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WEST MIDLANDS POLICE

Force Directive

FORCE DIRECTIVE:

Death in Service/or on Duty of a Serving Police Officer / Member of Police Staff

OWNING LPU / Department

Corporate HR/10

The following Force Directive has been agreed and recorded through the strategic meetings of its executive Command Team members as a critical element of Corporate Governance and is key/legal supporting directive to the overall Force Policy as defined in the control box, below.

All users are requested to note, that the Force Directive may change year on year and in such circumstances a new directive will be published and promoted throughout the Force. All identified changes will be recorded in both the control and version control boxes of this document.

Executive Summary

The National Policing Improvement Agency Circular (NPIA 01/2009) provides a source of information to those called upon to manage the arrangements following the death of a serving police officer or police staff member. This Directive provides additional guidance for the Force to help sign post quickly and efficiently when dealing with this sensitive matter.

***Any enquiries in relation to this local directive should be made directly with that of the contact or LPU / Departmental owner shown below.*

Intended Policy Audience

All staff involved in managing arrangements following the death of a serving police officer or police staff member

Current Version And Effective Date of Force Directive	Version 2.3	02/07/2014
Linked Force Policy	NPIA circular 01/2009	
Department / Unit responsible	Corporate HR	
Required Contact	Shared Service Centre	
Author	Caroline Miller	
Review Date	04.03.2015	
Protective Marking	Not protectively marked	
Suitable For Publication – Freedom of Information	Yes (see para. 8)	

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Supporting Documents *(where applicable)*

- *National Policing Improvement Agency Circular (NPIA 01/2009)*
- *Financial Matters*
- *Appendix A (Checklist)*

Evidence Based Research – Force Directive.

Full supporting documentation and evidence of consultation in relation to this Force Directive including that of any version changes for implementation and review, is the responsibility of the owner of the document.

Please Note

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.

Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

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1. INTRODUCTION

It is of paramount importance that handling the death of an officer or member of police staff should be undertaken with sensitivity and in a respectful, dignified manner. This Guidance and process will help to sign post quickly and efficiently when dealing with this sensitive matter.

This Directive should also be read in conjunction with The National Policing Improvement Agency document (NPIA 01/2009) which provides all the required information.

If the colleague is seconded to West Midlands Police, then please refer to the Home Force for further advice and guidelines.

2. LPU/DEPARTMENT RESPONSIBILITY

2a) The information may be received from a variety of sources. If a call is received about the death of a work colleague, it must be dealt with sympathetically and promptly. Where possible, all relevant information should be obtained, including details about the death, age, whereabouts etc. The receiver of this information must then notify the Local Command Team/Senior Leadership team or on call Duty Officer immediately about the death.

2b) The Local Command Team/Senior Leadership team will appoint a Co-ordinator who will be readily available to oversee all the arrangements.

2c) It is the responsibility of the Local Command Team/ Senior Leadership team or Duty Officer to undertake the necessary tasks of a Co-ordinator if one cannot be appointed immediately (eg if the incident happened at night and the appointed Co-ordinator does not start work until the following day).

2d) The Co-ordinator must notify the Chief Constable's Office without delay in order that Her Majesty's Inspectorate of Constabulary (HMIC) can be briefed. (Please refer to Section 3 on External Notification).

2e) The Local Command Team/Senior Leadership team will decide whether a Family Liaison Officer (FLO) needs to be appointed to the family. If so, then the Family Liaison Co-ordinator (FLC) should be contacted, who will be able to identify the most suitable FLO.

Please click [here](#) for further information about the FLO role.

The Co-ordinator will notify Caroline Miller, Corporate HR, if a police officer has died **whilst on duty** who will ensure that when the criterion is met that the officer's name can be added to the memorial board.

2f) Corporate Communications must be notified of the details and funeral arrangements for any death on duty in order that they can deal with enquires from the media.

A duty press officer is on-call outside normal office hours for emergency issues and can be reached via the Force Contact Management Centre.

[Please click on this Link for further information about Corporate Communications.](#)

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2g) The Co-ordinator will notify the Head of HR, HR Manager, Shared Service Centre and Pensions department (Exchequer Services) giving details about the death. If a Co-ordinator cannot be appointed immediately please refer to 2b above.

2h) If the officer or police staff member **dies whilst on duty** please refer to the NPIA guidelines (section 7, 8 and 9) for further advice and information.

2i) **If the death requires police investigation** please refer to the NPIA guidelines (section 2) for further advice and information.

2j) The Local Command Team/Senior Leadership Team will consider how and when they will inform colleagues, giving accurate information about the death.

2k) The Local Command Team/Senior Leadership Team will prepare a force wide notification for publication on the intranet; please refer to the Force Notice Board for further details. Include details such as:

- Contact points
- Family Wishes
- Funeral Arrangements (if known at this time)

2l) If a police officer or police staff member **dies whilst on duty or in service (work related)** as a result of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) reportable incident then the Health & Safety Executive (HSE) should be contacted. The Co-ordinator will notify the Health & Safety Manager on telephone number 07786 660532 who will then notify the HSE.

Telephone notifications should be made to the Incident Reporting Centre on 0845 300 9923 or online at: www.hse.gov.uk/riddor

2m) The Co-ordinator will notify the Federation if a police officer has died **whilst on duty**. The number to call is 0121 700 1100 which is available Monday to Friday between 9.00 – 17.00 hrs. If the death occurred, whilst **abroad or out of hours** the Federation on 07971 457035 should be called as they may be able to offer immediate financial support and advice.

2n) The Co-ordinator will notify the appropriate Trade Union if a police staff member **dies whilst on duty**. They will be able to confirm whether or not the person is a member.

Contact Details are as follows:-

Carl White – Unite the Union
Internal - 7800 2449
Mobile - 07776 243 993

Jill Harrison – Unison
Internal - 7800 2710
Mobile - 07802 346 131

Mark Brittle –Unison
Internal – 7800 2263

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- 2o) The Co-ordinator will take into consideration the family wishes and may suggest they can speak to the Force Chaplain John Butcher on 07814 573 067, who would be able to give advice and support on all religious or non religious backgrounds.

[Please click on this Link for further information about Force Chaplaincy.](#)

- 2p) During the contact with the family, the Co-ordinator will also:-
- Oversee the arrangements and ensure that they can assist most effectively with the bereaved family.
 - Research (if applicable) the next of kin taking into consideration if parents are separated, children from previous relationships etc.
 - Identify any special needs of the next of kin so that an interpreter or support can be arranged.
 - If required, personally inform the bereaved family of the death, acting at all times in a sensitive and compassionate manner. The co-ordinator should have all the facts surrounding the death and any procedures which may be required by law.
- 2q) The Local Command Team/Senior Leadership Team will write a further Force Announcement once all the funeral arrangements have been finalised and all the wishes of the family are explained, e.g flower donations, service arrangements etc.

3. EXTERNAL NOTIFICATION – HOME OFFICE - HER MAJESTY’S INSPECTORATE CONSTABULARY (HMIC) - HEALTH AND SAFETY EXECUTIVE (HSE)

The Chief Constables Office is required to notify the Home Office of any police officer or police staff who has **died whilst on duty**.

3a) Home Office

If an officer or member of staff has **died whilst on duty** the Chief Constable’s office will notify by email the Home Office - Briefings and Honours Team with the following details:

- Personal details of the officer or staff member (name, age, rank/post).
- Details of the incident or circumstances surrounding the death.
- A note of the deceased officer’s or staff member’s next of kin (name, address and relationship).

Neil King at Neil.King12@homeoffice.gsi.gov.uk and copied to Sara Bacon at sara.bacon@homeoffice.gsi.gov.uk.

3b) Her Majesty’s Inspectorate Constabulary (HMIC)

West Midlands Police Chief Constable’s office is required to notify the Regional HMIC of any police officer or police staff who died **whilst in service** (only if the death relates to an accident at work or killed whilst travelling to work). They will use the information to send a letter of condolence to the police officer or police staff’s family.

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The Chief Constable's office will notify by email the Regional HMIC secretary Karen Aslett the following details about the death:-

- Personal details of the officer or staff member (name, age, rank post).
- Details of the incident or circumstances surrounding the death.
- A note of the deceased officer's or staff member's next of kin (name, address and relationship).

karen.aslett@hmic.gsi.gov.uk (Telephone number 0303 4444 702).

3c) Health & Safety Executive (HSE)

Please see section 2 (j) regarding notifying the Health & Safety Executive (HSE).

4. SUPPORT NETWORKS

- 4a) All Staff Representatives are particularly important in offering support to immediate colleagues, particularly if any investigation/inquiry process is necessary.

For further advice/support and information please click on the following Link pages:-

- [Police Federation](#)
- [Unite the Union](#)
- [Unison](#)
- [Superintendents Associations](#)
- [EDHR Hub](#)

5. LINKS FOR WEB PAGES:-

[NPIA Guidance \(NPIA 01/2009\)](#)

[Occupational Health](#)

[Financial Matters - Finance Department](#)

[Chaplaincy Service Faith or Non Faith](#)

[Health and Safety](#)

[Corporate Communications department](#)

[Family Liaison Officer Role.](#)

[Corporate Services – Funeral arrangements](#)

6. FORCE FUNERAL SERVICES FOR SERVING POLICE OFFICERS AND POLICE STAFF

- 6.1 The funeral arrangements for serving police officers, special constables, PCSOs and police staff will in general be considered in the same way. The wishes of the family should always be taken into account, as far as is reasonable and practicable.

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Alongside the views of the family, it is essential that staff respect any religious, cultural or ethnic requirements that may affect the funeral. Where there is any doubt, advice should be sought. The [Force Chaplain](#) will be able to provide support and guidance in the planning for the funeral, regardless of the faith or non-faith of the deceased.

Consideration should be given to the appointment of a funeral coordinator where there is likely to be significant police involvement. He or she will arrange meetings between all interested parties to ensure that the funeral goes smoothly. Where appointed, a family liaison officer can also support the planning process.

Planning should take into account officers and staff attending a funeral, rather than attending to their 'normal duties', particularly if the funeral will take place outside of the force area.

6.2 The Funeral

There are too many scenarios to provide a 'standard' template for service funerals, and the circumstances surrounding the death may influence the type of funeral that is planned.

6.3 Death in Service

The following options may be considered appropriate for:

6.4 Command Team Attendance

Representatives of the Command Team will normally attend the funeral of a deceased member of staff/officer.

6.5 LPU / Departmental Attendance

Representatives of the local senior leadership team will normally attend the funeral of a deceased member of staff/officer

6.6 Dress

As with all matters considered, the views of the family will be paramount in determining what staff should wear to attend a funeral. Where attending in uniform, best uniform will be worn. This should include a white uniform shirt with the appropriate neckwear and force issued fleece. The wearing of tunics will normally be reserved for officers providing a guard of honour and / or the bearer party.

6.7 Force Funeral Drape

This drape should be given to the undertaker prior to the ceremony so that it can be placed with the coffin or casket. The family may also wish for a cap / helmet and decorations to be placed on top of the coffin or casket. All of these items can be obtained on loan by contacting [Corporate Services](#).

6.8 Special Consideration

Certain circumstances may warrant the matter being given special consideration and approval will be required from the Command Team for any of the following:-

- Management of traffic at or near the funeral venue(s) and escorts.
- The services of the Police Choir or the Force Brass Band.
- Support following the death of officers or staff from other forces.
- Memorials to deceased officers and staff.
- Book of Condolence.
- Request to print 'Orders of Service'.

6.9 Time off to attend a Funeral

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In general attendance at a funeral is in your own time. Please refer to the [Special Leave Policy](#) for further details.

6.10 Killed in the Line of Duty

Special consideration will be given to officers or members of staff who die in the line of duty. The Command Team in each case will consider funeral services based on individual circumstances and special arrangements will be made accordingly.

6.11 Funerals for Retired Officers and Staff

In the event of a death of a retired police officer or police staff member, the force will loan a number of items including the Force drape, helmet, gloves which can be obtained by contacting [Corporate Services](#). Other options above may also be considered in exceptional circumstances and will require authorisation from the Command Team.

6.12 Security

The presence of significant numbers of police personnel at a 'service funeral' and/or the circumstances of the death (e.g. due to terrorist activities) may justify the need for a threat assessment, which can be provided by the West Midlands Counter Terrorism Unit (WMCTU).

7. EQUALITY IMPACT ASSESSMENT & HUMAN RIGHTS

This Force Directive has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010 and that of the Human Rights Act 1998. The local directive has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Force Directive.

8. FREEDOM OF INFORMATION (FOI)

8.1 Public disclosure of this Force Directive is authorised as determined by the owner and author of this document.

Exemptions to the disclosure of this policy (see below):-

Which exemptions apply and to which section of the Local Directive?	Whole document	Section number
Document not protectively marked except for contact telephone numbers	n/a	n/a

9. TRAINING

9.1 Any training required to comply with this policy will be provided under the guidance of the Head of Human Resources.

10. PROMOTION / DISTRIBUTION & MARKETING

- 10.1 The following methods will be adopted to ensure full knowledge of the Policy:
- Policy document and associated documents on the Force Intranet (notice board) for the attention of all WMP officers and staff;
 - Recording and audit entry on the Force policy library;
 - Intranet marketing via HR Hot Topics

11. REVIEW

- 11.1 The Policy business owner, the Corporate HR Department maintain outright ownership of the policy and any other associated documents (with the exception of 'Financial Matters' which is owned by the Finance department) and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.
- 11.2 The policy should be considered a living document and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.
- 11.3 A formal review of the Policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.
- 11.4 Any amendments to the Policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 11.5 Feedback is always welcomed by that of the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



CHIEF CONSTABLE

12. VERSION HISTORY of FORCE DIRECTIVE

Version	Date	Reason for Change	Amended/Agreed by.
V.1.0	29.11.12	New policy – transferred over from HR website	Caroline Miller
V.1.1	28.02.2013	Minor grammatical amendments. To CC for authorisations	PS 4566
V.1.2	01.03.2013	Section on Force Funerals to be reviewed at the request of DCC Thompson, hence temporarily removed	PS 4566
V.1.3	04.03.2013	To CC Sims for authorisation	PS 4566
V.2.0	05.06.2013	Section 6 inserted at the request of DCC Thompson	PS 4566
V.2.1	10.06.2013	Amendment to contact details	PS 4566
V.2.2	05.08.2013	Additional entry at para 2e	PS 4566
V2.3	02/07/2014	Amended Home office email address – Section 3a	56408 Couchman

Task	Allocated to (include Telephone Number)	Completion confirmed by
Inform Local Command Team/Senior Management Team		
Inform Chief Constables Office		
Inform Head of HR		
Inform HR Manager		
Inform Shared Service		
Inform Exchequer Services		
Appoint Co-ordinator		
Research Next of Kin Details		
Inform Next of Kin		
Inform Immediate Colleagues		
Inform Corporate Communications		
Inform Force Chaplain		
Inform Home Office/HMIC (CC Office)		
Prepare Forcewide notification and publish it.		
Prepare further Forcewide notification re funeral details.		