

Policy 1714



Subject	
HONORING DECEASED PERSONNEL	
Date Published	Page
26 April 2017	1 of 12

By Order of the Police Commissioner

POLICY

1. **Standardized Response.** It is the policy of the Baltimore Police Department (BPD) to provide detailed guidelines for the planning and implementation of police related funerals and to standardize the BPD response to the death of all active and retired members. The BPD will recognize three levels of services when conducting funerals.
2. **Efficiency.** When death occurs, BPD personnel face a myriad of tasks, to include the logistics of a large scale, public funeral. This policy will eliminate duplication of efforts; delineate responsibilities for those involved in the implementation; minimize confusion; and ensure the BPD presents families with well-organized and professional services.
3. **Employee Wellness.** Many members involved in BPD funerals will be close friends with the deceased. Carefully consider what effect their emotions may have on the performance of their duties. Carefully monitor members for signs of emotional distress.
4. **Appearance Standard.** Sworn members shall wear the BPD Class "A" dress uniform with eight point hat and white gloves when participating in Line-of-Duty Death services.
5. **Protocol.** Any deviation from this policy must be approved by the Police Commissioner or designee.

DEFINITIONS

Line-of-Duty Death — A member (sworn or civilian) who lost his/her life in the performance of official duties.

Non-Line-of-Duty Death — An active-duty sworn member who lost his/her life in a manner that is not BPD-related.

Civilian Employee Death — A current civilian employee who lost his/her life in a manner that is not BPD-related.

Casket Guard — A vigil kept beside a deceased individual in ceremonial fashion by BPD members in Class "A" dress uniform with white gloves.

Honor Guard — A ceremonial unit that represents the Baltimore Police Department during events requiring formality and decorum.

GENERAL**Line-of-Duty Death****Available Services Provided by the BPD for Line-of-Duty Deaths**

1. Comprehensive assistance with the funeral arrangements, if desired, to include:
 - 1.1. Choosing the funeral home, location for the funeral, and a cemetery plot.
 - 1.2. If a burial in uniform is requested, assisting with obtaining the required uniform and accouterments from the Quartermaster and delivering them to the funeral home.
 - 1.3. A formal, ceremonial Casket Guard performed by members of the Honor Guard. The Casket Guard commences with the formal viewing at the church or funeral home.
 - 1.4. Honor Guard participation throughout the duration of the services, church and cemetery.
 - 1.5. Motorcycle escort for the family to and from the viewings, church, and cemetery.
 - 1.6. A formal police escort for the deceased from the funeral home to the church and cemetery.
 - 1.7. The following services will be provided at the cemetery, dependent upon the availability of specially trained personnel (perhaps from other police agencies or the military) to perform these functions:
 - 1.7.1. A bugler to play Taps;
 - 1.7.2. A bagpiper;
 - 1.7.3. A 21-gun salute;
 - 1.7.4. Helicopter fly-over; and
 - 1.7.5. Pallbearers
 - 1.7.5.1. Pallbearers will be staffed at the request of the family and may include friends or relatives of the deceased, but may also include members of the deceased officer's squad/shift/unit.
 - 1.7.5.2. Pallbearers shall be under the direction of the Honor Guard. The Honor Guard Commander will ensure that all non-Honor Guard pallbearers are properly instructed as to their duties prior to the funeral service.
 - 1.7.5.3. In the absence of volunteer pallbearers, Honor Guard personnel will perform this function.

Member

1. Affix a mourning band to the badge in accordance with procedures outlined in Appendix A.
2. Display, as desired, the Fallen Hero Memorial Ribbon according to procedures outlined in Appendix B.

Supervisor

Ensure mourning bands and Fallen Hero Memorial Ribbons are properly and uniformly displayed.

Commanding Officer

1. When notified of a Line-of-Duty Death, verify with the Communications Section that other appropriate notifications are being made.
2. Ensure the Police Commissioner and the deceased member's Commanding Officer are notified.
3. Notify the deceased member's next of kin.
4. Provide and ensure transportation of the family to and from the appropriate medical facility. Upon their arrival, coordinate with the Employee/Retiree Affairs Unit (EAU) to provide accommodations and assistance as necessary for the family member(s).
5. Ensure appropriate clergy are notified. This should include notification to the Community Collaboration Division (CCD) and FOP Chaplaincy.
6. Coordinate with the Chief of Patrol to have a marked patrol unit escort the deceased to the Medical Examiner's Office and then back to the funeral home.
7. Unless otherwise requested by the family, attend funeral services and ensure attendance of a reasonable representation of supervisory personnel and police officers from the deceased member's assignment.
8. Make payroll/fiscal notification.
9. Ensure the deceased officer's family receives a courtesy call from your command on a monthly basis for the next six months.

Employee and Retiree Affairs Unit

1. Request the deceased's personal information from the deceased member's Commanding Officer and prepare a briefing sheet for Media Relations Section (MRS) and the Police Commissioner including:
 - 1.1. The deceased's name, rank, age, and length of service.
 - 1.2. Present assignment and duration.
 - 1.3. Family biographical information.

- 1.4. A brief synopsis of the circumstances surrounding the death.
2. Contact the deceased member's family and provide assistance as necessary regarding funeral arrangements. Advise the family of the services provided by the BPD for the deceased officer's funeral.
3. Coordinate the planning, logistics, and operation of the funeral in partnership with the Professional Development and Training Academy (PDTA), MRS, Honor Guard Coordinator, Special Operations Section (SOS), and the deceased's Command including:
 - 3.1. Coordination of all Honor Guard duties. When logistically possible this shall include the escort of the officer's body to the Medical Examiner's Office and funeral home.
 - 3.2. Motorcycle escort for the family to and from the funeral home, church, and cemetery.
 - 3.3. Pallbearers
 - 3.4. Patrol car procession
 - 3.5. Taps and/or a bagpiper (if personnel are available)
 - 3.6. A 21-gun salute (if personnel are available)
 - 3.7. Helicopter fly-over (if available)
 - 3.8. Fire Department for "Crossed Ladders" at the cemetery.
4. Ensure proper decorum and procedures are maintained in honoring the deceased member.
5. Prepare an NCIC notification in the name of the Police Commissioner containing the following information:
 - 5.1. Name of deceased officer
 - 5.2. Date, time, and location of the funeral
 - 5.3. Authorized uniform
 - 5.4. How expressions of sympathy may be made
 - 5.5. Instructions that all agencies sending Honor Guards must contact the Honor Guard Commander.
6. Contact the appropriate branch of the Armed Forces and coordinate their involvement if the deceased was a military veteran, and if the family desires military participation.
7. Order a high quality flower wreath reserved exclusively for Line-of-Duty Deaths.
8. Complete a written itinerary for the viewing and funeral services, and provide continuous updates to Command and the family members.

9. Coordinate with the Property Management Section to ensure:
 - 9.1. Headquarters and the district station or unit to which the deceased member was assigned are draped in black bunting for 30 days.
 - 9.2. All BPD flags are flown at half-staff for 30 days.
10. Coordinate with any neighboring jurisdictions and arrange for assistance if the services extend beyond Baltimore City.
11. Coordinate with the Department of Transportation if traffic cones, barricades, or Public Works vehicles are needed.
12. Arrange for the use of a radio channel with the Communications Section, if needed.
13. Coordinate with the family to obtain a uniform and accouterments from the Quartermaster if the family desires a burial in uniform.
14. Arrange for a paramedic unit to be present at the church and cemetery.
15. Obtain, prepare, and submit the forms and supporting documents needed by the appropriate agencies for processing and payment to the deceased member's beneficiary. Benefits and honors may be available from the following agencies:
 - 15.1. Public Safety Officers' Benefits Program (Federal benefits)
 - 15.2. Department of Public Safety and Correctional Services (Maryland State benefits)
 - 15.3. TASER Foundation (Memorial Grant)
 - 15.4. Honoring Every Responsible Officer's Eternal Sacrifice, Inc. (HEROES) Package
 - 15.5. Concerns of Police Survivors (information submission only)
 - 15.6. National Law Enforcement Officers' Memorial (information submission only)
 - 15.7. American Police Hall of Fame and Museum
 - 15.8. Fire and Police Retirement Systems
 - 15.9. Fraternal Order of Police Lodge #3 Death Benefit
 - 15.10. City of Baltimore Life Insurance Benefit
 - 15.11. Baltimore City Police Department Death Relief Fund

NOTE: The Benefits Coordinator may request assistance from Fiscal Services with completing the above documents.

Chief, Criminal Investigation Division (CID)**Chief, Special Operations & Development Division (SODD)**

1. Ensure the family of the deceased member is given a detailed account of the incident that led to the member's death.
2. In the case of a death by motor vehicle accident and the investigation is handled by Crash Team personnel, these duties and those listed below will fall to the Chief, Special Operations & Development Division (SODD). If there are certain details that will be withheld for legal or prosecutorial reasons, this will be explained to the family.
3. Keep the family informed of all legal proceedings.
4. Assign a supervisor/detective to notify the family of all upcoming court proceedings.
5. Assign a supervisor/detective to accompany the family to court.

NOTE: This function may be fulfilled by the EAU detective, with the permission of his/her commander.

6. Suggest the portions of the proceedings/trial to which the family may not want to be privy due to the content of the testimony or evidence being presented.

Deputy Police Commissioner

1. Act as an overall liaison between the impacted divisions to ensure the needs of the deceased member's family, employees, and the agency are met.
2. Be available to the impacted commanders as an additional resource.
3. Ensure psychological support services are available to the family members of the deceased and to any affected members of the BPD.

Office of the Police Commissioner

1. Ensure prompt notification to the Mayor.
2. As soon as practicable, send an initial email for department-wide distribution containing the information listed above, in order to promptly notify departmental employees. This email shall also authorize the wearing of mourning ribbons/bands, and order that flags at police facilities be flown at half-staff. These orders will remain in effect for 30 days from the date of the member's death.
3. Arrange a meeting between EAU and the deceased member's next of kin.
4. Determine if any BPD honors (posthumous awards or promotions) are to be awarded to the deceased, and arrange for the proper presentations.

NOTE: When plaques, memorabilia, or awards are given to the surviving spouse or other family member, ensure identical items are also made for the deceased's parents.

5. Obtain a roster of all represented departments at the funeral from the SOS Commander and acknowledge their participation with letters of appreciation.
6. Ensure that the deceased officer's family receives a courtesy call from the Office of the Police Commissioner on a monthly basis for the next six months.

Non-Line-of-Duty Death

Departmental participation in the funeral will be limited to the following:

1. Motorcycle escort for the deceased and family from the funeral service to the cemetery.
2. A ceremonial Honor Guard at the cemetery.

Unit Commander

1. When notified of the Non-Line-of-Duty Death of an active-duty sworn member, the Unit Commander will verify with the Communications Section that other appropriate notifications are being made.
2. Contact the family as soon as practical, and determine their wishes regarding the BPD's participation in the funeral of the deceased.
3. Immediately notify EAU.
4. Do not discuss any details regarding the BPD's participation in the deceased's funeral. EAU will contact the family and brief them on the services provided to the deceased and the family by the BPD.
5. Coordinate with the appropriate Division Chief to ensure replacement officers work in place of the deceased officer's squad/shift and provide coverage, if necessary, for the affected entity for the day of the funeral.

Employee Affairs Unit

1. Provide any reasonable assistance to the family, to include referrals to the FOP, Police Psychologist, or Police Chaplain.
2. Coordinate with the deceased member's command to provide pallbearers, if BPD participation is desired.
3. Arrange to obtain a uniform and all the required accouterments from the Quartermaster, if a burial in uniform is desired.
4. Initiate a follow-up email detailing funeral arrangements.

Commander, Special Operations Section

1. Provide logistical support (e.g., motors escort, funeral procession traffic control, Honor Guard, etc.) when services are requested by EAU.
2. Coordinate the assistance of any neighboring jurisdictions if the services extend beyond Baltimore City and traffic congestion is anticipated.

Deputy Police Commissioner

1. Act as an overall liaison between the impacted units/entities to ensure the needs of the deceased member's family, employees, and the agency are met.
2. Provide additional resources and support to the impacted units/entities when requested.
3. Ensure psychological support services are available to the family members of the deceased and to any affected members of the BPD.

Office of the Police Commissioner

1. Ensure notification is made to the Mayor.
2. Send an initial email for department-wide distribution in order to promptly notify BPD employees of the member's death.
3. Ensure the deceased officer's family receives a courtesy call from the Office of the Police Commissioner, at least monthly, for the next three months.

Suicide – Sworn Officer Active Member

Arrangements and honors shall be coordinated the same as a Sworn Non-Line-of-Duty Death unless the suicide involves felonious acts or would bring dishonor to the BPD.

Civilian Employee Death**Employee Affairs Unit**

1. Contact the deceased's family to determine whether BPD participation in the funeral is desired.
2. Provide a uniform and accouterments from the Quartermaster if requested.
3. Coordinate a funeral escort with the Motors Unit if staffing and logistics allow for it and upon request from the family.

Office of the Police Commissioner

1. Send an initial email for department-wide distribution in order to promptly notify BPD employees of the member's death.

2. Ensure the deceased employee's family receives a courtesy call from the Office of the Police Commissioner, at least monthly, for the next three months.

Retired Officer's Death**Employee Affairs Unit**

1. Contact the deceased's family to determine whether departmental participation in the funeral is desired.
2. Arrangements may be made via telephone.
3. Initiate a BPD email notifying members of the death and funeral services.
4. Provide Motor Unit escort, if available, from the church or service location to the burial site.

APPENDICES

- A. Mourning Band
- B. Fallen Hero Memorial Ribbon
- C. Honoring Deceased Personnel Checklist Form, 1714.

ASSOCIATED POLICY

Policy 507, *Honor Guard*

RESCISSION

Remove from files and destroy/recycle General Order Q-14, *Uniform Guidelines for Honoring Deceased Personnel*, dated 22 March 2001 and PCM 05-08 Honoring Deceased Personnel.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A**MOURNING BAND**

The mourning band is a black elastic material one-half-inch in width placed around the badge as shown. Tape or other adhesive material shall not be used.

REQUIRED ACTION**Member**

Display the mourning band on the badge for the death of:

1. An active member of the BPD, sworn or civilian, who died as the result of injuries sustained while in the performance of duty - 30 days from the date of death.
2. An active member of the BPD, sworn or civilian, who died of natural causes or of injuries not received while in the performance of public duty - seven days from the date of death.

NOTE: The Police Commissioner may direct that a mourning band be worn by additional members, worn for alternate lengths of time, or worn for an extraordinary circumstance, such as the death of an active Federal, State, or City official.

Commanding Officer, Quartermaster Unit

1. Maintain sufficient quantities of mourning bands.
2. Provide mourning bands on a requisitioned basis.

APPENDIX B**FALLEN HERO MEMORIAL RIBBON**

Fallen Hero Memorial Ribbons honor members of the BPD whose death occurs in the line-of-duty. A Fallen Hero Memorial Ribbon shall be embossed with the fallen member's name and rank. The Ribbon(s) will be worn on a single line, centered ¼ inch under the badge. Fallen Hero Memorial Ribbons may be displayed for as long as individually desired.

REQUIRED ACTION**Member**

1. When in uniform may display a maximum of two Fallen Hero Memorial Ribbons.

NOTE: The display of the Fallen Hero Memorial Ribbon does not affect the existing policy and procedure regarding the display of the black mourning band on the badge.

Commanding Officer, Quartermaster Unit

1. Upon notification of the line-of-duty death of a member, ensure an appropriate quantity of Fallen Hero Memorial Ribbons are obtained.
2. Issue Fallen Hero Memorial Ribbons in a timely manner to the fallen member's Commanding Officer for distribution to personnel of that Command.
3. Maintain a limited number of Fallen Hero Memorial Ribbons.

APPENDIX C

Honoring Deceased Personnel Checklist



Honoring Deceased Personnel Checklist

Funeral Service For: _____ Date: _____

Form 1714

	Item	ASSIGNED TO	NOTES
1.	Funeral Detail <i>(Uniformed Personnel)</i>		
2.	Funeral Home Liaison		
3.	Cemetery Site		
4.	EMS		
5.	Family Liaison		
6.	Logistics		
7.	Reception/Food		
8.	Honor Guard		
9.	Media Information		
10.	Transportation		
11.	Designated Rooms <i>(Family and Dignitaries Honor Guard Preparation)</i>		
12.	Meeting Area <i>(Away from funeral site for all uniformed personnel to assemble)</i>		
13.	Active Pallbearers		
14.	Honorary Pallbearers <i>(Family, Officers, Retirees, etc.)</i>		
15.	Support Group		
16.	Chaplain		