	STANDARD OPERATING PROCEDURE State Form 39870 (R/ S- 06)	Reference Number PRO-002
	Subject Memorial Services	
	Special Instructions Replaces ENF-002 dated June 3, 2019	Effective Date **January 8, 2025**

I. PURPOSE

Establish guidelines for conducting a memorial service, and for the maintenance of Line of Duty Death (LODD) gravesites to commemorate the passing of Indiana State Police personnel killed in the line of duty.

II. POLICY

Department personnel who have lost their lives during the performance of their official duties shall be honored in a memorial service. Their gravesites shall be inspected and maintained pursuant to Department regulations in the manner outlined in this procedure.

III. PROCEDURE

A. Pursuant to Regulation 8, Section C-2, an annual memorial service shall be conducted at all district installations.

1. Memorial services shall be conducted between May 1 and May 31. The Protocol Officer shall coordinate with Zone Commanders regarding memorial service scheduling within their areas of operation to prevent multiple services from occurring on the same date.

2. The Protocol Officer shall be advised, by e-mail, of the dates scheduled for memorial services no later than the preceding January 31st.

B. Memorial services shall be conducted by the appropriate area and district commanders. Under extenuating circumstances, the services may be conducted by other Department personnel designated and approved by the Chief of Staff.

C. In preparation for Memorial Services, the District Commander or designee will request Honor Guard personnel to perform duties associated with the Service, i.e., Color Guard, Firing Party, and Bugler.

D. In addition to active-duty personnel, invitations to attend the service may be extended to, but not limited to:

1. Families of active-duty employees

2. Families of deceased employees

3. Retired employees and their families

4. District chaplains

5. Members of other criminal justice agencies

6. Other friends of the Department

7. A bugler for the playing of 'TAPS'

8. The news media

D. Military formation shall be utilized for active duty, uniformed, plain-clothes personnel, and retirees (civilian and sworn) who want to join in the formation.

E. Civilian personnel, family members, remaining retirees, and other guests should be assembled into a second separate group.

1. Weather permitting, the assembly of participants should be outdoors and within view of the United States and Indiana Flags. The use of a public address (PA) system is encouraged.

2. The order to present arms (hand salute) shall be the responsibility of the district commander or designee.

F. Roll call of deceased employees shall consist of the following information:

1. Announcement by the area captain or designee of the deceased employee's name, hometown, and district or location of assignment at the time of their death

2. The district commander or designee shall read the deceased employee's date of hire, date of death, and a brief description of the fatal event.

G. Optional Presentations

1. Roll call of deceased members of other local criminal justice agencies killed in the line-of-duty.

2. If present, the chaplain(s) shall be called upon to lead the service in prayer, not only for those deceased and their families but for the officers who face the dangers of the occupation every day.

H. Line of Duty Death ("LODD") Gravesite Maintenance

1. In conjunction with Department memorial services.

2. LODD gravestones should be cleaned with soap, water and a soft bristled brush. No repairs should be made to the gravestones. Grass and weeds shall be trimmed from LODD gravesites allowing the gravestones to be viewed.

3. The inspection and maintenance of each LODD gravesite shall be the responsibility of the district in which the gravesite is located.

4. The LODD Gravesites may be found in the following link LOD Grave Locations by District.

5. Direct any questions to the Protocol Officer.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.