

Funeral Protocol

1058.1 REQUESTS

Requests for Unified Police Department participation in any funeral may be made by the deceased member's family, a department member at the request of the family, or an outside agency. Requests will be directed to the Chief or designee.

1058.2 SWORN MEMBER FUNERALS

1. Because sworn members render peace officer service to the community, sworn members will be afforded UPD honors similar to military honors.

2. Deaths in the line of duty

These honors are reserved for in the line of duty deaths so as to honor these men and women for their ultimate sacrifice. Honors for deaths suffered in the line of duty may include all or part of the following:

- a. Motorcade escort - Normal traffic flow is controlled and directed in order to facilitate the quick and orderly movement of the complete cortege from one point to another.
- b. Honor Guard - Designated sworn members will be provided to stand guard over the casket at the viewing held in conjunction with the funeral service.
- c. 21 Gun Salute - A detail comprised of seven sworn members and a team leader. The salute will be conducted with three volleys of seven rounds. Spent brass will be collected and presented to the family of the fallen sworn member.
- d. Flag folding and presentation ceremony - The department will provide a United States of America flag that will be draped over the casket. At the grave site a flag folding detail of sworn members will fold the flag over the casket. After the flag folding ceremony is complete, the Chief or designee will present the flag to the deceased sworn member's next-of-kin and offer appropriate remarks.
- e. Taps – A bugler will be provided to perform “Taps”.
- f. Last Call – As the final portion of the grave side service, radio traffic will be coordinated with dispatch to provide a “Last Call” for the deceased sworn member.
- g. Other honors – Other honors may be provided depending on circumstances and requests of the family. These may include but are not limited to: helicopter flyover, bag pipe performance, retirement of call number, pallbearers, speakers, musical offerings, photographs, and Chaplain services.

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3. Deaths of current or retired members

These honors may only be provided for deaths of sworn members, in good standing, who are either currently serving with the department (not in the line of duty death) or retired. Honors for deaths of current or retired sworn members may include all or part of the following:

- a. Honor Guard escort - Marked patrol units or motorcycles are positioned in front and to the rear of the coach and the family car. This service proceeds as a unit to the grave site or service while following all traffic laws and regulations.
- b. Honor Guard
- c. 21 Gun Salute
- d. Flag folding and presentation ceremony
- e. Taps

1058.3 UNIFIED POLICE DEPARTMENT CIVILIAN MEMBER FUNERALS

At the request of the deceased civilian member's family or designee the following services may be provided:

1. Deaths in the line of duty
 - a. Honor Guard escort
 - b. Honor Guard
2. Deaths while current or retired UPD Member
 - a. Honor Guard Escort

1058.4 FUNERALS FOR FAMILY MEMBERS OF CURRENT MEMBERS

At the discretion of the Chief or designee, and at the request of the deceased member's family or designee, an Honor Guard escort may be provided.

1058.5 SPECIAL REQUESTS FOR FUNERAL HONORS

All other requests for funeral honors, or special requests for changes to this protocol will be directed to the Chief or designee for review. Changes to this protocol and special requests for funeral honors may be granted at the discretion of the Chief or designee.

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1058.6 FUNERAL PROTOCOL - UNIFORMS

A Special Order issued by the Chief or designee will direct members on the type of uniform and gravesite presentation required for each funeral.

1. White cotton gloves are to be worn only with the Class A Uniform for funerals, as outlined by the Special Order issued for the event.
2. Sworn members in uniform, whether wearing a hat or not, will execute a military-style hand salute when appropriate.
3. Sworn members in civilian attire and civilian staff in uniform will place their hand over their heart when appropriate.
4. The mourning band should run horizontally across the center of the badge.