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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Death or Critical Injury of Agency Member

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>ADM 0506</b>		
<b>Responsible Unit:</b>	<b>Human Resources</b>	<b>Rescinds:</b>	<b>MAN 2000</b>		
		<b>MD Code:</b>			
<b>Issued:</b>	<b>12/16/21</b>	<b>Reviewed:</b>	<b>12/16/21</b>	<b>Next Review:</b>	<b>12/16/24</b>

### 1. Purpose

To provide members of the Harford County Sheriff's Office (HCSO) with guidelines and protocols regarding the death or critical injury of Agency members.

### 2. Policy

The HCSO will provide compassionate support to members and their families following the death or critical injury of an Agency member.

### 3. Procedures

#### A. Death Notification

1. Upon confirmation of an Agency member's death, notification **by telephone** will be conducted by the Shift Supervisor to the following:
  - a. Sheriff;
  - b. Chief Deputy;
  - c. Command Staff;
  - d. **Director, Media and Public Relations (DMPR)**; and
  - e. METERS message to other law enforcement agencies (after surviving family has been notified).

#### B. Family Notification

1. Immediately following notification of the appropriate members, the Sheriff or designee will designate a member to conduct the notification.
2. If a member is critically injured, the family will be immediately transported to the medical facility, if they desire.

- C. Communications and **Director, Media and Public Relations**
1. Communications regarding Agency deaths or critical injuries will not be conducted over email and will be limited to telephone or in-person, when practical.
  2. All contact with the media will be conducted by the **DMPR** or designee.
  3. The name of the member will not be released to the news media prior to the immediate family being notified.
  4. If the news media already has the member's name, the **DMPR** will request for the media to withhold this information pending notification of the family.
- D. Family Assistance at the Hospital
1. Shift Supervisor will:
    - a. Coordinate the arrival of family, Agency officials, news media and other persons as required;
    - b. Coordinate with medical facility personnel for the following:
      - i. Segregated areas for family, Sheriff, and other persons as requested by the family; and
      - ii. News media staging area.
- E. Family and Staff Support During the Viewing and Funeral
1. Position Designations
    - a. Upon a member's death, the Sheriff or designee will assign Agency members to the following positions:
      - i. Funeral Liaison Commander (Command Staff Member); and
      - ii. Family Support Deputy (any member requested by the family).
- F. Human Resources
1. Will make appropriate referrals under the guidelines of the Harford County Government Employee Assistance Program for members close to the incident and for the family, if desired.
  2. The Human Resources Director will be responsible for the following:
    - a. Filing Injured Workers' Insurance Fund claim and related documents;
    - b. Gathering information on all benefits and funeral payments available to the family;

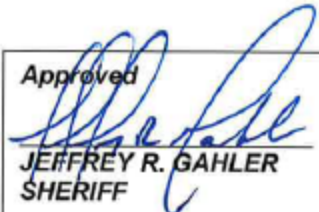
- c. Preparing documentation of the benefits and funeral payments due to the family; and
- d. Filing all benefit related documentation and follow through with the family to ensure these benefits are being received.

G. Funeral Liaison Commander

1. The Liaison will direct funeral activities of the Agency and visiting jurisdictions, according to the desires of the family, including, but not limited to the following:
  - a. Assist with arrangements for travel and lodging for out-of-town attendees;
  - b. Coordinate all official law enforcement and/or correctional notifications and arrangements for the law enforcement or correctional funeral, including scheduling honor guard, pallbearers, traffic control, and serving as liaison with visiting jurisdictions;
  - c. Ensure that the residence of the deceased member will receive routine checks during scheduled viewing and funeral times;
  - d. Constantly being available to the surviving family and funeral director regarding funeral arrangements; and
  - e. Meet with the surviving family and funeral director regarding funeral arrangements.
2. The funeral arrangement decisions will remain with the surviving family.

H. Family Support Deputy

1. The Family Support Deputy will work closely with the Funeral Liaison Commander to ensure the needs and requests of the family are fulfilled regarding funeral arrangements.
2. The Family Support Deputy will be responsible for the following:
  - a. Keeping the family advised of developments in the case prior to the news media being informed by the Agency;
  - b. Accompanying the surviving family to any criminal proceedings; and
  - c. Assisting the family with their continuing needs.

Approved  
  
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SHERIFF  
DATE 12/16/2021