



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-35

Effective: 01/15/16 Expires: 01/15/17 Replaces: 04/29/15

### **3-35 IN-THE-LINE-OF-DUTY DEATH NOTIFICATION AND BENEFITS**

#### **3-35-1 Policy**

It is the policy of the Department to ensure that In-the-Line-of-Duty death notifications are conducted in the proper manner and that personnel and their survivors receive all benefits due them in the case of death in the line of duty.

#### **3-35-2 Definitions**

A. Beneficiary

Those designated by the officer as the recipients of specific death benefits.

B. Benefits

Financial payments made to the family to ensure financial stability following an in-the-Line-of-Duty death.

C. In-the-Line-of-Duty Death

Any action, felonious or accidental, which claims the life of a public safety officer who was performing work related function while on or off duty.

D. Public Safety Officer

A sworn law enforcement officer.

E. Survivors

Immediate family members of the deceased officer and affected co-workers.

#### **3-35-3 Procedures**

A. Death notification will be made as follows:

- [7]
1. Shall be made by personnel of the rank of commander and above, utilizing a police chaplain and/or personal acquaintance if possible.
  2. Coordinate notification with the on-call APD Chaplain to ensure that notification is made by someone who is trained to handle notification with compassion and sensitivity.
  3. Make notification promptly with all relevant facts available.
  4. Every effort should be made to make notification to the family before the deceased's name is released to the media.



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5. Be prepared to make arrangements for medical assistance if any survivor(s) has a known medical illness, to include transportation to an area hospital if needed.
  6. If possible, assist with childcare arrangements if needed.
  7. Volunteer to arrange for notification of out of town relatives.
  8. Keep updated about the incident and keep the family informed.
- B. Assisting Family at the Hospital
1. Arrange for waiting facilities away from the general public and media.
  2. Relay information to family first, then to Department personnel.
  3. Arrange for transportation back to the residence.
  4. Arrange for medical bills to be sent to the Department, not the residence.
- C. Support During/While Preparing for the Funeral
1. Appoint a liaison to assist/coordinate funeral arrangements between the family and the Department.
  2. Provide access to Department staff psychologist.
  3. Provide routine residence checks on survivor's residences.
  4. Assure funeral protocol.
    - a. Issuance of a Department Memorandum Standing Orders
      - i. Class A uniform, honor guard, 21-gun salute, covered badges, and motorcade.
- D. Provide Information on Benefits Assistance
1. See Benefits package for detailed information available through the Albuquerque Police Officers Association (APOA) or Division/Area Commander.
- E. Provide Support During/While Awaiting Trial of Suspect(s)
1. Update family on trial proceedings.
  2. Use Victims Assistance personnel to assist.
- F. Additional Assistance
1. Offer psychological assistance to the family.



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2. Offer assistance regarding the continuance of health insurance coverage for survivors at the entitled rates.
3. Use services of volunteer groups and support groups for the family.
4. Familiarize the family with the Concerns of Police Survivors organization (COPS).