
Line-of-Duty Deaths or Serious Injuries

1009.1 CONCERNS OF POLICE SURVIVORS (COPS)

Agency Content

The Concerns of Police Survivors (C.O.P.S.) is a group whose employees includes widows and survivors of other police employees killed in the line of duty. This group can provide invaluable assistance to the deceased employees survivors immediately following the employee's death. Upon approval of the survivors, they should be promptly contacted at (573) 346-4911 and requested to provide available assistance.

[COPS website](#)

1009.2 FUNERAL

Agency Content

All members will maintain an excellent personal appearance. Uniforms and equipment must be in good condition.

Uniforms

- (a) All uniformed officers will attend in Class A uniforms, including head coverings and white gloves.
- (b) Members of the Honor Guard and pallbearers will wear white gloves.
- (c) A black band will be worn across the badge.

Funeral Services

- (a) The Chief of Police will designate a Commander of the Service. The Commander of the Services shall issue all commands for members of the Department (the Assembly or Detail) in attendance and all personnel shall follow his orders relating to the rendering of hand salutes, calls to attention, and rest.
- (b) Inside the Chapel or Sanctuary, officers will pay their respects with covered head and thereafter, upon being seated or standing in a standing-room-only situation, shall remove their head covering until conclusion of the indoor service. Honor Guard members shall wear head covering throughout the service.
- (c) Officers shall exit the service in a military manner, with little conversation while inside the building in which the service is held.
- (d) Officers will not smoke or use tobacco products indoors, nor in sight of the general public outdoors, throughout the time of the services.
- (e) The Assembly shall be called to attention and shall render a salute when ordered by the Commander of the Service upon removal of the casket from the building in which the service was held.
- (f) The funeral procession shall proceed from the funeral service to the place of interment with marked police units in the lead. All units acting as escort shall utilize full emergency equipment and units in the procession not acting as escort shall use

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emergency lights in addition to headlights as required by City Ordinance and state law governing funeral processions. Units working traffic assignments along the route of the procession shall render a salute to the hearse and the family as they pass.

- (g) The procession order shall be:
1. Escort units;
 2. Honor Guard;
 3. Clergy;
 4. Hearse;
 5. Pallbearers;
 6. Family;
 7. Chief of Police;
 8. Dignitaries;
 9. Staff Officers;
 10. Syracuse Police officers;
 11. City Employees;
 12. Other agency officers; and,
 13. Escort units.
- (h) Officers at the place of interment prior to the arrival of the procession will render a salute to the hearse and the family as they pass.
- (i) Prior to removing the casket from the hearse, officers will assemble and the Commander of the Service will bring the Assembly to attention; they will render salutes as the Commander orders during the graveside ceremonies. (Uniformed officers will have heads covered throughout the graveside services).
- (j) At the conclusion of remarks by the clergy, the Color Guard will proceed with the flag ceremony. At its conclusion, the flag will be presented to the Chief of Police (or his designate) who will present it to the next-of-kin.
- (k) While the assembly is at attention and saluting, music will be performed by bugle and/or bagpipes and a rifle salute will be volleyed.
- (l) In instances where fraternal or other ceremonies are observed, they shall follow the rifle salute unless protocol demands they be observed elsewhere. In those instances, the Commander of the Service shall coordinate with their dignitaries prior to the service.
- (m) At the conclusion of the ceremonies, the Commander of the Service shall dismiss the assembly.

Honor Guard

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- (a) Prior to the services, members of the Honor Guard will assemble at a location near the service (church, funeral home, or cemetery) for inspection by the Honor Guard commander.
- (b) Commands will be executed by the Honor Guard commander.

Pallbearers

- (a) If pallbearers are requested by the family, they will be selected by the Honor Guard Commander with the family's approval.
- (b) Pallbearers will be under the direction of the Honor Guard commander. They will report to the funeral home as directed for instructions and seating arrangements.

Procedural Variation

- (a) The procedures outlined shall be followed in most cases. Any changes made necessary by a shortage of manpower, the unusual size of the funeral, the type of service, the physical arrangement of the place of service or for any other reason shall be made by the Department Liaison Officer. Any additional honors to be accorded to deceased members or employees of the Department or to deceased members of other law enforcement agencies shall be at the discretion of the Chief of Police.
- (b) Additions and revisions are italicized and underlined.

1009.3 NOTIFICATIONS AND ASSISTANCE

Agency Content

The Commanding Officers of Human Resources and Audit and Budget Control Division shall provide assistance in obtaining the various benefits, which may be secured on behalf of the member, and work closely with the family in obtaining the necessary documentation to support any claims which are to be made. This includes:

- (a) Having access to any otherwise confidential information from personnel files.
- (b) Having access to all investigation reports, autopsy, toxicology, death certificate, signed and with raised seals present on originals.
- (c) Processing requests for information or pursuing steps to be taken by other Departments (e.g., Medical Examiner, etc.).
- (d) Rendering assistance to survivors in the actual execution of the required forms, as necessary.

New York State Retirement System - Benefits from this source may be obtained through the Audit and Budget Control Division, who notifies the New York State Officers' Retirement System by submitting a form entitled "Notification of Death." This is accompanied by a certified copy of a New York State Department of Health "Certificate of Death". In an Application for Accidental Death Benefit, the retirement system requires a statement covering the accident and any other accident sustained by the member for a period of one year prior to the member's death, together with a schedule of lost time due to each and the reasons for each absence. If a report was filed with the Worker's Compensation Board, the retirement system requires a copy of the report, plus

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a complete description of the member's activities for the three day period prior to death. The retirement system also requests a copy of the autopsy report, the death certificate, and any public safety laboratory report concerning blood alcohol content

Public Safety Officer's Benefits Program - Administered by the Law Enforcement Assistance Administration, a federal agency located in Washington, DC, this program provides a cash benefit to the survivor of a police officer killed in the line of duty. The amount is presently fixed at \$100,000. In order to apply for this benefit, two forms must be submitted:

The Claim for Death Benefits - Completed and signed by the claimant. If an authorized representative signs for the claimant, an affidavit by the claimant authorizing such action must be included. The following documentation is required:

The Report of Public Safety Officer's Death - Signed by the Chief and must include the following documentation:

- A copy of the investigation report signed by the investigating officer and notarized. If an investigation was not conducted, there must be a detailed statement of the circumstances, signed by the Chief and notarized.
- A copy of the autopsy report, signed by the pathologist who performed the autopsy and either notarized or bearing the Medical Examiner's raised seal. If an autopsy was not performed a notarized statement to that effect, signed by the Medical Examiner or the Chief will suffice.
- A copy of any toxicology report (blood/urine analysis) signed by the toxicologist of record, either notarized or bearing the Medical Examiner's raised seal. If a toxicology analysis was not performed a notarized statement to that effect, signed by the Medical Examiner or the Chief will suffice.
- A copy of the death certificate, bearing the raised seal of the Medical Examiner or the Department of Health.
- A copy of the decedent's marriage certificate, bearing the raised seal of the issuing office. A copy of the birth certificate for each surviving child, regardless of age, which identifies, by name, both parents and which bears the raised seal of the Department of Health. For a child over the age of 18, who is not a full time student and who is capable of self-support, a notarized statement acknowledging such status shall be provided by that person.

Administrators of this federal program have asked that the agency representative assisting the family in the preparation of a claim insure that documentation is complete and properly certified, so that delays in processing the claim will not be incurred. They suggest that both the agency and family material be submitted in one package to the following address:

Public Safety Officers' Benefits Program
Law Enforcement Assistance Administration
633 Indiana Avenue, N. W.
Washington, DC 20131

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City of Syracuse Life Insurance - All sworn Police Officers and above are entitled to a group coverage life insurance policy with the City of Syracuse ABC currently keeps the records of beneficiary information for employees and will send the completed forms with copy of death certificate to the Standard Life insurance. Coverage is 25,000.00 for any employee working or retired until age 60.\$10,000.00 for any employee working or retired past age 60.

Fraternal Life Insurance - Syracuse Police Officers who have signed up for the Fraternal Police Organization are insured for \$5000.00 until age 65 and \$2000.00 after 65.