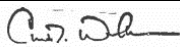
	Administrative General Order	51 Funeral Escorts	PAGE 1 OF 3
	<p align="center">City of Charleston Police Department Policy and Procedure Manual</p>		EFFECTIVE DATE: 10/31/07
			SOURCE: Special Operations Division
			REVISED: 01/02/24
DISTRIBUTION: ALL		CALEA: 61.3.3 a	
BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

CONTENTS

- 51.1 Funeral Escorts
- 51.2 Escort Requests
- 51.3 Payment for Escorts
- 51.4 Eligibility of Officers to Conduct Escorts
- 51.5 Responsibility of Coordinator
- 51.6 Duties and Responsibilities of the Escorting Officer(s)
- 51.7 On-Duty Funeral Escorts
- 51.1 FUNERAL ESCORTS (CALEA 61.3.3 a)

The purpose of this order is to establish a procedure for providing funeral escorts upon request of funeral establishment coordinators. The Charleston Police Department makes no guarantees, implied or written, that funeral escort requests will be honored as this is predominately an off-duty procedure performed by officers on their off-duty time.

The following definitions will pertain to and govern this policy:

Funeral Escort Request: Written or verbal request for officer assisted funeral escort services.

Funeral Establishment: Business and/or Person requesting a funeral escort from CPD.

CPD Funeral Escort Coordinator: CPD Personnel coordinating escorts

Route: Travel destination of escort

Eligible Officers: Officers authorized to perform escorts.

EDS: Extra Duty Solutions (a third-party software company contracted to manage off-duty jobs)

51.2 ESCORT REQUESTS

A funeral establishment desiring an escort will direct all requests to EDS as soon as possible with a minimum of forty-eight (48) hours notice prior to the time of the escort. The requesting establishment will advise EDS of the estimated number of required vehicles when making the request. EDS and/or the Escort Coordinator will use this number, along with factors such as the time of day, route, and expected weather conditions, to determine the number of officers required to safely complete the escort. The safety of the participating officers and the escort participants (namely hearse and family cars) are the priority. It is

GENERAL ORDER #51

CPD policy that a minimum of three (3) officers will be required to safely conduct each escort; however, that may be increased or decreased by the Escort Coordinator. An exception would be:

Glenn McConnell to Highway 61

Minimum of (2) Officers

Only those escorts whose destinations are within (12) miles of the city limits of Charleston will be performed. Only the Chief of Police, or designee, may authorize escorts requiring travel of a greater distance.

51.3 PAYMENT FOR ESCORTS

Each officer will receive payment of an amount established by the Chief of Police, or designee, per funeral escort. The escorting officers providing this off-duty service will keep this fee. The minimum rate established is \$100 per officer with a two-hour minimum. Each officer will receive an additional fee of \$30 for each hour (or portion thereof) for every hour exceeding the initial two (2) hour contracted price. The escort (two-hour segment) will begin at the time the officers are requested to report to the location of origin for the escort. Under normal circumstances this will be the funeral home or church. The escort time will terminate at the time the funeral director, or their designee, releases the officers. Under normal circumstances this location will be the gravesite.

51.4 ELIGIBILITY OF OFFICERS TO CONDUCT ESCORTS

A list of those officers qualified and willing to work funeral escorts will be established and maintained by the Escort Coordinator. Those officers who wish to conduct funeral escorts, and who have not conducted any to date, will advise the Escort Coordinator and submit their names for a one (1) hour orientation class provided by the Escort Coordinator. Upon successful completion of the orientation class and three (3) unpaid ride-alongs, the attending officer's name will be placed on the list of qualified officers. Under no circumstances will an escort be conducted without at a minimum of one (1) officer who has prior escort experience. Officers on the list may sign up for escorts through EDS.

51.5 RESPONSIBILITY OF COORDINATOR

All requests for escorts will be administered through EDS. The Escort Coordinator may provide direction and guidance if necessary. The coordinator will maintain a master list of funeral escorts that are pending and those that have been completed. If the funeral escort request cannot be adequately filled, the coordinator will contact the requesting establishment as soon as possible. In most instances this will not occur later than four (4) hours prior to the requested time; however, weekends and holidays are exceptions. Officers on the list may be contacted by the Escort Coordinator to attempt to fulfill the escort. The coordinator will then record the name(s) of the officer(s) responsible for the escort. If they do not complete the assignment, they should contact the Escort Coordinator immediately.

The Escort Coordinator position and an alternate Coordinator will be assigned by the Community Outreach Commander. Desired qualifications include escort experience and training by the Escort Coordinator.

51.6 DUTIES AND RESPONSIBILITIES OF THE ESCORTING OFFICER (S)

The escorting officer is subject to all CPD rules and regulations while acting in a police capacity off-duty as if he/she were on-duty. The escorting officers will advise the appropriate dispatcher that they are off-duty conducting a funeral escort. The participating officers will work on an available "Event Channel" to avoid radio conflict and excessive transmissions. One officer will notify the dispatcher of their arrival at the funeral location and will also advise them when the escort has been completed. Should the procession exit city limits, the officer will advise the dispatcher to notify the appropriate jurisdiction of the location and destination of the procession. Any complaint or unusual situation that arises out of the escort should be

GENERAL ORDER #51

recorded on an incident report as if the officer were on duty. Should the escorting officers be involved in an accident within the City of Charleston, the accident will be handled in the manner prescribed for City of Charleston Police vehicle accidents. Should the officer be involved in an accident outside the city limits, the same guidelines will be adhered to, and a City Police Vehicle Incident (Accident) field report will be made by an on-duty Police Supervisor. The officer will exercise the same discretion and judgment while escorting a funeral that is expected during normal on-duty hours. Officers will evaluate the current traffic and weather conditions to ensure the safety of those involved in the procession, as well as those motorists and pedestrians traveling the highways who are not directly involved. Funeral escorts will only be performed in marked police vehicles with blue lights affixed. This allows for maximum visibility and safety for the officers and public. The safe arrival of all participants is the priority, not the speed or time in which it takes to arrive at the designated location.

51.7 ON-DUTY FUNERAL ESCORTS

On certain occasions the need may arise for escorts to be handled by on-duty police personnel. Requests for such escorts will be submitted to the Chief of Police, or designee, for approval. The Escort Coordinator will maintain the lists of these escorts and the officers who performed them. These “courtesy escorts” may use on-duty personnel and are at the discretion of the department. Under no circumstances will an officer perform escorts while on-duty without prior approval or accept payment for such escorts, monetarily or otherwise.