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CHAPTER 1

INTRODUCTION

1. PURPOSE. When the California Highway Patrol (CHP) is confronted with the death of an active or retired employee, family, friends, and coworkers are all affected by the loss. When tragedies occur, they must be mitigated through compassionate and efficient handling. It is also important to honor our deceased employees, both active and retired, for their service and sacrifice according to their written directives on the CHP 611B, Instructions in the Event of Death, or by their family's wishes. The foundation for such actions must be built on consistent standards and a plan of action that is known and accessible to all supervisory and command personnel. Additionally, when the Department is requested to participate in memorial services for an active or retired employee, commanders must be sensitive to the public's perception when using state resources. As such, this manual provides policy, guidelines, and information on administrative roles, notifications, incident management, procedures, assistance, memorials, benefits, and support groups pertaining to CHP active employee and retiree deaths.

2. OBJECTIVE. This manual establishes the roles and responsibilities for commands and individuals in the event of an active or retired employee's death. Timely notification, effective incident management, memorial service planning, fiscal responsibility, and submission of pertinent paperwork and claims are components of an effective response.

3. RESPONSIBILITIES.

a. Assistant Commissioner, Staff. Under the direction of the Commissioner, the Assistant Commissioner, Staff (ACS), exercises overall control of active and retired death policies and procedures. All policy regarding active and retired employee or employees' deaths shall be approved by ACS prior to implementation.

b. Office of Employee Safety and Assistance. Under the direction of ACS, the Office of Employee Safety and Assistance (OESA) assists members of Executive Management with the administration of employee and retiree death policies and procedures. Additionally, the OESA shall assist commands with memorial service planning and critical incident debriefings.

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