

Law Enforcement Funeral Protocol

For the Sheriff's Department and all interested agencies
within Ventura County, California
January 28, 2004

**LAW
ENFORCEMENT
FUNERAL
PROTOCOL**

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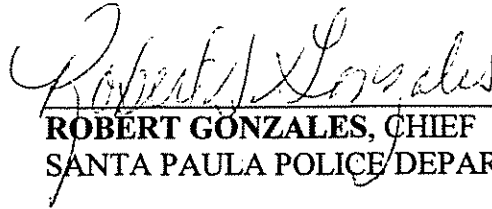
Ventura County Police Funeral Committee Contact list

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The listed persons are at the service of any caller, at any hour, for guidance or advice pertaining to any aspect of this policy.

VENTURA COUNTY LAW ENFORCEMENT FUNERAL PROTOCOL

3-12-04
DATE




ROBERT GONZALES, CHIEF
SANTA PAULA POLICE DEPARTMENT

2-20-04
DATE




FERNANDO ESTRELLA, CHIEF
PORT HUENEME POLICE DEPARTMENT

2/18/04
DATE



GREGORY D. TOTTON, DISTRICT ATTORNEY
COUNTY OF VENTURA

2/17/04
DATE



BOB BROOKS, SHERIFF
OF VENTURA COUNTY AND EX-OFFICIO CHIEF
OF POLICE, CITIES OF CAMARILLO, FILLMORE,
MOORPARK, OJAI AND THOUSAND OAKS

2/18/04
DATE



MARK E. LAYHEW, CHIEF
SIMI VALLEY POLICE DEPARTMENT

2-18-04
DATE



ART LOPEZ, CHIEF
OXNARD POLICE DEPARTMENT

2/18/04
DATE



MIKE TRACY, CHIEF
VENTURA POLICE DEPARTMENT

VENTURA COUNTY LAW ENFORCEMENT FUNERAL PROTOCOL

4/1/04

DATE



MARK A. LUNN, ASSISTANT CHIEF
CALIFORNIA HIGHWAY PATROL

Ventura County Police Funeral Protocol Committee

Policy Statement

It is the stated purpose of this committee to establish a standard law enforcement funeral resource guide for Ventura County agencies, composed in such a way as to be suitable, and therefore adoptable, by all law enforcement agencies in the County. In all aspects of this endeavor, the concept: "at the discretion of the Agency Head" is understood. Law enforcement executives are as always, at liberty to make whatever decisions are in the best interest of their agencies. It is also assumed that any decedent, subject to the provisions of this protocol, was not involved in criminal conduct at the time of death.

The Committee

The committee is composed of representatives from the Ventura County Sheriff's Department, and the Oxnard, Port Hueneme, Santa Paula, Simi Valley and Ventura Police Departments.

The Document

The recommendations contained in this document are the result of extensive research and collective experience in the conduct of law enforcement related funerals. The rationale behind the recommendations are well-reasoned and unanimously agreed upon by the members of the committee. It is not the purpose of this document to detail the reasoning behind the recommendations – to do so would make the document too lengthy for readability or usefulness. There is considerable expertise involved in the recommendations and they are made in good-faith in the hope that all agencies will see their value, trust their validity and adopt them as presented.

Shared Resources

It is the recommendation of the Committee that all agencies adopt a "Funeral Mutual Aid" stance that will, as a primary duty assignment, make any needed, specialized personnel resources available to the impacted agency, to wit: law enforcement funeral experts, buglers, pipers, horses, helicopters, honor guard, chaplains, etc.

Debriefing

It is recommended that each department's personnel involved in the conduct of funerals meet with the committee of the impacted agency (with a County Protocol Committee member in attendance) and debrief the event for evaluation purposes to determine if any changes to policy or practice are appropriate.

Mourning Ribbon / Flag Protocol

It is recommended that a standard protocol be established for the display of mourning ribbons and flags and that a uniform time period be established for the resumption of normal operations, to wit: ribbons on and flags at half-staff upon "official notification" of a death, and ribbons off, with flags at the norm, midnight after the funeral.

Critical Injury / Death and Funeral Notice

It is recommended that a standard form "Critical Injury / Death and Funeral Notice" be established for release relative to the critical injury or death of an employee.

The "critical injury" aspect of the form is reserved for those injuries that are so grave that there is little or no expectation of recovery.

Death of Animals

A subordinate protocol for the death of animals in law enforcement service is attached as addendum #8 to this policy.

Classification of Decedents

It is recommended that five classifications of law enforcement employees be adopted for the purpose of identification and discharge of the appropriate level of funeral ceremonies.

SWORN: those sworn to enforce laws, including Reserve Officers;

CIVILIAN: all other employees, including volunteers;

RETIRED: those honorably retired on service or disability pensions;

SEPARATED: those who have left the employ of an agency and whose welfare and whereabouts are of general interest to the agency or other government employees;

IMMEDIATE FAMILY MEMBERS: spouse, children, parents, siblings of all employee classifications.

Classification of Events

It is recommended that five classifications of law enforcement related deaths be adopted:

Category I Death of a sworn employee that is the proximate result of a traumatic injury sustained in the line of duty.

Category II Death of a sworn employee in any other manner.

Notifications

Upon confirming the facts and circumstances of the critical injury or death of an employee the Watch Commander should cause appropriate agency-specific notifications to be made.

Interest in law enforcement matters is often high, and information will become public that there is a seriously injured or dead law enforcement employee from a certain jurisdiction. Given that the identity of the involved employee will be withheld pending notification of next of kin, it is highly recommended that on-duty personnel be advised to interrupt their duties and contact their own families to notify them that they are not the involved party. Employees should be admonished not to release the names of any parties actually involved in an incident.

Recommended Order of Notification

1. Agency Head

2. Next of Kin

- The notification to the next of kin should, whenever possible, be made in person, by one of equal or greater rank than the decedent and in the company of a Chaplain.
- The notifier should be well informed regarding the circumstances surrounding the death and should freely impart that information to the decedent's family.
- The notifier, or other suitable person, shall remain with the decedent's family until the arrival of a suitable assisting person so as not to leave the family unattended during this critical period.
- The notifier should obtain the name of the employee preferred by the family to act in their behalf as Family Liaison Officer.
- The employee identified as the Family Liaison Officer should act in that capacity at the behest of the Incident Commander, in consultation with a member of the County Funeral Committee, and should carry that designation as a primary duty assignment until completion of the post-funeral reception.

3. The "Officer's Association" Executive.

4. On-duty personnel.

5. Chaplain.

6. Psychologist.

7. Government executives and elected officials.

Once all appropriate notifications have been made, the "Critical Injury / Death and Funeral Notice" should be completed. This form is an official, public notification of the death of a law enforcement employee. It should be completed as soon as practical, and as completely as possible. It is the document from which all information will be taken for press releases, teletype and fax notifications, etc. Having all recipients receive the same information at the same time and from the same official source is crucial to an efficient evolution of events. If there are aspects of the initial release that are unanswered, (usually viewing and funeral arrangements) they can be addressed as "pending" and an updated notice sent out when the family makes its wishes known.

Funeral Protocols

1. Category I

A Category I death is a public event that denotes full, military-style, ceremonial honors. This category is reserved for sworn employees (including reserve officers) killed in the line of duty. No effort should be spared in the conduct of a Category I funeral that is consistent with tradition, good taste and the wishes of the immediate next of kin.

Note: The agency head is the final arbiter of what ceremonial elements will be included in a Category I funeral.

In the event the impacted agency does not have all the specialized resources needed for the conduct of a Category I funeral, (bugler, piper, helicopter, Master of Ceremonies, etc) members of the County Law Enforcement Funeral Committee can be contacted for assistance and advice.

Family members should be advised that a funeral with 'full honors' will take considerable time to properly conduct. It usually consists of a religious ceremony in accordance with the family's faith group, and a graveside ceremony that will require an extended wait for all elements, dignitaries and attendees to be in place before it can begin. It involves the movement of thousands of persons and hundreds of vehicles from the house of worship to the graveside. In almost all cases the family will be in place at the graveside before the last vehicle in the motorcade has left the house of worship. It is not uncommon for there to be a two-hour delay from the time the family arrives at the graveside and the last attendees are in place.

Note: Planners should arrange for portable toilets and a catering truck to be in place at the cemetery to meet the needs of attendees. Acquisition of an RV, for the family's comfort during the waiting period, should also be considered.

Honors, Defined

There are two levels of **Honors** for the purposes of this order.

Honors Honors is comprised of an Honor Guard conducting a Rifle Salute, ceremonial Flag Folding and TAPS.

Full Honors Full Honors is comprised of the **Honors** elements plus aircraft flyovers and equestrian elements.

Note: Bagpipers and the release of birds are non-official funeral elements and in all cases are included at the behest of the decedent's family.

Note: The only Honors element appropriate for a non-sworn funeral is the *static presence* of an Honor Guard. In all cases a pre-folded flag may be placed on the casket and presented to the family.

2. Category II Sworn / Non-Traumatic Death

Category II funerals are reserved for sworn personnel whose death is not the result of a traumatic, duty-related event. A Category II funeral may be a public event depending on its circumstances. It denotes a reduced level of military-style honors to be determined by the Agency Head in consultation with the County Law Enforcement Funeral Committee.

3. Category III Death of a Civilian Employee

A Category III funeral is a non-public event with limited Department involvement.

4. Category IV Death of a Retired or Separated Employee

A Category IV death is an informational matter addressed through publication of a Death and Funeral Notice.

5. Category V Death of an Employee's Family Member

A Category V death is an informational matter addressed through publication of an internal Death and Funeral Notice when requested by the involved family.

Recommendations for Planning and Conduct of Category I Funerals

(Full Honors)

- Employ the Incident Command System to manage the event.
- Designate an Incident Commander (preferably one of high rank, with decision-making authority, in the decedent's chain of command).
- The Incident Commander should announce a planning meeting and activate the following positions:
 - Command Liaison Officer
 - Public Information Officer
 - Operations Section Chief
 - Planning and Intelligence Section Chief
 - Logistics Section Chief
 - Traffic Group Leader
 - Ceremonies Group Leader
 - Officer's Association Liaison

Position Descriptions and Responsibilities

Command Liaison Officer

The Command Liaison Officer is assigned directly to the Incident Commander and is the initial point of contact for all outside agencies, dignitaries and VIPs. The Command Liaison Officer should:

- Facilitate the attendance of such persons;
- Advise such persons to make direct contact with the Command Liaison Officer upon arrival at the jurisdiction;
- Document the attendance of such persons and the size of their delegations;
- Ensure that the level of participation and visibility of such delegations is commensurate with the office represented;
- With prior clearance from the Family Liaison Officer, allow VIPs to personally express their condolences to the decedent's family on the day of the funeral;
- Maintain a journal of all activities;
- Submit all records of the attendance of such persons and delegations to the Planning and Intelligence Section prior to the incident debriefing.
(Such records are critical to inter-agency relations. Follow-up letters of thanks are expected).

Public Information Officer

The Public Information Officer is assigned to the Incident Commander and is the point of contact for all media outlets and should:

- Confer with the Family Liaison Officer regarding completion of the Critical Injury / Death and Funeral Notice;
- Prepare a press release regarding the death of the employee and the subsequent ceremonial arrangements. (Critical Injury / Death and Funeral Notice is sufficient for this purpose);
- Compose a brief biographical history of the deceased employee;
- Maintain a journal of all activities;
- Submit all documents to the Planning and Intelligence Section prior to the debriefing.

Family Liaison Officer

The Family Liaison Officer is the person chosen by the decedent's next of kin as the primary point of contact for the family on all matters relating to the death and funeral of the employee. This is the most critical role in the Incident Command structure. It requires one of strong character who has a close bond with the family. Ideally, all contact with the family should be through this person. It is calming for the family to interact with one of their choosing rather than a flood of callers. The Family Liaison Officer should:

- Be with the decedent's family as much as possible during the funeral period;
- Maintain routine contact with the Incident Commander;
- Ensure that the family's wishes relating to the funeral are communicated to the Incident Commander on all matters;
- Be a conduit for all incoming or outgoing family communication;
- Attend all planning meetings;
- Maintain a journal of all activities;
- Communicate the family's wishes on all matters directly to the mortuary, through the Funeral Director;
- If circumstances permit, arrange a visit, before the funeral, between the family and the command staff of the Department;
- Submit the journal and any related documents to the Planning and Intelligence Section prior to the incident debriefing;
- Attend the incident debriefing.

Operations Section Chief

It is the duty of the Operations Section Chief to oversee the various facets of the funeral preparation and execution in behalf of the Incident Commander. As such, the Operations Section Chief should:

- Schedule and maintain contact with all activated segments of the Incident Command structure;
- Attend all planning meetings;
- Appoint a Mortuary Liaison to discharge the duties listed on the Mortuary Liaison Checklist; (addendum #2)
- Appoint a House of Worship Liaison to discharge the duties listed on the House of Worship Checklist; (addendum #3)
- Appoint a Cemetery Liaison to discharge the duties listed on the Cemetery Liaison Checklist; (addendum #4)
- Exercise functional supervision over the progression of all funeral related events;
- Ensure that bomb sweeps are conducted at all venues prior to the arrival of personnel;
- Change and re-direct the Incident Action Plan as necessary;
- Maintain a journal of all activities;
- Submit all documentation to the Planning and Intelligence Section prior to the incident debriefing;
- Attend the incident debriefing.

Planning and Intelligence Section Chief

It is the duty of the Planning and Intelligence Section Chief to oversee the conduct of all planning meetings, maintain all records and documentation and coordinate the participation of elements from within and without the Department that will be contributing technical expertise to the proceedings. The Planning and Intelligence Section Chief should:

- Announce and conduct an initial planning meeting;
- In conjunction with the Operations Section, identify an Operational Period;
- Compose a written Action Plan that allows sufficient time for all organizational components to complete assigned duties;
- Conduct a site survey at the house of worship and produce a security plan;
- Conduct a site survey at the cemetery and produce a security plan;
- Establish and maintain contact with:
 - The religious leader identified by the Family Liaison Officer;
 - The Funeral Director;
 - The Benefits Counselor;
 - The Department Psychologist;
 - A Piper;
 - A Bugler;
 - A photographer for both venues the day of the funeral;
 - An audio expert for the church and graveside ceremonies;
 - Maintain a journal of all activities;
 - Maintain copies of all written plans, diagrams, maps, etc.;
 - Handle all correspondence;

- Monitor the weather;
- Collect and archive all journals, notes and documents;
- Conduct the incident debriefing;
- Prepare an After-Action report.

Traffic Group Supervisor

Under the direction of the Operations Section it is the responsibility of the Traffic Group to plan and coordinate all traffic related elements the day of the funeral.

The Traffic Group Supervisor should:

- Attend all planning meetings;
- Diagram the parking facilities at the mortuary and the cemetery;
- Contact (through the Command Liaison Officer) the California Highway Patrol and other jurisdictions that may be impacted during the funeral procession;
- Formulate a motorcade and parking plan for all venues;
- Maintain a journal of all activities;
- Submit all plans and related documentation to the Planning and Intelligence Section prior to the second planning meeting;
- Notify the Logistics Section of all items necessary to accomplish the Traffic Group mission (cones, delineators, flares, barricades, etc.);
- Submit all journals and other documentation to the Planning and Intelligence Section prior to the incident debriefing;.
- Return all unused or re-useable items to the Logistics Section;
- Attend the incident debriefing.

Ceremonies Group Supervisor

Under the direction of the Operations Section it is the responsibility of the Ceremonies Group to research, plan and execute all funeral related ceremonies. The Ceremonies Group Supervisor should:

- Establish a Church Ceremonies Team and designate a Team Leader;
- Establish a Cemetery Ceremonies Team and designate a Team Leader;
- Ensure that the position of Master of Ceremonies is staffed by one well versed in military drill and ceremonies who possesses a commanding voice;
- Meet the Funeral Director, the Cemetery Curator , the Family Liaison Officer and the religious leader at the cemetery well in advance of the interment and choreograph the graveside ceremonies;
- Conduct dress rehearsals with all involved parties at both venues. Ensure that the following issues are addressed:
 - The ceremony is planned in accordance with the wishes of the next of kin;
 - The location of the grave is satisfactory to the next of kin;

- The listed elements are plotted on a cemetery diagram (addendum #5):
- Rifle Squad;
- Uniform formation;
- Family delegation, (with a canopy and sufficient chairs in place);
- The arrival route of the hearse, and its eventual parking space;
- Piper and Bugler;
- Honor Guard.

After addressing the necessary issues, mark the locations of the components of the ceremonial groups with wire flags, spray chalk or other suitable substance and conduct a walk-through of the graveside ceremony. (When mapping out the ceremonial elements, [especially the uniform formation] remember that it is easier to constrict a plan that is too large than to expand one that is too small).

- Contact all members of each component of the ceremonial groups and direct them to report to their respective duty stations well in advance on the day of the funeral in order to dress rehearse their roles;
- Confer with the Parking Team Leader to ensure that all vehicles belonging to the members of the ceremonial groups are positioned for rapid departure from the house of worship, to the cemetery, well in advance of the funeral motorcade;
- Position arriving personnel in accordance with the parking plan;
- Oversee the conduct of the graveside ceremonies.

Logistics Section Chief

The Logistics Section Chief is responsible for site security at all venues, provision of all necessary supplies, procurement of certain key personnel and apparatus, operating a transportation detail to assist arriving and departing personnel, and assisting the family with the post-funeral reception. The Logistics Section Chief should:

- Arrange for the deployment of a tow truck at both venues the day of the funeral;
- Arrange for the deployment of a rescue ambulance at both venues the day of the funeral;
- Arrange for the deployment of portable toilets at a suitable location in the cemetery;
- Arrange for the deployment of a catering truck at a suitable location, in the cemetery proper, on the day of the funeral;
- Arrange and supervise a transportation detail to assist persons attending from distant locales;
- Obtain a casket flag and white gloves;
- Obtain a sufficient supply of cones, barricades, flares, delineators and other equipment to supply the Traffic Group;
- With the concurrence of the Family Liaison Officer, offer to assist the family with the post-funeral reception;
- Ensure that all equipment and supplies are returned or accounted for prior to the incident debriefing;

- Maintain a journal of all activities;
- Submit all documentation to the Planning and Intelligence Section prior to the incident debriefing;
- Attend the incident debriefing.

Officer's Association Liaison (or other identified Specialist)

- Assist the decedent's family with matters related to the death such as benefits, insurance policies, personal documentation, costs, etc.
- Attend all planning meetings;
- Assist with funeral planning and arrangements.

Graveside Ceremonies for Category I Funeral

Full Honors

A Category I funeral consists of some or all of the following ceremonial elements:

- Master of Ceremonies
- Pallbearers
- Honor Guard
- Rifle Squad
- Ceremonial Flag Folding
- Piper
- Bugler
- Flyover Squadron
- Riderless Horse

Choreography

A Category I funeral is choreographed as follows:

- Ensure that the family's wishes are met;
- Ensure that the family can see and hear all elements of all ceremonies;
- Ensure that the Master of Ceremonies has drill and ceremonies expertise and a commanding voice. (The position of Master of Ceremonies is not a function of rank but of competence, assertiveness and expertise. The Funeral Committee may have a referral for a Master of Ceremonies);
- Ensure there is a clear path for all ceremonial elements, paying particular attention to the pallbearers;
- Ensure the elements of the formation can hear the proceedings at the graveside. (This issue is best addressed by procurement of a sound system by the Logistics Section).

Flag and Coffin Protocol (addendum #6)

- When the United States flag is draped on a coffin, the field of stars is positioned at the head and over the left shoulder of the deceased, as pictured in the addenda.
- When a flag-draped coffin is on display, the head is to the viewer's left. The striped area of the flag faces the viewer and is considered the "front" view.
- When a coffin is moved, whether flag-draped or not, it is oriented feet first.
- When outside, if a flag-draped coffin is moved from one place to another, uniformed personnel are expected to salute when it passes.
- Nothing is to be placed on a flag-draped coffin at any time.
- During the ceremony the United States flag is folded by the Honor Guard (see addenda). Once folded it may be passed from person to person or carried from place to place. If so, it is carried left hand on the bottom, right hand on the top. Before it changes hands the receiving person, if in uniform, salutes the presenter.

Special Element Roles

The graveside ceremony consists of several ceremonial elements. The Rifle Squad, Pallbearers, Honor Guard, Bugler, Piper, etc., at times act independently of the main formation in the discharge of their duties. The following are guidelines for such special element roles:

- The Master of Ceremonies is the leader of all uniformed elements;
- The commands of the Master of Ceremonies are given in a voice audible to all present. (Depending on the circumstances of the officer's death, sworn funerals can draw several thousand uniformed attendees. The entire formation will be receiving commands of execution from the Master of Ceremonies. A powerful voice and a strong command presence are essential to the success of the ceremonies);
- The commands to the special elements by their individual Officers in Charge are audible only to the concerned elements;
- When the Master of Ceremonies intends for the special elements to operate independently of his commands, the command: "SPECIAL ELEMENTS, STAND FAST!" will be given prior to the command given the main formation. On all other occasions the special elements are to function as part of the main formation.

Positioning of Elements

- The Master of Ceremonies should be at the graveside well in advance of the motorcade, and should, in an expeditious manner, position arriving officers into the ranks and files of the main formation;
- The Master of Ceremonies should also position the Honor Guard, Piper, Bugler, Rifle Squad and other special elements;

- Upon arrival of the hearse the pallbearers should stand at Parade Rest, facing one another in two ranks, at the rear of the hearse, until directed by the Master of Ceremonies to remove the casket.

Recommended Order of Ceremonies

Category I – Full Honors

After the Master of Ceremonies has positioned all elements and the main formation is complete the Order of Ceremonies (with the MC giving the commands) is as follows:

The command:

"DETAIL ATTENTION!" is given. This signals the Mortuary Director and the pallbearers to remove the casket from the hearse;

"PRESENT ARMS" is directed to the entire formation;

"Present Arms" is held while the pallbearers move the casket to the bier. (The casket is oriented feet first when moved and when positioned for the service. If the casket needs to be turned or re-oriented it is done with a pivoting movement immediately prior to being set at rest).

"DETAIL - ORDER ARMS!" is given after the pallbearers have placed the casket on the bier, adjusted the flag to its proper position and come to attention.

"DETAIL, PARADE REST!"

The OIC of the pallbearer detail directs a facing movement followed by a marching order that positions the detail to the side (but in close proximity) to the bier, for the duration of the religious rites. Upon completion of the religious rites the Honor Guard positions itself on either side of the casket for the folding of the flag.

"DETAIL ATTENTION!" queues the piper to begin a musical selection and the Honor Guard to begin folding the flag in accordance with the addendum to this document.

The folded flag is presented to the Agency Head who renders a hand salute, receives the flag from the presenter, turns and presents it to the primary next of kin. It is not uncommon for Category I ceremonies to be attended by the Governor or a representative of that office. In almost all cases, uniformed officers from the California Highway Patrol will be in attendance to present a State of California flag, and condolences from the governor, to the primary next of kin. This occurs immediately after the presentation of the United States flag by the Agency Head.

After the flag presentations and condolences are complete, the command:

"DETAIL, PRESENT ARMS!" is given to all personnel. Immediately thereafter:

"PREPARE FOR THE VOLLEY!" is given as a warning that the rifle volley is about to occur and queues the rifle squad to conduct the rifle salute.

After the rifle squad completes the volley and comes to "Present Arms" the bugler begins "TAPS". (If there is a flyover it should be coordinated to pass overhead as "TAPS" is ending).

Upon completion of "TAPS" and the flyover:

"DETAIL, ORDER ARMS!" is given.

This queues the pallbearers to align with the end of the casket farthest from the next of kin, remove their gloves and file past the casket, placing their gloves thereon as they do so.

After having done so the pallbearers form a rank at attention and "DETAIL , DISMISSED!" is given, ending the ceremony.

Ceremonies, Category II (Death of an employee in any other manner)

Category II funeral honors are confined to a Rifle Salute, ceremonial Flag Folding and TAPS.

Ceremonies, Category III (Death of a Civilian Employee)

The protocol for a Category III funeral should be restricted to a motor escort, a static Honor Guard and an attendance policy identified by the Agency Head.

Ceremonies, Category IV (Death of a Retired or Separated Employee)

The protocol for a Category IV funeral should be restricted to the participation of a static Honor Guard and an attendance policy identified by the Agency Head.

Ceremonies, Category V (Death of an Immediate Family Member of an Employee)

The protocol for a Category V funeral should be limited to an attendance policy identified by the Agency Head.

It is recommended that agencies adopt an "Employee Emergency Notification Form" to be completed by employees and updated during their calendared review process. The form will contain notification wishes and special instructions by the decedent in the event of his death. The Emergency Notification Form preferred by the California Peace Officer's Association is included with this policy. (addendum #7)

Notice of Critical Injury

We regret to announce the Critical Injury of:

Rank _____ Name _____ Serial# _____

Assigned to: _____ Agency _____

Circumstances: _____

_____ is being treated at: _____

Condition: _____. Visiting ___ is ___ is not permitted.

Direct inquiries to _____ at _____

This notice is designed as a combination press release / agency notification. It is recommended that it be transmitted via CLETS or other appropriate law enforcement communication media to any uninvolved agencies that might have an interest in the occurrence, its circumstances, or the condition of the injured employee. Use the space below to cover any issues not addressed above. In the event the employee does not survive the event refer to the DEATH AND FUNERAL NOTICE on the reverse of this form.

DEATH AND FUNERAL NOTICE

We regret to announce the death of:

Rank _____ Name _____ Serial# _____
Last Assigned to: _____ Place of Birth _____
Date of Birth _____ Place of Death _____
Date of Death _____ Appointment Date _____ Retirement Date _____
Surviving Kin _____

Decedent Classification _____ Status _____ Event Classification _____

Viewing: Day: _____ Date: _____ Time: _____
Facility: _____
Address: _____
City: _____

Service: Day: _____ Date: _____ Time: _____
Facility: _____
Address: _____
City: _____

Interment: Immediately Following:
Facility: _____
Address: _____
City: _____

Family Contact: Name: _____
Address: _____
City: _____ Zip: _____
Telephone: _____

Command Liaison Officer: _____

Reporting Party: _____ Call Back# _____

Watch Commander Notified: _____ Date: _____ Time: _____

Information Taken by: _____ Date: _____ Time: _____

MORTUARY LIAISON CHECKLIST

- [] In conjunction with the family, identify the mortuary of preference. (Pierce Bros. donates all services for officers killed in the line of duty, including casket, vault, plot, headstone and the adjoining plot for the spouse if requested).
- [] Record the exact name, address, telephone number and person to be contacted at the mortuary. The contact person should be one with decision making authority who should, as the primary point of contact, be available for all-hours contact for the duration of the event.
- [] Schedule a meeting at the mortuary with the immediate next of kin, **Family Liaison Officer, Mortuary Liaison Officer, POA Liaison and the Funeral Director**, to obtain first hand information regarding available services. The wishes of the next of kin regarding preparation of the body, i.e. open casket, religious symbols or personal keepsakes to be enclosed with the body at burial, etc., will be addressed at this meeting. (If the family wants items removed from the body as keepsakes, it is permitted upon completion of the appropriate documents).
- [] With the concurrence of the next of kin, establish a viewing or prayer service schedule and inform the OIC of the **Honor Guard** of the date place and time.
- [] Coordinate with the **Funeral Director** for provision of limousines for the family on the day of the funeral.
- [] Verify that the mortuary will coordinate memorial folders, thank you cards, photographs, floral arrangements and the memorial book.
- [] The mortuary expects the family to provide:
 - [] Social Security Number;
 - [] DD214 for honorably discharged veterans;
 - [] clothing for burial;
 - [] a list of pallbearers;
 - [] a photograph of the decedent;
 - [] their identified preference for a cemetery plot.

HOUSE OF WORSHIP CHECKLIST

- [] Determine (through the **Family Liaison Officer**) the religious affiliation of the Officer and family.
- [] Determine (through the **Family Liaison Officer**) the exact name, address and telephone number for the house of worship preferred by the family.
- [] Contact the leader of the congregation and determine the seating capacity of the facility.
- [] Obtain a floor plan of the facility and a diagram of the available parking.
- [] Meet with the leader of the congregation and compose a detailed list of the items or issues the Department is expected to handle, and a detailed outline of how the service is expected to evolve.
- [] Solicit the recommendations of the leader of the congregation for family and VIP seating.
- [] Set a tentative date and time for the service. Do not make a commitment. (Autopsies or other facets of the investigation may delay release of remains).
- [] Prepare to brief the **Incident Command Staff** at the scheduled planning meeting.
- [] Advise the leader of the congregation that a **Master of Ceremonies** must be provided to choreograph all aspects of the worship services.
- [] Arrange a dress rehearsal for all who participate in the worship services. (Ushers, Pall Bearers, Honor Guard, etc.).
- [] Consult with the **Parking Team Leader** about the parking layout at the house of worship.

CEMETERY LIAISON CHECKLIST

- [] The **Cemetery Liaison Officer** is in charge at the cemetery. Cemetery personnel will advise when asked but the protocol is that the **Cemetery Liaison Officer** dictates what is needed and the cemetery provides it.
- [] Verify with cemetery personnel that no other burials are scheduled during the period that the police ceremonies are to occur.
- [] Obtain a map of the facility.
- [] Consult with the **Cemetery Manager** regarding his recommendations for a traffic plan for a long procession.
- [] In conjunction with the **Formation Leader**, formulate a plan for a large formation of uniform and plain clothes police personnel.
- [] Maintain contact with the **Documentation Unit** of the **Planning Section**, which is responsible for monitoring the weather. Remain current on the status of the weather. The cemetery will arrange for shelters if needed.

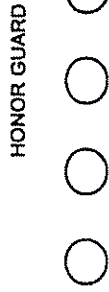
CATEGORY 1 FORMATION GUIDELINES

PIPER ○

BUGLER ○



FAMILY

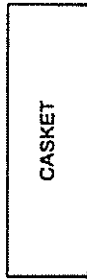


HONOR GUARD

MASTER OF CEREMONIES ○



CLERGY

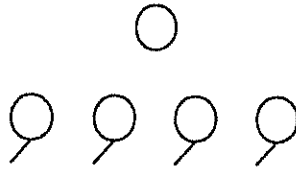


CASKET

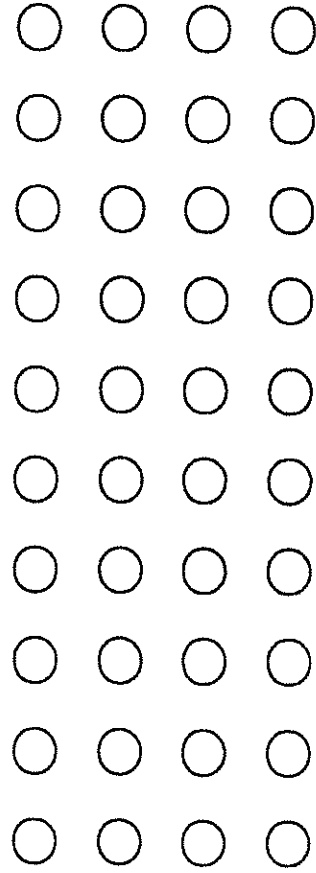
PALL



BEARERS



RIFLE SQUAD



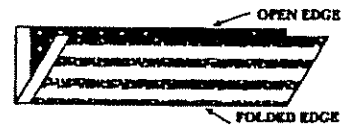
UNIFORM FORMATION



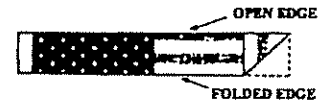
CORRECT METHOD OF FOLDING THE UNITED STATES FLAG



Fold the lower striped section of the flag over the blue field.



Start a triangular fold by bringing the striped corner of the folded edge to the open edge.



Fold the outer point inward parallel with the open edge to form a second triangle.



Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.



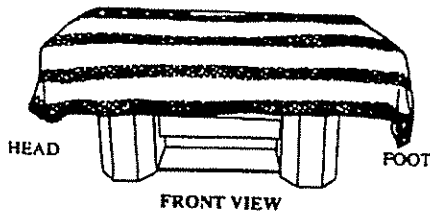
Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.



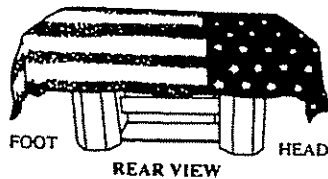
The properly folded flag should resemble a cocked hat.



CORRECT METHOD OF DISPLAYING THE FLAG WITH THE CASKET



Center the flag on the casket so that the blue shield is at the head and over the left shoulder of the deceased.



POLICE DEPARTMENT
EMERGENCY NOTIFICATION FORM

This packet is to assist you and your family in the event of an emergency. The packet serves to render assistance to Department personnel entrusted with the responsibility of handling a life threatening injury or line-of-duty death. It documents your wishes and requests. You are *strongly* encouraged to review and complete this packet with family members.

THIS PACKET IS COMPLETELY VOLUNTARY AND CONFIDENTIAL

IF YOU FEEL UNCOMFORTABLE FILLING IT OUT - DON'T. YOU ARE UNDER NO OBLIGATION TO DO SO.

If you choose to fill it out, answer only those questions you wish and you may add any additional information you think necessary.

Who you wish to entrust the packet to is your decision. This agency will hold the document in a sealed envelope, which will be put in your personnel file. Be assured that the contents will only be reviewed by Department personnel in the event of life-threatening injury or line-of-duty death.

This is the personal request packet of _____

The packet was last updated on _____

Memorial Ceremony for Animals in Police Service

In response to the affinity that employees, handlers, owners and members of the public have for animals in police service a policy for memorial ceremonies of such animals is implemented.

A clear line of demarcation must be maintained between horses and dogs in police service and the human beings they serve. To that end it is not recommended that Taps, flag folding, aircraft fly-overs or rifle salutes be conducted for service animals. Military style formations, rendering of hand salutes and the playing of bagpipes are appropriate options.

Category of Ceremony

The only time it would be appropriate to hold a memorial ceremony for a deceased animal is if the animal died while in active service.

Recommendations

It is recommended that ceremonies for animals consist of either a memorial service at the agency of ownership, or other designated location, or a combined memorial and interment ceremony at the location of interment. Participation by an agency chaplain and honor guard should be voluntary. The dress code for attendees should be determined by the agency head.

It is appropriate to assemble at a designated place, (whether it be at the animal's agency of service or at a memorial park), to memorialize an animal's career. It is also appropriate for a chaplain, handler or other person attending on a volunteer basis, to read passages or poems for the comfort of those in attendance, and for musical tributes to be played during and at the close of such services.

It is appropriate for the cremains of an animal to be presented to an agency or handler at such a service and for the cremains and a plaque, picture or other tribute memorializing the animal's service to be displayed at the affected agency.

As with all other policies elements of this protocol are the purview of the agency head.

Name of Child: _____

Birth date: _____ Grade: _____

School/Day Care Facility: _____

Address: _____ City: _____

Principal: _____ Phone: _____

Teacher/Counselor: _____

Name of Child: _____

Birth date: _____ Grade: _____

School/Day Care Facility: _____

Address: _____ City: _____

Principal: _____ Phone: _____

Teacher/Counselor: _____

Name of Child: _____

Birth date: _____ Grade: _____

School/Day Care Facility: _____

Address: _____ City: _____

Principal: _____ Phone: _____

Teacher/Counselor: _____

Name of Child: _____

Birth date: _____ Grade: _____

School/Day Care Facility: _____

Address: _____ City: _____

Principal: _____ Phone: _____

Teacher/Counselor: _____

If you are divorced, please provide information about your ex-spouse(s).

Name: _____

Address: _____ City: _____ State: _____

Phone: (H) _____ (W): _____

Name: _____

Address: _____ City: _____ State: _____

Phone: (H) _____ (W): _____

Do you want a police representative to contact your ex-spouse(s)? Yes _____ No _____

IN CASE OF EMERGENCY
THE FOLLOWING INDIVIDUALS MUST BE CONTACTED

Please list the name, address and telephone numbers of key relatives and friends (parents, in-laws, siblings, etc). Also, if you are aware of these individuals having a serious medical condition that may be adversely affected upon receiving a notification please indicate on the form.

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

Pager/Cell Phone: _____

Additional Information: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

Pager/Cell Phone: _____

Additional Information: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

Pager/Cell Phone: _____

Additional Information: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

Pager/Cell Phone: _____

Additional Information: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

Pager/Cell Phone: _____

Additional Information: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

Pager/Cell Phone: _____

Additional Information: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

Pager/Cell Phone: _____

Additional Information: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____

Pager/Cell Phone: _____

Additional Information: _____

Please use additional pages if necessary.

NOTIFICATIONS

WHO DO YOU REQUEST FROM THE DEPARTMENT TO MAKE A NOTIFICATION TO FAMILY MEMBERS?

Name: _____ Name: _____

Name: _____ Name: _____

WHO DO YOU REQUEST TO SERVE AS DEPARTMENT LIAISON OFFICER FOR YOUR FAMILY?

Name: _____ Name: _____

IMPORTANT BUSINESS/PERSONAL INFORMATION

Do you wish to have a law enforcement funeral? Yes _____ No _____

Church preference: _____ Religious Affiliation: _____

Clergyman: _____ Phone: _____

Address: _____

Funeral Home to be used: _____

Address: _____

Phone: _____ Pre-paid burial plan: Yes _____ No _____

Contact: _____

Church Service Requested: Yes _____ No _____ Private: Yes _____ No _____

Funeral Home Service: Yes _____ No _____ Private: Yes _____ No _____

I prefer: Interment _____ Entombment _____ Cremation _____

My choice of cemetery is: _____

I have purchased a plot: Yes _____ No _____ Location of Deed: _____

Obituary: Yes _____ No _____

Please list the following in my obituary:

Are you a veteran of the United States Armed Forces: Yes _____ No _____

Which Service: _____ Military ID number: _____

If you are entitled to a military funeral as determined by the Department of Veteran Affairs, do you wish to have one? Yes _____ No _____

I am entitled to Veterans Benefits: Yes _____ No _____

I am entitled to Military Honors: Yes _____ No _____

I would like a "Lodge" service: Yes _____ No _____

By: _____

Flowers: Yes _____ No _____ Disposal of flowers: _____

Donations in lieu of flowers to: _____

Musical selections: _____

Special requests for service (speakers, readers, etc.): _____

If the United States flag is placed on the casket, to whom should it be presented following the services?

Do you wish that your badge be presented to a family member (if so, who?): _____

Please list memberships in law enforcement, religious, or community organizations that may provide assistance to your family.

1. _____

2. _____

3. _____

4. _____

5. _____

OTHER:

IS THERE SOMEONE IN PARTICULAR THAT YOU GIVE YOUR PERMISSION TO GO THROUGH YOUR LOCKER, DESK, OR WORK AREAS? DISPOSITION OF YOUR PROPERTY?

Additional requests/comments: _____

Signature: _____ Date: _____