

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number PRO-005
	Subject Funerals: Type, Protocol, and Attendance	
	Special Instructions Replaces ENF-037 dated March 1, 2015	Effective Date March 18, 2025

I. PURPOSE

Establish guidelines for: semi-military funeral services extended to deceased Department employees and for attendance at funerals by Department employees.

II. POLICY

All members of the Department, active and retired, will be appropriately honored at the time of their death as outlined in this procedure. Survivors of Department employees will receive appropriate support at the time of their loss. Department employees will be allowed to attend Department related funeral services according to this procedure.

III. ELIGIBILITY FOR SERVICES

- A. Enforcement personnel killed in the line of duty.
- B. Enforcement personnel who die while in active employment.
- C. Retired enforcement personnel.
- D. Civilian employees who die while on active duty.
- E. Canine(s) (K-9s) killed in the line of duty.
- F. Governor (seated or former), Lieutenant Governor, State Representatives, and Dignitaries who die while serving in office.

IV. PROCEDURE

A. Upon receiving confirmation of the death of an active Department employee, the employee's immediate commander shall:

1. Make the necessary notifications as outlined in [ENF-029](#);
2. Cause all personnel under their command (sworn and civilian) to be personally notified, by the supervisory staff, whenever possible;
3. Ensure the Department's Protocol Officer, Honor Guard Assistant Commander, or the Honor Guard Team Leader for that zone is notified as soon as possible; and
4. Refer to [ENF-030](#) regarding death messages related to the death of an employee.

NOTE: Black badge covers and black flags (for commissions) shall be authorized for a line of duty death from the day of the death through sundown of the day of the burial.

B. The Department will offer honors for each category of death listed below. The family will be consulted and given the opportunity to accept or decline any of the offered honors. Once the family

has decided what honors are desired, the funeral will be conducted as prescribed by Department procedures and the family's wishes. The Department [Honor Guard Funeral Manual](#) is to be referenced for detailed instructions for each level.

1. Level I – Enforcement Personnel: Line of Duty (Troopers, Motor Carrier Inspectors, and Capitol Police Section Officers)
2. Level II – Enforcement Personnel: Non-Line of Duty (Troopers, Motor Carrier Inspectors, and Capitol Police Section Officers)
3. Level III – Retired Enforcement Personnel (Troopers, Motor Carrier Inspectors, and Capitol Police Section Officers).
4. Level IV – Other employees killed or deceased while on active duty.
5. Level V – Canine(s) (K-9s) killed in the line of duty; and,
6. Level VI – State Dignitaries; Governor (seated or former), Lt. Governor, State Representatives, Elected Officials, and Dignitaries who die while serving in office.

C. Active Enforcement Personnel (Troopers, Motor Carrier Inspectors, and Capitol Police Section Officers) who are killed or die in the line of duty (LOD) may be buried in the issued Department uniform. This honor is reserved only for Active Enforcement Personnel.

1. Before burial, the weapon, magazines, handcuffs, badge, nameplate, and any uniform service awards/accommodations will be removed.
2. In the case of a line-of-duty death, the pension beneficiary of the deceased may retain the badge, nameplate, uniform service awards/accommodations, and identification. Issued duty weapons will remain the property of the Department.

D. If requested, a Department chaplain may be used for funeral services. The desires of the family are paramount and are to be given full consideration as to the selection of clergy.

E. Pallbearers will be selected by the family of the deceased or their representative.

1. The uniform attire of personnel attending will be dictated by the level of the funeral.
2. No garment, symbol, or civilian attire shall be worn with the Department uniform.
3. The appropriate uniform hat shall be worn when officers are outside of any building.
4. Pallbearers or honorary pallbearers shall follow the guidelines as stated in the [Department Funeral Manual](#) and/or the directions of the family or clergy.

F. Appropriate awards and/or certificates of recognition may be presented to the survivor of a deceased active Department member after the completion of the funeral service or at a later date.

1. When an employee dies in the line of duty, the Superintendent may present awards related to the cause of death, if applicable, as per [PRO-001](#), to the survivor after the completion of the funeral service or at a later date.
2. When an active employee dies other than in the line of duty, the Superintendent or a designee may present an Appreciation Award, as per Regulation 8, to the survivor after the completion of the funeral service or at a later date.

G. Attendance

1. The funeral attendance policy for active (line-of-duty/non-line-of-duty), retired, or relatives (as defined in [Regulation 3](#)) of Department employees shall be:
 - a. Employees who are on-duty and authorized to attend funerals may include travel time, attendance, and return to the duty station or residence within a normal duty.
 - b. Employees voluntarily attending a funeral in an on-duty status shall not be authorized overtime for travel or attendance pertaining to the funeral.
 - i. Schedule changes shall not be authorized for employees on a day off, vacation, or personal leave day.
 - ii. Visitation, other than the day of the funeral, shall be on the employee's own time. Employees may, however, use their lunch and break periods to make visitation during duty hours.
 - c. Employees assigned to a funeral detail shall be compensated under terms of the Department overtime policy.
 - d. Employees not on duty, e.g., regular day off, compensatory time off, vacation, or personal leave day off, may attend at their own discretion, on their own time.
 - e. The commander of the affected Department unit may allow employees assigned to their command to attend on-duty as long as operations are not adversely affected.

H. When attending a funeral, the designated official uniform of the Department shall be:

1. Level I – Formal dress uniform
2. Level II, III, IV, V, and VI – Discretion of the commander issuing the intra-Departmental death notification.
3. Line-of-Duty out of state – Formal dress uniform
4. Family member out of state – Discretion of the commander issuing the intra-Departmental death notification.
5. Uniform accessories/equipment prohibited at funeral details include:

- a. Rocky boots;
- b. ISP stocking cap, and
- c. Sunglasses (unless prescription). The Honor Guard Ceremonial Rifle Team is exempted from this rule per the Honor Guard Commander in charge of the detail.
- d. Body Worn Cameras

I. Attendance at an out-of-state funeral shall require the approval of the Superintendent. The Protocol Officer will coordinate all selections and movement/travel to that funeral.

J. Commanders may authorize on-duty employees to represent the Department and attend funerals of deceased police employees killed in the line of duty from other police agencies based on operational needs.

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