



DEPARTMENT OF PUBLIC SAFETY EMPLOYEE DEATH AND GREAT BODILY HARM PROTOCOL



FUNERAL GUIDE

It is our goal to pay the utmost respect for those on our Department who have died. The purpose of this packet is to provide guidance, checklists, and suggestions to Department personnel on how to organize a funeral.

Planning responsibilities and coordination of the funeral

The Department Liaison Officer/Incident Commander is responsible for the overall planning of the funeral service. In planning the service the following assignments should be considered:

1. Deputy Incident Commander - to coordinate traffic, communications, special activities, vehicle or equipment needs, etc.
 - a. Honor Guard
 - b. Procession – to include staging of vehicles, vehicle placement, movements of motorcade, and route.
 - c. Traffic Control and Parking – at various locations
 - d. Seating – at facilities and various locations
 - e. Videographer/Photographer
2. Family Liaison Officer(s) – to coordinate between the family and the Department Liaison Officer.
3. Benefits Coordinator – to coordinate with the Family Liaison Officer with assisting the decedent's family with matters related to death such as benefits, insurance policies, personal documents, etc.
4. Media Relations personnel or PIO – to handle any media issues that arise.
5. POST Team personnel



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MORTUARY CHECKLIST

- ☐ In conjunction with the family, identify the mortuary of preference.
- ☐ Record the exact name, address, telephone number, and person to be contacted at the mortuary. The contact person should be one with decision making authority, who should, as the primary point of contact, be available for all-hours contact for the duration of the event.
- ☐ Schedule a meeting at the mortuary with the immediate next of kin, Family Liaison Officer, Department Liaison Officer, and the Funeral Director, to obtain firsthand information regarding available services. The wishes of the next of kin regarding preparation of the body, i.e. open casket, religious symbols, or personal keepsakes to be enclosed with the body at burial, etc., will be addressed at this meeting. (If the family wants items removed from the body as keepsakes, it is permitted upon completion of the appropriate documents).
- ☐ With the concurrence of the next of kin, establish a viewing or prayer service schedule and inform the Honor Guard Commander of the date, place, and time.
- ☐ Coordinate with the Funeral Director for provision of limousines/transportation for the family on the day of the funeral.
- ☐ Verify that the mortuary will coordinate memorial folders, thank you cards, photographs, floral arrangements, and the memorial book.
- ☐ The mortuary expects the family to provide:
 - ☐ Social Security Number
 - ☐ DD 214 for honorably discharged veterans
 - ☐ Clothing for burial
 - ☐ A list of pallbearers
 - ☐ A photograph of the decedent
 - ☐ Their identified preference for a cemetery plot



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HOUSE OF WORSHIP CHECKLIST

- ☐ Determine through the Family Liaison Officer, the religious affiliation of the Officer and family.
- ☐ Determine through the Family Liaison Officer, the exact name, address, and telephone number for the house of worship preferred by the family.
- ☐ Contact the leader of the congregation and determine the seating capacity of the facility.
- ☐ Obtain a floor plan of the facility and a diagram of the available parking.
- ☐ Meet with the leader of the congregation and compose a detailed list of the items or issues the Department is expected to handle, and a detailed outline of how the service is expected to evolve.
- ☐ Solicit recommendations of the leader of the congregation for family and VIP seating.
- ☐ Set a tentative date and time for the service. Do not make a commitment. (Autopsies or other facets of the investigation may delay release of remains).
- ☐ Prepare to brief the Incident Command Staff at the scheduled planning meeting.
- ☐ Advise the leader of the congregation that a Master of Ceremonies must be provided to choreograph all aspects of the worship services.
- ☐ Arrange a dress rehearsal for all who participate in the worship services. (Ushers, Pall Bearers, Honor Guard, etc.).
- ☐ Coordinate a parking layout at the house of worship.



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CEMETERY CHECKLIST

- ☐ Verify with cemetery personnel that no other burials are scheduled during the period that the police ceremonies are to occur.
- ☐ Obtain a map of the facility.
- ☐ Consult with the cemetery manager regarding his recommendations for a traffic plan for a long procession.
- ☐ Formulate a plan for a large formation of uniform and plain clothes police personnel.
- ☐ Monitor the weather forecast. Consult with the cemetery manager about weather shelters, if needed.



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Funeral Protocols

Category I: Full Honors, usually reserved for line-of-duty deaths

Category II: Death of an employee in any other manner

Category III: Death of a civilian employee

Category IV: Death of a retired or separated employee

Category V: Death of an immediate family member of an employee

1. Category I

A Category I death is a public event that denotes full military-style ceremonial honors. This category is reserved for sworn employees killed in the line of duty. No effort should be spared in the conduct of a Category I funeral that is consistent with tradition, good taste, and the wishes of the immediate next of kin.

Family members should be advised that a funeral with 'full honors' will take considerable time to properly conduct. It usually consists of a religious ceremony in accordance with the family's faith group, and a graveside ceremony that will require an extended wait for all elements, dignitaries, and attendees to be in place before it can begin. It involves the movement of persons and vehicles from the house of worship to the graveside. In almost all cases the family will be in place at the graveside before the last vehicle in the motorcade has left the house of worship. It is not uncommon for there to be a two-hour delay from the time the family arrives at the graveside and the last attendees are in place.

2. Category II Sworn / Non-Traumatic Death

Category II funerals are reserved for sworn personnel whose death is not the result of a traumatic, duty-related event. A Category II funeral may be a public event depending on its circumstances. It denotes a reduced level of military-style honors to be determined by the Division Head.

3. Category III Death of a Civilian Employee

Category III funerals are a non-public event with limited Department involvement.



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4. Category IV Death of a Retired or Separated Employee

Category IV deaths are an informational matter addressed through publication of a Death and Funeral Notice.

5. Category V Death of an Employee's Family Member

A Category V death is an informational matter addressed through publication of an internal Death and Funeral Notice when requested by the involved family.



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Category I Funerals (Full Honors)

Planning and Conduct

Employ the Incident Command System to manage the event.

- Designate an Incident Commander (IC) (possibly the Department Liaison Officer - a Commander who has decision-making authority, in the decedent's chain of command).
- The Incident Commander shall announce a planning meeting and, at a minimum, activate the following positions:
 1. Deputy Incident Commander
 2. Family Liaison Officer
 3. Honor Guard
 4. Benefits Coordinator
 5. Media Relations Personnel or PIO
- The IC is in charge of the overall management of all activities.

Graveside Ceremonies

A Category I funeral consists of some or all of the following ceremonial elements:

- Master of Ceremonies
- Pallbearers
- Honor Guard
- Rifle Squad
- Ceremonial Flag Folding
- Piper
- Bugler

Choreography

A Category I funeral is choreographed as follows:

- Ensure that the family's wishes are met.
- Ensure that the family can see and hear all elements of all ceremonies.
- Ensure that the Master of Ceremonies has drill and ceremonies expertise and a commanding voice. The position of Master of



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Ceremonies is not a function of rank but of competence, assertiveness, and expertise.

- Ensure there is a clear path for all ceremonial elements, paying particular attention to the pallbearers.
- Ensure the elements of the formation can hear the proceedings at the graveside. (This issue is best addressed by procurement of a sound system).

Flag and Coffin Protocol

- When the United States flag is draped on a coffin, the field of stars is positioned at the head and over the left shoulder of the deceased, as pictured in the addenda.
- When a flag-draped coffin is on display, the head is to the viewer's left. The striped area of the flag faces the viewer and is considered the "front" view.
- When a coffin is moved, whether flag-draped or not, it is oriented feet first.
- When outside, if a flag-draped coffin is moved from one place to another, uniformed personnel are expected to salute when it passes.
- Nothing is to be placed on a flag-draped coffin at any time.
- During the ceremony the United States flag is folded by the Honor Guard. Once folded it may be passed from person to person or carried from place to place. If so, it is carried left hand on the bottom, right hand on the top. Before it changes hands, the receiving person, if in uniform, salutes the presenter.

Special Element Roles

The graveside ceremony consists of several ceremonial elements. The Rifle Squad, Pallbearers, Honor Guard, Bugler, Piper, etc., at times act independently of the main formation in the discharge of their duties. The following are guidelines for such special element roles:

- The Master of Ceremonies is the leader of all uniformed elements.
- The commands of the Master of Ceremonies are given in a voice audible to all present. The entire formation will be receiving commands of execution from the Master of Ceremonies. A powerful voice and a strong command presence are essential to the success of the ceremonies.



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- The commands to the special elements by their individual Officers in Charge are audible only to the concerned elements.
- When the Master of Ceremonies intends for the special elements to operate independently of his commands, the command: "SPECIAL ELEMENTS, STAND FAST!" will be given prior to the command given the main formation. On all other occasions the special elements are to function as part of the main formation.

Positioning of Elements

- The Master of Ceremonies should be at the graveside well in advance of the motorcade, and should, in an expeditious manner, position arriving officers into the ranks and files of the main formation.
- The Master of Ceremonies should also position the Honor Guard, Piper, Bugler, Rifle Squad, and other special elements.
- The body bearers should be positioned approximately thirty feet of the location where the funeral coach will halt. Honorary pallbearers, if any, should be positioned in two ranks approximately twelve feet apart, facing each other, next to the point where the rear of the funeral coach will stop. The senior honorary pallbearer is nearest the curb in the left file.
- Upon arrival of the hearse the pallbearers should stand at Parade Rest, facing one another in two ranks, at the rear of the hearse, until directed by the Master of Ceremonies to remove the casket.
- If possible, the firing detail should be positioned approximately one hundred feet from the foot of the grave, aligned to fire in the general direction of, but not directly at, the grave or mourners. They should be clearly visible to the next of kin.

RELIGIOUS SERVICES

Recommended Order of Ceremonies

- Coordinate procession route, traffic controls, parking, etc.
- Coordinate formations and seating arrangements.
- Assign ushers to assist in formations.
- MC to call orders.



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- Coordinate the procession from the funeral home to the religious service.
- The procession of vehicles is as follows: Motorcycle / Marked Units / Hearse / Family Vehicles / Friends Vehicles/ other police vehicles. A marked Unit will be at the end of the procession.
- Upon the arrival of the hearse and family vehicles, the coordinator will call the detachment of officers to attention.
- At the church, the Honor Guard will form a corridor into the church / chapel. The team will precede the casket into the church / chapel. Once outside, the team will again form a corridor through which the pallbearers will pass with the casket. The team will ride in the unit immediately behind the car containing honorary pallbearers.
- The Honor Guard will receive the casket from the hearse and the coordinator will order the detachment to present arms. All officers will render the hand salute and hold this position until the casket and family passes into the church / chapel at which time the coordinator will order the detachment to "order arms".
- Procession into the church or chapel shall be:
 1. Minister / Chaplain
 2. Honor Guard. Upon entering the church / chapel, the team will stand on both sides of the casket's resting place, at parade rest.
 3. Family (Check with family spokesman to coordinate seating arrangement)
 4. All other officers and civilians
- After the services have been completed, all uniform personnel will pass in review. Uniformed personnel will again form in front of the location in the same manner as when the casket arrived.
- Procession out of the church or chapel shall be:
 1. Honor Guard - the team will precede with the casket when leaving the church / chapel.
 2. Minister / Chaplain
 3. Family
 4. Dignitaries



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5. All others in attendance

- As the minister/chaplain exits the church / chapel, the coordinator will call the detachment to attention. As the casket comes into view, the coordinator will order the detachment to "Present arms." All officers will render a hand salute until the casket is placed in the hearse, at which time an "Order Arms" command will be given, followed by an order to dismiss.

Funeral Cemetery

1. The Department Liaison Officer will coordinate with the Traffic Group Supervisor on the procession route, traffic control, parking, etc.
2. Ensure the procession from the religious service to the cemetery is as follows:
 - a. Police Motorcycles
 - b. Police Marked Unit
 - c. Hearse
 - d. Family Vehicles
 - e. Friends Vehicles
 - f. Division Head
 - g. Other dignitaries
 - h. DPS Uniformed Officer Units
 - i. Other Police Department Units
3. Coordinate formations and seating arrangements.
4. Assign ushers to assist in formations.
5. When the procession arrives, the Honor Guard, MC, and honorary pallbearers in uniform will render the hand salute as the funeral coach approaches and hold salutes until the coach has halted. The honorary pallbearers in civilian clothing will place their right hand (with hat if worn) over the heart at the time the HAND SALUTE is rendered by the uniformed personnel.
6. The funeral coach driver will open the door and pull the casket approximately one fourth of the way out. The clergyman takes position on the curb at the head of the honorary pallbearers. The command: "DETAIL ATTENTION!" is given by the MC. This signals the Mortuary Director and the pallbearers to remove the casket from the hearse; the command



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"PRESENT ARMS" is directed to the entire formation by the MC.

7. The clergyman, followed by the MC, then leads the way to the grave through the ranks of honorary pallbearers. As the casket passes through their ranks, the honorary pallbearers terminate their salutes, face the grave and follow the body bearers to the grave.
8. The clergyman takes position at the head of the grave. The MC will direct the honorary pallbearers to their position at the head, foot, or side of the grave opposite the family, formed in two ranks. The MC will take position behind and to the side of the clergyman closer to the firing detail.
9. After the casket is placed on the grave (the casket is oriented feet first when moved and when positioned for the service. If the casket needs to be turned or re-oriented it is done with a pivoting movement immediately prior to being set at rest). Personnel in uniform terminate HAND SALUTE. The MC brings the detail to "ORDER ARMS" and "PARADE REST" after the pallbearers have placed the casket on the bier, adjusted the flag to its proper position, and come to attention.
10. The funeral director or cemetery representative should ensure that the primary next of kin is directed to the seat closest to the head of the grave. All uniform personnel will resume the HAND SALUTE if they arrive in position before the casket comes to rest on the grave.
11. When the next of kin, family, and other mourners have gathered at the grave, the clergyman begins the committal service.
12. The OIC of Honor Guard detail directs a facing movement followed by a marching order that positions the detail to the side (but in close proximity) to the bier, for the duration of the religious rites. Upon completion of the religious rites, the Honor Guard positions itself on either side of the casket for the folding of the flag.
13. At the conclusion of the services "DETAIL ATTENTION!" queues the piper to begin a musical selection and the Honor Guard to begin folding the flag. The Chief or designated representative will step up to the head of the grave to accept the flag. The folded flag is presented to the Division Head who renders a hand salute, the head body bearer will hand him the flag and render a HAND SALUTE to the flag. The Honor Guard detail will then face toward the head or foot of the grave and march away from the



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gravesite. The person presenting the flag will approach the next of the kin and present the flag. Upon presenting the flag, the presenter will step back one pace and render the HAND SALUTE.

He should then either offer condolences to other family members or return to the head of the grave. It is not uncommon for Category I ceremonies to be attended by the Governor or a representative of that office. If the state flag is to be presented this occurs immediately after the presentation of the United States flag by the Division Head.

14. After the flag presentations and condolences are complete, the command: "DETAIL, PRESENT ARMS!" is given to all personnel. Immediately thereafter: "PREPARE FOR THE VOLLEY!" is given as a warning that the rifle volley is about to occur and queues the rifle squad to conduct the rifle salute. The firing detail fires three volleys on command of the POIC of the firing detail. HAND SALUTES are terminated after the last volley of the gun salute with the command "ORDER ARMS." After the rifle squad completes the volley and comes to "PRESENT ARMS" the bugler begins "TAPS". (If there is a flyover it should be coordinated to pass overhead as "TAPS" is ending).
15. Upon completion of "TAPS" and the flyover, "DETAIL, ORDER ARMS!" is given. This queues the pallbearers to align with the end of the casket farthest from the next of kin, remove their gloves and file past the casket, placing their gloves thereon as they do so.
16. After having done so the pallbearers form a rank at attention and "DETAIL, DISMISSED!" is given, ending the ceremony.

Ceremonies, Category II (Death of an employee in any other manner)

Category II funeral honors are confined to a Rifle Salute, ceremonial Flag Folding, and TAPS.

In the case of a suicide, funeral honors will, at a minimum, consist of a ceremonial Flag Fold, TAPS, and any other honors as deemed appropriate by the Division Head.

Ceremonies, Category III (Death of a Civilian Employee)

The protocol for a Category III funeral should be restricted to a motor escort, a static Honor Guard, and an attendance policy identified by the Division Head.



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Ceremonies, Category IV (Death of a Retired or Separated Employee)

The protocol for a Category IV funeral should be restricted to the participation of a static Honor Guard and an attendance policy identified by the Division Head.

Ceremonies, Category V (Death of an Immediate Family Member of an Employee)

The protocol for a Category V funeral should be limited to an attendance policy identified by the Division Head.



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Memorial Ceremony for Animals in Police Service

In response to the affinity that employees, handlers, owners, and members of the public have for animals in police service a policy for memorial ceremonies of such animals is an option.

The only time it would be appropriate to hold a memorial ceremony for a deceased animal is if the animal died while in active service.

A clear line of demarcation must be maintained for dogs in police service and the human beings they serve. To that end Taps, flag folding, aircraft fly-overs, or rifle salutes will not be conducted for service animals. Military style formations, rendering of hand salutes and the playing of bagpipes are appropriate options.

Recommendations

It is recommended that ceremonies for animals consist of either a memorial service at the agency, or other designated location, or a combined memorial and interment ceremony at the location of interment. Participation by an agency chaplain and honor guard should be voluntary. The dress code for attendees should be determined by the division head.

It is appropriate to assemble at a designated place, (whether it be at the animal's agency of service or at a memorial park), to memorialize an animal's career. It is also appropriate for a chaplain, handler, or other person attending on a volunteer basis, to read passages or poems for the comfort of those in attendance, and for musical tributes to be played during and at the close of such services.

It is appropriate for the cremains of an animal to be presented to an agency or handler at such a service and for the cremains and a plaque, picture, or other tribute memorializing the animal's service to be displayed at the affected agency. As with all other policies, elements of this protocol are the purview of the division head.



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Flag Protocol

Correct Method of Displaying the Flag with the Casket

1. Drape the flag over the closed coffin with the blue field of stars at the head and over the left side of the deceased. No part of the flag can touch the ground.



2. Observe the rule that no other flag may be draped on the coffin when an American flag is in place.
3. Display the flag over a half open coffin by folding into a half couch position---folded into thirds with the blue field on the top fold and next to the open section of the coffin.

During Casket Transport

The flag code does require that the flag never touch the ground, so the flag should drape a casket only when it is being viewed. Before the casket is moved or transported, it should be properly folded. Staff from the funeral home or cemetery will often take care of this detail, unless members of the military are on hand as pallbearers or an honor guard, at which time they often take the responsibility.

Additional Traditions

There is a tradition among some war veterans to have themselves wrapped in the flag inside their casket. If requested, it is proper procedure. During the service, when the flag is removed, it is raised and held waist high over the casket, especially while "Taps" is played. During the cemetery service, the flag is then properly folded and presented to the deceased's primary next of kin. Often, once the flag is folded, a military service member will place three spent bullet cartridges within the folded flag, a military tradition. When the flag is presented to the family, if the deceased served in the military, a word of thanks specific to his/her branch of service on behalf of the President is said to the primary next of kin.



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CORRECT METHOD OF FOLDING THE UNITED STATES FLAG

1. Hold flag waist-high so that its surface is parallel to the ground.
2. Fold the lower half of the stripe section lengthwise over the blue field.
3. Fold the flag again lengthwise with the blue field on the outside.
4. Start a triangular fold by bringing the striped corner of the folded edge to the open edge.
5. Fold the outer point inward parallel with the open edge to form a second triangle.
6. Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.
7. Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.
8. The properly folded flag should resemble a cocked hat.

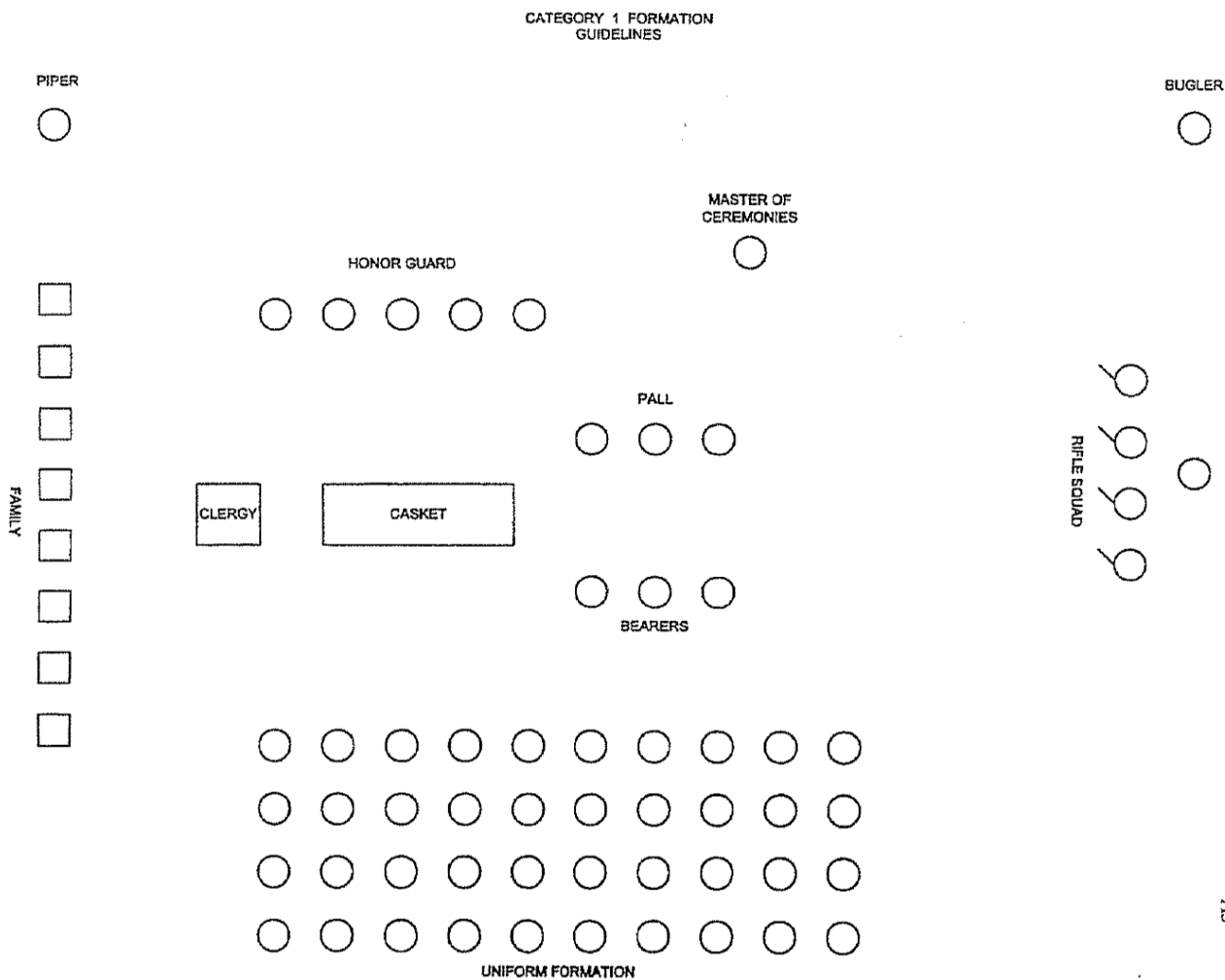


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CEMETERY FORMATION MODULE



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