

MESA POLICE Department Policy Manual	Member Funerals	DPM 1.2.50 Effective 04/06/2012 Revised 04/24/2025
Approved by: Chief of Police	Chapter: Personnel Functions	Page: 1 of 4

1. PURPOSE

This policy provides Mesa Police Department (MPD) members with information on resources available for active and retired sworn and professional staff member funerals.

2. DEFINITIONS

Active Professional Staff Member: A professional staff member currently employed by the MPD.

Active Professional Staff Member Death: When an active professional staff member of the MPD dies as a result of circumstances occurring while on-duty, not on duty, or in an off-duty capacity.

Active Sworn Member: A sworn member currently employed by the MPD or an active MPD Reserve Officer in good standing.

Active Sworn Member Death: When an active sworn member of the MPD dies as a result of circumstances occurring while on-duty, off-duty, or not on duty that do not meet the line of duty death definition.

Line of Duty Death (LODD): When an active sworn member of the MPD dies by felonious or accidental means during the course of performing police functions while on duty, not on duty, or working off-duty in a police capacity.

Professional Staff Member: An MPD member working in a non-sworn professional staff assignment.

Retired Professional Staff Member: A former MPD professional staff member covered by the Arizona State Retirement System (ASRS) who met the requirements for retirement and who elected to receive an annuity benefit from the plan.

Retired Sworn Member: A former sworn MPD member covered by the Public Safety Retirement System or ASRS who met the requirements for retirement and who elected to receive an annuity benefit from either plan.

Sworn Member: A sworn MPD Officer or Reserve Officer of any rank.

3. GENERAL

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- A. MPD offers services listed in this policy to active and retired sworn and professional staff members only. Members must be in good standing as determined by the Chief of Police or designee.
- B. Assistance with funeral arrangements will be provided if requested by the family. The final decision for all arrangements rests with the family and not the Department.
- C. The Peer Support Team, Department Liaison, and/or designee is responsible for completing [DPM 1.2.50F1 Member Death Worksheet](#) and assisting the family with making funeral arrangements and benefits.
- D. The listed services and resources in this policy are subject to personnel availability and limited to within the State of Arizona, or at the discretion of the Chief of Police.
- E. On-duty members who wish to attend any funeral may do so with permission of their Division Commander or designee.
 - 1. Attending a funeral on a regular day off (RDO) is not considered time worked, unless the member is requested to provide services by the Department.
- F. If the Chief of Police or designee mandates specific attire for a funeral, members shall wear the designated attire while in attendance. Otherwise;
 - 1. Members attending funerals are encouraged to wear Class A or B Uniforms, or suit/formal attire when appropriate.
 - 2. Members should also respect the family members' requests for dress protocol (e.g., request for no uniforms, request for suit/formal attire, etc.).
- G. Mourning bands will be worn in accordance with [DPM 1.9.5A1 Department Uniform & Appearance Standards Manual](#).
- H. Flags at police facilities will be flown at half-staff for qualifying deaths in accordance with [DPM 1.2.55 Flag Protocols](#).

4. LINE OF DUTY DEATH (LODD)

- A. Refer to [DPM 1.2.45 Line of Duty Deaths](#) for detailed information on member roles and responsibilities. This includes assignment of a liaison between the family of the deceased member and the Department as well as duties assigned to various Department members to ensure respectful and efficient management of the funeral process.
- B. The MPD will support the following services:
 - 1. Motorcade procession from staging area to the church/funeral home and from the church/funeral home to the cemetery.
 - 2. Motor escort for the family for the events on the day of the funeral.

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3. Motor escort for the deceased from the mortuary to the church/funeral home and from the church/funeral home to the cemetery.
4. Posting of the Honor Guard at the mortuary during viewing.
5. Honor Guard presentation with flag fold and gun salute.
 - a. If military members are doing the flag fold, then MPD Honor Guard will present folded flag without flag fold.
6. Bagpiper(s), Taps, Last Call, and a helicopter fly-over with missing person formation.
7. A Department member will record the services and a copy of the video will be given to the family.
8. Notification is made to the Mesa Fire & Medical Department (MFMD) and a request for resource allocation will be made.
9. Cadets will be requested to assist at the viewing and funeral.

5. ACTIVE & RETIRED SWORN MEMBER DEATH

5.1 Active Sworn Member Death

- A. The Department will support the following services:
 1. Motor escort for the deceased from the church/funeral home to the cemetery.
 2. Motorcade procession from the church/funeral home to the cemetery.
 3. Posting of the Honor Guard at the mortuary during viewing.
 4. Honor Guard presentation of colors.
 5. The MPD Honor Guard will present:
 - a. The American flag that was flown over the MPD Memorial.
 - The flag is presented, already folded, in a wooden flag case.
 - Flag folding over the casket/urn will only occur upon request by the Chief of Police.
 - b. A "flag flown over the MPD Memorial" letter, signed by the Chief of Police.
 6. MPD Honor Guard Band will provide bagpiper(s) at the funeral service.

5.2 Retired Sworn Member Death

- A. The Department will support the following services:
 1. Motor escort from the church/funeral home to the cemetery.
 2. Honor Guard presence at the funeral. The MPD Honor Guard will present:
 - a. The American flag that was flown over the MPD Memorial.
 - The flag is presented, already folded, in a wooden flag case.
 - b. A "flag flown over the MPD Memorial" letter, signed by the Chief of Police.

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6. ACTIVE & RETIRED PROFESSIONAL STAFF MEMBER DEATH

6.1 Active Professional Staff Member Death

- A. The Department will support the following services:
1. Motor escort from the church/funeral home to the cemetery.
 2. Honor Guard presence at funeral. The MPD Honor Guard will present:
 - a. The American flag that was flown over the MPD Memorial.
 - The flag is presented, already folded, in a wooden flag case.
 - b. A “flag flown over the MPD Memorial” letter, signed by the Chief of Police.

6.2 Retired Professional Staff Member Death

- A. The MPD will provide a Department representative to attend the funeral.

REFERENCES

- [DPM 1.2.45 Line of Duty Deaths](#)
- [DPM 1.2.50F1 Member Death Worksheet](#)
- [DPM 1.2.55 Flag Protocols](#)
- [DPM 1.9.5A1 Department Uniform & Appearance Standards Manual](#)