

**MARIN COUNTY SHERIFFS OFFICE
GENERAL ORDER MANUAL**

**CHAPTER 1-ADMINISTRATION
GO-01-06
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**DATE
October 2, 1997
Rev:**

FUNERAL POLICY

POLICY

It is the policy of the department to appropriately notify the family of a deputy that dies in the line of duty and assist the family in the coordination of a police funeral.

DEFINITIONS

DEPARTMENT CHAPLAIN: A member of the Marin County Sheriff's Chaplain Program.

DESIGNATED DEPARTMENT REPRESENTATIVE: Any member of the department specifically designated by the Sheriff to represent the department at the death notification.

FUNERAL OPERATIONS COORDINATOR: Staff officer assigned by the Sheriff to be responsible for the entire funeral operation. This person is also responsible for making all funeral coordination assignments.

FAMILY CONTACT: The person assigned to remain with the family at all times, providing transportation and acting as the liaison between the family and the funeral operations coordinator. This position is to be assigned by the funeral operations coordinator and can be a Department Chaplain.

DIVISION CONTACT: Person(s) from the division the deceased deputy worked. (S)he is responsible for liaison among the Division Commander, fellow employees and the funeral operations coordinator.

TRAVEL COORDINATOR: This person is responsible for arranging and coordinating any travel or lodging if the deceased deputy is to be buried in another city or state where overnight stay is necessary. This person also coordinates lodging for members of outside agencies traveling to the funeral if they desire.

TRAFFIC SUPERVISOR: This person is responsible for coordinating and conducting any and all movements of vehicles involved in the funeral. (Movement of the remains from the funeral home to the church, family processions, divisional processions and funeral processions, etc.)

CEREMONIAL UNIT SUPERVISOR: This person is responsible for all ceremonial rites; such as taps, 21 gun salute, bagpipers and flag folding at the funeral home, church or cemetery.

PROCEDURE

In the unfortunate event of the death of a department member, the deceased member's supervisor shall, as soon as possible, notify the Watch Commander. It shall be the responsibility of the Watch commander to notify the Station and Bureau Commanders, the Sheriff and Undersheriff. If appropriate, the Watch Commander shall contact and call out the on-call Department chaplain. The Watch Commander, or appropriate designee, will also act as a press/public relations officer.

Once the above notifications have been made, the Sheriff shall designate personnel to notify the deceased deputy's next of kin.

Due to the obvious emotional reactions that usually follow the delivery of such news, consideration should be given to use the services of the Department chaplain to help make the notification. There are specific

death notification procedures that include not the delivery of the news but the support of the deceased officer's family, both initially and long term. The chaplain starts this process and remains in this capacity as long as the family needs and desires his presence.

FUNERAL PROCEDURE

The Sheriff will designate the funeral operations coordinator. (S)he will be responsible for the entire funeral operation. The funeral operations coordinator will be responsible for appointing the following positions:

- (1) Clergy
- (2) Family contact
- (3) Division Contact
- (4) Travel Coordinator
- (5) Traffic Supervisor
- (6) Ceremonial Unit Supervisor

The funeral operations coordinator should arrange a meeting with the family, including the department chaplain. This meeting provides an opportunity for the Department to explain to the family what a police funeral entails. There should be a determination if the family desires a police funeral service and/or the department's assistance. The Department should offer the assistance of the family contact person(s), who will arrange transportation and/or lodging needs for family members arriving from another location. The funeral operations coordinator will assist in contacting the funeral home and scheduling a meeting for the family. (S)he will also ensure that the family has signed the necessary forms (hospital, coroner and medical release forms.)

if the family wishes the deceased employee to be buried in uniform, the funeral operations coordinator ensure that a cleaned uniform in good repair is available. The funeral operations coordinator should ask the family's preference on pallbearers if this is not provided by the ceremonial unit. In addition, (s)he must get all the necessary information on the deputy and his/her dependents for the necessary county, state and federal benefit forms.

After the Family Meeting, the funeral operations coordinator will contact the pallbearers and compile a list for the funeral home personnel to use in obituary and newspaper notices. The pallbearers will need as much time as possible to rehearse their maneuvers. Arrangements should be made for an honor watch at the funeral home or church.

included during the period of mourning, (usually seven days) is the normal observances subscribed to by law enforcement personnel, such as: black bands worn on badges and appropriate flags flown at half staff. The funeral operations coordinator should also secure an American flag for the casket and secure a photograph for the deceased from the family or from department records for use by the funeral director and for the news media.

At the Family Meeting with the funeral director, the funeral operations coordinator should give the funeral director the list of pallbearers and inform him whether or not there will be a police funeral. It is important that the funeral operations coordinator take note of all service and internment times and places. The funeral operations coordinator should get the presiding minister, priest or rabbi's name and phone number if the service is not to be performed by the chaplain. (The Chaplain will then serve as a liaison between the funeral operations coordinator and the presiding clergy. If the funeral is to be conducted by a cleric who is not a law enforcement Chaplain, the designated Chaplain must meet with them and explain what a police funeral consists of.) The funeral operations coordinator should determine if the funeral will be an open or closed casket service, and if open, at what point in the service will the casket be open and when it will be closed for the final time (for removal of the badge, awards, weapons, etc.)

Immediately after the family and funeral home meeting, give all the information about the funeral service to the Sheriff, the deceased's immediate supervisor and/or commander and the public information center

or media officer and dispatch for a teletype to other agencies.

During the planning stage, the funeral operations coordinator should make sure there has been an inspection of the funeral site. A diagram of the sanctuary/auditorium and necessary areas should be made. Consideration of the maximum occupancy should be given and arrangements for the overflow crowd. The funeral operations coordinator also should be sure to secure a public address system if necessary, determine where the family will enter for the funeral service so that honor guards/escorts may be properly posted, determine seating arrangements and reserve seating, make a diagram of the cemetery and surrounding grounds, determine where entrances to the cemetery are located, processional routes to the grave site and parking locations, determine where the funeral coach and family limousines will stop, and determine where the family will be during the committal service and locations for the ceremonial unit, media, honor guards, pallbearers, family friends, and uniformed officers.

A funeral operations command staff meeting will be held to determine if all arrangements have been made for:

- Funeral service: Responsibility of the funeral operations coordinator, chaplain, Division Contact.
- Procession times, routes and parking logistics: Responsibility of the Traffic Supervisor.
- Travel arrangements (airlines, lodging, meals, vehicles, etc.): Responsibility of the travel Supervisor
- Escorts and security for top-level dignitaries.
- Committal service (firing team, color guard, bugler, piper, flag folders, etc.) Responsibility of the funeral operations coordinator, Chaplain, and the Ceremonial Unit Supervisor.
- Notice to all department personnel regarding the arrangements including the use of Class A uniforms.

OPERATIONS STAGE

The funeral operations coordinator is responsible for coordinating the following:

- The processions from the funeral home to church.
- The family procession.
- Parking lot detail: Responsible for providing assistance and traffic control around the funeral location site.
- Honor guard: Responsible for providing the appropriate honors to the family upon their arrival at the place of the service.
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- Ushers: Responsible for coordinating and providing assistance to individuals arriving for the service and securing seating for the family, pallbearers, dignitaries, visiting law enforcement personnel, family friends and citizens.

When the funeral procession is concluded, the following individuals should be part of a small procession that precedes the main procession to the cemetery:

- Funeral Operations Coordinator
- Ceremonial Unit Supervisor and Staff
- Funeral home flower vehicles
- Funeral service ushers

The funeral procession should be arranged as follows:

- Motorcycle escorts
- Lead police vehicle
- Funeral director
- Chaplain/minister
- Pallbearers
- Funeral coach
- Family's Limousine

- Family cars
- Police vehicle
- Other vehicles
- Rear escort

At the cemetery considerations for the following should be made:

- Color guard
- Bugler
- Firing team
- Honor detail (flag folders)
- Media representatives

Post-committal service events might include:

- Family procession departure
- Control of news media
- Burial of deceased deputy

CONCLUSION

The police ceremonial farewell is a commitment of our respect for one who has made the ultimate sacrifice; it is a public announcement of our grief. The manner in which we conduct the farewell will reflect on our professionalism and our compassion for the family of the deceased.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

All

DATE OF REVISIONS:

10/2/97

By order of:

ROBERT T. DOYLE
SHERIFF