

FUNERAL CEREMONIES	Document Number	GO 510
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1. PURPOSE

The purpose of this policy is to establish the procedure regarding funeral ceremonies for department members.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

The Hawai'i Police Department shall establish a standard procedure for the official participation of the department in funeral ceremonies for its sworn and civilian employees. Official ceremonies may be held at the funeral of a deceased member who was on active duty or retired from service. Such ceremonies will take place only with the approval from the immediate family.

4. RESPONSIBILITIES

4.1. The Major of the Administrative Division shall be in charge of any arrangements for departmental participation. The Major may delegate this responsibility to a Commanding Officer. Delegation of this is often delegated to the Commander of the District where services occur for assigning of Honor Guard.

4.2. The Major will announce pertinent information on the member's passing and funeral services via Administrative Notice. For example:

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*The department regrets to announce that*

*Sergeant Joseph Smith*

*of the \_\_\_\_\_ District*

*Died in the Line of Duty on*

*July 31, 1990, at 9:45 p.m.*

*or*

*Passed away at 9:45 p.m. on July 31, 1990*

*Announcements regarding services will follow.*

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4.3. The final determination as to the extent of the department honors accorded shall be at the discretion of the Police Chief.

5. PROCEDURES

5.3. Extent of Participation

5.3.1. Funeral honors may be accorded to the following deceased or as otherwise specified:

- a. All active and retired police officers.
- b. Reserve police officers on active duty.
- c. Civilian employees currently employed by the department.
- d. A current member of the Hawai'i Police Commission.

5.3.2. Funeral Ceremonies

- a. "Full Honors" Ceremonies shall be extended to any employee killed in the line of duty. Departmental participation will consist of two honor guards, pallbearers, and police motorcade.
- b. "Full Dress" Ceremonies shall be extended to all active or retired police officers, active reserve police officers, and active civilian employees. Departmental participation will consist of providing one honor guard, pallbearers, and a police escort.

5.3.3. Honor Guards – The honor guards will be chosen by the current commanding officer and may consist of as many officers as needed. They shall be attired in full uniform with white gloves. Keys, whistles and any item which protrudes from the pockets shall be omitted.

5.3.4. Pallbearers

- a. When reasonably available, there shall be six pallbearers organized by the commanding officer and whenever practicable, they should be selected from the organizational element to which the decedent was formerly assigned.

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- b. If the decedent was a civilian, the pallbearers may consist of civilians or police officers or a combination of both. The attire for civilian pallbearers shall be the appropriate civilian clothing.

5.3.5. Mourning Bands – A black colored band of either fabric or tape no more than 3/4 inch wide. This practice is a time honored tradition in the law enforcement community and shall be worn using the following guidelines and circumstances or at the order of the Police Chief..

- a. The band shall be horizontal across the center seal of the badge and not obscure the badge number or rank designation.
- b. Officer Funerals: Officers in uniform or Plain Clothes Officers while displaying a badge when attending the funeral of an active or retired officer. Worn from the morning of the funeral up until midnight of that evening.
- c. Death of an Officer on Duty: From the date of death until midnight after the funeral, or as specified by the Police Chief.
- d. Chief's Discretion: At the order of the Police Chief for when special circumstances dictate that a department display of official mourning is appropriate for the duration specified.

5.4. Ceremonial Procedures

5.4.1. Variations – Variations of all Ceremonial Procedures may be necessary due to the locale, limited space or other circumstances. The commanding officer has the right to make any necessary adjustments as needed.

5.4.2. At the funeral home, the two honor guards shall be assigned to their post at the bier, one at the head and one at the foot of the casket, in the *parade rest* position. If one honor guard, his post shall be at the head of the bier. The commanding officer will provide for relief and the posting of the guards at the bier in

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whatever manner is deemed appropriate for that particular funeral home or church.

- 5.4.3. The honor guard post at the bier should be maintained until the services or other appropriate ceremonies have been completed. There should not be any changing of the guards during the services or ceremonies. This procedure may be altered by the commanding officer to conform to the general pattern of the ceremony or services. Honor Guard Post procedures can be found in Appendix A.
- 5.4.4. Upon termination of the religious services or other appropriate ceremonies, the commanding officer will assign the honor guards and other officers as necessary to form two parallel ranks from the building to the hearse while providing an avenue through which the casket and pallbearers will pass. A variation of this formation may be necessary due to the availability of maneuvering space.
- 5.4.5. As the casket and pallbearers leave the building, the commanding officer will give the command of *Detail, attention!* This will be followed by the command *Present arms!* (Slow Count) The salute will be held until the casket has been placed aboard the hearse. The *Order arms* (Slow Count) command will then be given at which time the right hand shall be brought to the side from the salute and the position of attention resumed. The detail will then be dismissed from formation after the hearse can no longer be seen from them to join the funeral procession.
- 5.4.6. At the church, the detail will form two parallel ranks extending from the hearse to provide an avenue through which the casket and pallbearers will pass. Prior to the casket being removed from the hearse, the detail will be brought to attention.
  - a. As the casket is removed, the commanding officer shall give the command *Present arms* (Slow Count) and the salute will be held until the casket has been borne to the front entrance of the church.
  - b. The commander will then give the command *Order arms!* (Slow Count) The detail will then be dismissed for the religious services.

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- 5.4.7. Upon completion of the religious service, the detail will leave the church and form two parallel ranks extending from the hearse, providing an avenue through which the casket and pallbearers will pass. *Present arms* (Slow Count) will again be executed, adopting the same procedure as that when departing from the funeral home. Once the casket has been placed aboard the hearse, the detail will be dismissed to join the funeral procession.
- 5.4.8. At the cemetery, the honor guards will be reformed and marched to the head of the place of interment (perpendicular to the grave). They will remain at attention until the graveside ceremonies are complete and the final salute has been given.
- 5.4.9. The commanding officer may assign other officers to form a parallel or single file rank from the hearse to the place of interment depending on the availability of sufficient uniformed officers and the distance. If such is the case, as the marching procession begins to escort the casket, the command of *Present arms* (Slow Count) will be given followed by *Order arms* (Slow Count) when the casket reaches the place of interment. The file members may then join the graveside ceremonies.
- 5.4.10. Special Funeral Honors – Any additional or special honors to be accorded shall be at the discretion of the Police Chief.