OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

May 3, 2016

SUBJECT: DEPARTMENT RESPONSE AND CITY RESOURCES – REVISED

PURPOSE: This Order revises Department Manual Section 3/798.05, Department Response and City Resources, in order to designate the Assistant to the Director, Office of Administrative Services (OAS), as the responsible entity for approving requests for Los Angeles Police Department personnel to attend the funeral/memorial service of fallen officers or public safety employees from outside agencies. When the event is of local or national interest, and the Chief of Police directs Department resources to be present, the Assistant to the Director, OAS, shall work with the involved outside agencies to coordinate the Department’s appropriate response.

PROCEDURE: Department Manual Section 3/798.05, Department Response and City Resources, has been revised. Attached is the revised Manual Section with the revisions indicated in italics.

AMENDMENT: This Order amends Section 3/798.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"
DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 5, 2016

798.05 DEPARTMENT RESPONSE AND CITY RESOURCES. The Employee Assistance Unit (EAU), *at the direction of the Assistant to the Director, Office of Administrative Services (OAS)*, is designated as the entity responsible for coordinating the Department’s response and the City’s resources used in connection with the death of an active employee. All requests to use Department resources (e.g., personnel, buildings, vehicles, equipment) in connection with the funeral or memorial services shall be submitted to the Assistant to the Director, OAS, for approval.

*Note: For the purposes of this section, the term “active employee” includes both sworn and civilian Department employees and reserve officers. It does not include retired Department employees.*

Assistant to the Director’s, Office of Administrative Services, Responsibilities. The Assistant to the Director, OAS, shall:

- Meet with the concerned commanding officer (CO), along with a designated EAU employee, within 24 hours of receiving notification that an active employee has died;
- Determine whether an Event Action Plan is to be completed for the funeral and/or memorial services; and,
- Approve requests by Department personnel to attend funeral/memorial services of fallen officers or public safety employees from outside agencies.

*Note: When the event is of local or national interest and the Chief of Police (COP) directs Department resources to be present, the Assistant to the Director, OAS, shall work with the involved outside agencies to coordinate the Department’s appropriate response.*

Employee Assistance Unit’s Responsibilities. The designated EAU employee shall:

- Coordinate all activity (i.e., funeral, memorial services, viewing) relating to the death of an active employee;
- Assist the deceased employee’s family in obtaining the appropriate benefits by providing information and facilitating the process;
- Liaise with the Military Liaison Unit (MLU), Administrative Services Bureau, upon notification that an active employee has been killed while serving on active duty with the United States military; and,
- Notify the Department Chaplain Corps Coordinator, EAU, when an active employee has died.

*Note: The EAU does not normally coordinate funeral or memorial services for retired employees; however, a Death and Funeral Notice will be published upon request by a family member.*
Department Honor Guard’s Responsibilities. The Honor Guard is designated as the official Department ceremonial unit. The Honor Guard shall:

- Coordinate and render military style honors at all Department funeral/memorial services, including viewings, for active and retired employees;
- Coordinate the appropriate military honors with the applicable service in the event the deceased employee was an active or former member of the United States military; and,
- Meet with the designated United States military liaison, in conjunction with the MLU, to determine and coordinate the honors and ceremonies aspect of the official funeral/memorial service if the employee was on active military duty at the time of death.

The Department has traditionally acknowledged the passing of a retired officer by sending one or more Honor Guard member(s) to the funeral/memorial services held in or around the Los Angeles County area. Honor Guard personnel shall coordinate the specific honors to be provided with the family.

Note: All decisions regarding the rendering of honors for active employees and retirees shall be evaluated by OAS on a case by case basis. The final decision regarding the rendering of honors are subject to approval by the COP.

Military Liaison Unit’s Responsibilities. The MLU, upon notification that an active employee has died, shall assist the EAU and the Honor Guard with contacting and coordinating with the applicable military service, when appropriate.

Behavioral Science Services’ Responsibilities. Behavioral Science Services (BSS), upon notification that an active employee has died, shall authorize a BSS representative to assess the circumstances surrounding the death and provide assistance and direction as needed.

Department Chaplain Corps Coordinator’s Responsibilities. The Department Chaplain Corps Coordinator, upon notification that an active employee has died, shall request a Department clergy member to respond to the needs of the Department (e.g. the deceased’s Area of assignment, hospital, funeral services, field locations) and assist members of the decedent’s family, when applicable.

Area/Division Commanding Officer’s Responsibilities. Upon notification that an active Department employee within his/her command has died, the concerned Area/division CO shall:

- Meet with the Assistant to the Director, OAS, and designated EAU employee, within 24 hours of receiving the notification; and,
- In the event that an individual employee within his/her command expresses a strong desire to assist the family of the deceased employee, the CO shall ensure that EAU is promptly provided with the employee’s contact information.
Note: This responsibility should not be construed as having to identify and assign someone to assist the concerned family, but as a reminder to work closely with the EAU and ensure that all individual efforts are coordinated through the EAU.

*Department Wellness Coordinators’, Office of the Chief of Police, Responsibilities.* The Department Wellness Coordinators work closely with the EAU and personally represent the *COP* when responding to and assisting injured/ill employees or immediate family members during catastrophic events. The Department Wellness Coordinators, upon notification that an active employee has died, *shall assess* the circumstances surrounding the death and provide assistance as needed.