BERKELEY POLICE DEPARTMENT

DATE ISSUED: May 6, 2004   **GENERAL ORDER O-11**

SUBJECT: ON-DUTY DEATH / SERIOUS INJURY

PURPOSE

1 -   The purpose of this General Order is to delineate procedures in the event that an employee is seriously injured or killed while on duty.

POLICY

2 -   It will be the policy of this Department to follow the wishes of employees as outlined in their confidential packet, in the event they are seriously injured or killed.

DEFINITIONS

3 -   The following definitions will assist in understanding the terms in the attached document.

   a.   **Domestic Partner**: A person residing with and sharing the common necessities of life with the employee, where both intend to continue this arrangement indefinitely.

   b.   **Department Liaison Officer**: Any employee that is designated to act as intermediary between the family of the employee and the Berkeley Police Department.

   c.   **Law Enforcement Funeral**: The law-enforcement regalia ceremony associated with the burial or cremation of the deceased who is killed in the line of duty.

   d.   **Memorial Service**: A ceremony serving to commemorate the deceased.

   e.   **Burial Service**: A gravesite service only, without a funeral or memorial service.

   f.   **Lodge Service**: A special ceremony/tribute by a fraternal organization.

PROCEDURE

4 -   Each employee will receive a packet titled "On-Duty Death/Serious Injury." The information provided by the employee is completed voluntary and confidential. **No one is under any obligation to fill out the form.**

5 -   Once the initial information packet is received, it will be stored in a secure location in the Administrative Division. The packet will be made available for updating during the employee's annual performance appraisal. Once completed, the packet shall be returned to the Administrative Division.

*Entire text is new.   1

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References: Peace Officers' Research Association of California
General Orders P-24 and P-28
Memorandum of Understanding