

	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 January 1, 2012	Effective Date March 1, 2015

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; and
- D. Civilian employees who die while on active duty.

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 Sergeant, Honor Guard Commander or the local Honor Guard area team leader 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 the day of the funeral 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

Training/Operational Manual, located in the Indiana State Police “Blue Book”, is to be consulted 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.

C. Active Department employees may be buried in the issued Department uniform.

1. Before burial the weapon, magazines, handcuffs, and badge shall be removed.
2. In the case of a line-of-duty death, the pension beneficiary of the deceased may retain the recognition medals, badge (encased in acrylic), 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 worn shall be dictated by the level of the funeral.
2. No garment, symbol, or civilian attire shall be worn with the 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 in the Department “Blue Book” 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 at the time of the funeral service.

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 at the graveside service or visitation as appropriate.
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 at the graveside service or visitation as appropriate.

V. ATTENDANCE

A. 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:

1. 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.
2. Employees voluntarily attending a funeral in an on-duty status shall not be authorized overtime for travel or attendance pertaining to the funeral.
 - a. Schedule changes shall not be authorized for employees on a day off, vacation, or personal leave day.
 - b. 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.
3. Employees assigned to a funeral detail shall be compensated under terms of the Department overtime policy.
4. 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.
5. The commander of the affected Department unit may allow employees assigned to their command to attend on-duty so long as operations are not adversely affected.

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

1. Level I – Formal dress uniform
2. Level II, III, and IV – 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 prohibited at funeral details include:
 - (a) Rocky boots;
 - (b) ISP stocking cap, and
 - (c) Sunglasses (unless prescription).

C. Attendance at an out-of-state funeral shall require the approval of the Superintendent.

D. 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.

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