



Illinois Department of Corrections

Administrative Directive

Number: 03.01.200	Title: Critical Injury or Death in the Line of Duty	Effective: 12/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	03.01.200 effective 7/1/2003

Authority: 730 ILCS 5/3-2-2 20 IAC 350.210	Related ACA Standards: 5-ACI-1C-01, 5-ACI-1C-20, 5-ACI-1C-24, 5-ACI-1C-25, 5-ACI-3B-16
Referenced Policies: 03.02.115	Referenced Forms:

I. POLICY

The Department shall ensure that appropriate notifications are made when an employee is critically injured or dies in the line of duty and assistance is provided to the employee and family to the extent possible.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish standard guidelines for staff in regard to family notification and assistance when an employee is critically injured or dies in the line of duty.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. The Chief Administrator of the employing facility shall ensure the guidelines in this directive are implemented to the extent possible and where appropriate when an employee is critically injured or dies in the line of duty.
2. Where applicable, the appropriateness of a stated guideline shall be determined by the Chief Administrator based on the circumstances surrounding the critical illness, injury or death and the wishes of the employee or family.

F. Procedures

1. Notification

- a. The Chief Administrator shall ensure the employee's family is notified prior to releasing any identifying information to the media.

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- (1) Where possible, the family shall be notified in person by two representatives appointed by the Chief Administrator. It is recommended that one of the representatives be a supervisor and one representative be a program staff member, such as a Chaplain. The representatives shall be dispatched to the family home or place of business, where possible. The representatives shall:
 - (a) Provide the family with as much information about the specifics of the incident as are known; and
 - (b) Offer the family local transportation to the hospital. Family members should be discouraged from driving themselves.
- (2) Where time and circumstances warrant, notification may be made in another manner as determined appropriate by the Chief Administrator. For example, the Chief Administrator may request the nearest Correctional Administrator or Sheriff's office to notify the family in person. However, personal contact by departmental staff shall occur as soon as possible.

- b. The Chief Administrator shall notify the Director, respective Deputy Director or Chief, Victim Services Coordinator and Manager of Payroll, Timekeeping, and Claims immediately.
- c. After an occurrence of an employment incident that is fatal or results in the hospitalization of 3 or more employees, the Chief Administrator shall notify the Department of Labor at one of the following numbers as soon as possible but no later than 8 hours after the incident. The notification shall include the circumstances of the incident, number of fatalities, number of employees hospitalized and the extent of the injuries.

Chicago: (312) 793-1967

Springfield (217) 782-9386

Marion (618) 993-7092

Note: For after hour incidents, a message left on the answering machines will be sufficient to meet the notification requirements.

2. Hospital Procedures

The Chief Administrator shall with approval of the employee or the family, where appropriate, dispatch a supervisor to the hospital to function as the Hospital Liaison. For correctional facilities, it is recommended that the Hospital Liaison be a member of the security staff. The Hospital Liaison shall:

- a. Arrange a waiting area in the hospital for the family.
- b. Request medical personnel to relay pertinent information regarding the victim to the family in a timely manner.
- c. Offer return local transportation to the family residence.

3. Funeral Services

In the event of the death of an employee, the Chief Administrator shall, with approval of the family, appoint a ranking staff member to serve as the Services Liaison. This individual, serving as a facilitator between the family and the Department, shall:

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- a. Ensure that the Department honors the family wishes regarding any funeral services to the extent possible.
- b. Provide support and guidance to the family regarding funeral arrangements, where appropriate.
- c. Ensure the Department offers local transportation for the family to and from the funeral home and burial, where appropriate.
- d. Coordinate Department attendance at funeral services in accordance with Administrative Directive 03.02.115.

4. Benefits

- a. An employee shall be appointed from the Central Office of Payroll, Timekeeping, and Claims to serve as the Benefits Coordinator for the Department. The Benefits Coordinator shall advise the facility of benefits available and provide assistance to the extent possible in completing and processing appropriate paperwork.
 - b. The Chief Administrator shall appoint an individual to serve as the Benefits Liaison. The Benefits Liaison shall:
 - (1) Within a few days following the incident, visit with the employee or family to discuss available benefits.
 - (2) Ensure appropriate departmental paperwork is completed and processed.
 - (3) Follow-up with the employee or family to ensure available departmental resources are offered, where possible, to meet medical, psychological or monetary needs of the employee or family.
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