allocation of staff and organizational processes. We will respond to the public safety field within 2 weeks once an eligible death benefits case is complete, within 4 weeks once an ineligible death benefits case is complete, and within 6 weeks once a disability case is complete. To ensure accuracy, we

will use medicolegal experts and independent legal analyses from outside the PSOB Program.

To provide our services in the most sensitive and professional manner, PSOB staff receive training on key issues associated with grief, critical incident stress, and posttraumatic stress disorder. We also solicit and use information provided to us on the tone and impact of our verbal and written communication with the public safety field.

One example of the PSOB Program giving more to the field is a series of regional training sessions conducted to help law enforcement agencies prepare for the loss of an officer. It is essential that all public safety agencies be prepared to effectively assist the family, fellow officers, and the community to move forward in the aftermath of a tragedy.

Our commitment to support the public safety community has never been stronger, and it will continue to grow.

the circumstances of the death or permanent and total disability support a benefit payment. The public safety agency prepares a Report of Public Safety Officer's Death or Permanent and Total Disability Claim Form to accompany the claim for death benefits completed by the eligible survivor(s) or, in the case of disability claims, the prerequisite disability certification package completed by the injured officer. BJA will determine whether and to whom a benefit should be paid.

### For Further Information

For more information about the Public Safety Officers' Benefits Program or to share your observations and recommendations, please contact:

**U.S. Department of Justice Response Center**  
Tel: 1-800-421-6770

**Bureau of Justice Assistance**  
Public Safety Officers' Benefits Program  
810 Seventh Street NW.  
Washington, DC 20531  
Tel: 202-307-0635  
Toll Free: 1-888-SIGNAL 13 (741-6513)  
Fax: 202-307-3373  
Internet: <http://www.ojp.usdoj.gov/BJA/>

**Bureau of Justice Assistance Clearinghouse**  
P.O. Box 6000  
Rockville, MD 20849-6000  
Tel: 1-800-688-4252  
Fax: 301-519-5212  
Internet: [look@ncjrs.aspensys.com](mailto:look@ncjrs.aspensys.com)

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## Survivors Eligible for Program Death Benefits

Once BJA approves a claim for death benefits, the benefit will be paid to eligible survivors in a lump sum, as follows: *Common Law Partner is State by State*

- ☐ If there are no surviving children of the deceased officer, to the surviving spouse.
- ☐ If there is a surviving child or children and a surviving spouse, one-half to the child or to the children in equal shares and one-half to the surviving spouse.
- ☐ If there is no surviving spouse, to the child or in equal shares to the children.
- ☐ If none of the above apply, to the parent or in equal shares to the parents.

Under the PSOB Act, child is defined as any natural child who was born before or after the death of the public safety officer, or who is an adopted child or stepchild of the deceased public safety officer. At the time of death, the child must be 18 years of age or younger; or 19 through 22 years of age and pursuing a full-time course of study or training; if the child has not already completed 4 years of education beyond high school; or 19 years or older and incapable of self-support due to a physical or mental disability.

For PSOB Program benefits to be paid, a public safety officer must be survived by an eligible survivor; public safety officers cannot predesignate their beneficiaries.

## PSOB Program Limitations and Exclusions

No PSOB Program benefit can be paid:

- ☐ If the death or permanent and total disability was caused by the intentional misconduct of the public safety officer or if the officer intended to bring about his or her own death or permanent and total disability. *(Involuntary)*
- ☐ If the public safety officer was voluntarily intoxicated at the time of death or permanent and total disability.
- ☐ If the public safety officer was performing his or her duties in a grossly negligent manner at the time of death or permanent and total disability.
- ☐ To a claimant whose actions were a substantial contributing factor to the death of the public safety officer.
- ☐ To noncivilian members of the military serving as law enforcement officers, firefighters, or rescue squad or ambulance crew members, or to any of their survivors.

PSOB benefits do not cover death or permanent and total disability resulting from stress; strain; occupational illness; or a chronic, progressive, or congenital disease (such as heart or pulmonary disease), unless there is a traumatic injury that is a substantial contributing factor in the death or permanent and total disability. Medical proof of the traumatic injury (such as a blood test for carbon monoxide poisoning) may be necessary for coverage in these cases.

## Reduction of Benefits

The PSOB Program benefit is reduced by certain payments made under the District of Columbia Code and may itself reduce benefits under Section 8191 of the Federal Employees' Compensation Act. However, State and local benefits must not be reduced by benefits received under the PSOB Act, and the PSOB benefit is not reduced by any benefit received at the State or local level.

## Interim Payment

If BJA determines an urgent claimant need before the final action of paying a death benefit, an interim benefit payment not exceeding \$3,000 may be made to the eligible survivor(s) if it is probable that the death is compensable.

## Attachment and Tax Exemption

PSOB death and disability benefits are not subject to execution or attachment by creditors. The Internal Revenue Service (IRS) has ruled that the benefit is not subject to Federal income tax (IRS Ruling No. 77-235, IRS 1977-28) or to Federal estate tax (IRS Ruling No. 79-397).

## Attorneys' Fees

The PSOB Act authorizes BJA to establish the maximum fee that may be charged for services rendered to the claimant by another party in connection with any PSOB claim filed with BJA. Contracts for a stipulated fee and contingent fee arrangements are prohibited by PSOB regulations (28 CFR 32.22(b)). BJA assumes no responsibility for payment of claimant attorney fees (28 CFR 32.22(d)).

## Filing a Claim

Eligible survivors or disability claimants may file claims directly with BJA or through the public safety agency, organization, or unit in which the public safety officer served. In most cases, the public safety agency provides BJA with sufficient information to determine whether