


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 1</p> <p>Procedure 1.03.03</p>	<p>Replaces:</p>
<p>Chapter Title GENERAL, POLICY, CRITICAL INCIDENT RESPONSE TEAM</p>		<p>Date of Issue 6/22/15</p>
<p>Subject NOTIFICATION OF LINE-OF-DUTY DEATH OR SERIOUS INJURY OF PERSONNEL</p>		<p>Effective Date 6/30/15 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “direct the operations, management and administration of the board” and to “perform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” **61 Pa.C.S. § 6112 (a) (1) & (a) (4).**

II. PURPOSE

The purpose of this procedure is to establish the board policy and procedures in providing timely notification and support for employee’s and their families following a line-of-duty death or serious injury.

III. APPLICABILITY

This procedure shall apply to all board staff.

IV. DEFINITIONS

The following words and phrases, when used in this procedure, shall have the following meaning, unless the context clearly indicates otherwise:

- A. Line-of-Duty: For the purpose of this procedure, pertains to any time an individual is on duty and is performing in a work-related function.
- B. Notification Team: Two or more individuals designated to inform the survivors or family members of the death or serious injury of an individual. Whenever possible, the notification team should be comprised of two Critical Incident Response Team (CIRT) members. The team shall never consist of less than two persons.
- C. Serious Injury: Any injury which results in long term hospitalization or incapacitation.
- D. Survivors or Family Members: Immediate family of deceased or injured personnel as designated by personnel (next of kin form filed with the Bureau of Human Resources).

V. POLICY

It is the policy of the board to provide assistance and support to the family and coworkers of any personnel who are killed, die, or are seriously injured in the line-of-duty. This assistance will be provided whether the death or injury was the result of a criminal act, accident, natural causes, or self-inflicted, while the individual was on duty. The chairman may institute certain parts of this policy in cases of a death or serious injury which occurs while the individual is off duty and not engaged in any work-related function. The board will provide clarification of comprehensive survivor benefits, if applicable, during this period of adjustment for the affected personnel, family.

VI. PROCEDURE

A. The chairman shall:

1. In the case of a line-of-duty death:
 - a. Contact the survivors personally, as soon as possible, to offer the support of the board.
 - b. As appropriate, attend the funeral service or send a designee.
2. Communicate the board's concern to the individual or family members in the case of serious injury.

B. The deputy executive director shall:

1. Immediately notify the chairman of the critical incident and provide updates of any changes that occur.
2. Notify the Bureau of Human Resources.
3. Maintain contact with the CIRT members to assess the needs of the survivors, family members, and affected personnel.

C. The regional director/institutional parole manager shall:

1. Immediately notify the DED, and with DED approval, notify team.
2. Ensure a notification team is immediately formed and dispatched to the location of the next of kin. Whenever possible, the district director or appropriate management personnel shall accompany the notification team.
3. Contact the appropriate CIRT personnel for assistance in making the notification. Refer to the personnel roster for a listing of CIRT personnel.
4. Assign an individual from the CIRT team to act as the liaison officer. Sound judgment shall be exercised in the selection of this individual as they will be working closely with survivors, family members, or injured personnel for an extended period of time.

D. The director of the Bureau of Human Resources shall:

1. Notify the HRSC via E-PAR and the OA BENHELP resource account via email of the death. HRSC and/or OA BENHELP will coordinate the death benefits.

2. Notify the union of the death and coordinate obtaining and completing the necessary applications from the United States Department of Justice and the Commonwealth of Pennsylvania, Department of General Services for “killed in the line-of-duty” death benefits.

E. The CIRT member shall:

1. Inform the survivors, family members, and injured personnel that the duties of the CIRT team will be to assist the family and facilitate communication with the board.
2. Meet with survivors and assist them whenever and however possible with funeral arrangements.
3. Remain informed of pertinent information concerning the incident and the continuing investigation in order to answer questions asked by survivors, family members, or injured personnel.
4. Maintain contact with the survivors, family members, or injured personnel on a regular basis. Special attention shall be placed on significant events such as arrests, trials, convictions, parole hearings, and the anniversary of the event.
5. If desired by the survivors, ensure that a board representative is assigned to the family residence at the time of the funeral for security purposes.
6. If the survivors, family members, or injured personnel desire, ensure that a representative of the board accompanies them to any criminal court proceedings arising from the incident.

F. The Office of Communications shall:

1. Withhold the name of anyone that has been killed or seriously injured until the survivors, family members, or injured personnel are informed, prior to the release of any information to the media.
2. Assist survivors, family members, or injured personnel if they wish to make a statement to the media.

VII. SUSPENSION DURING AN EMERGENCY

The chairman may suspend the procedure in case of emergency.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure contains no information that impacts the security of board staff or parolees and therefore may be released to the public.
- B. This procedure is to be distributed to all board staff.

X. CROSS REFERENCES

- A. Statutes
 - 1. Federal
 - 2. State
- B. PBPP Policies
- C. American Correctional Association