



ILLINOIS ASSOCIATION OF CHIEFS OF POLICE FUNERAL PROTOCOLS

RETIRED OFFICER DEATH

I. Purpose:

This is a guide to Law Enforcement Officers Retiree Death General Protocols. Law Enforcement is a Quasi-Military function which may involve the death of a Peace Officer who has retired from his or her organization. These individuals took an Oath to uphold the guidelines of Federal, State and Local Ordinances and did so protecting the citizens of the community. These guidelines are established through a combination of Law Enforcement Agencies and Military Protocol (Appendix A). Adherence to these guidelines is not mandatory, and should be utilized as a tool to assist your agency with the policies and procedures of performing a Retired Officers Funeral.

II. Policy:

It is the policy of this Association to provide liaison assistance to the stricken agency and immediate survivors of a Retired Officers death. The Chief of Police may institute certain parts of this Order for various funeral details. Funeral arrangements of the deceased member are to be decided by the family, with their wishes taking precedence over the Department's.

*** If the death was a result of a suicide, consultation between the Agency and the deceased's family should be held. Although each instance should be treated individually (case-by-case), and the circumstances investigated, generally, unless the Suicide was a result of an action(s) by the deceased that brought discredit to themselves or the Agency, the appropriate funeral protocols should be afforded and allowed.*

III. Definitions:

- A. **Retired Officer Death:** A Sworn Law Enforcement Officer who has either retired from a Law Enforcement or was actively employed with the agency and left under good standings; whether, the Officer was Full-Time or Part-Time and has died. Retired Officer Death also encompasses those Officers who died by means of self-inflicted suicide or other related tragic events.
- B. **Officer in Charge (OIC) or Incident Command Officer:** The Officer designated by the Chief of Police or Sheriff who is responsible for the overall organization of the funeral details. This individual is responsible for separating major functions of the funeral detail, obtaining overall logistics of the geographic and/or functional detail of all aspects of the funeral detail. OIC is also responsible for the communication of all details throughout the entire planning process and throughout the funeral detail. The OIC is responsible for the delegation of authority for each of the major functions of the funeral detail. The OIC will also work directly with the Department Liaison Officer for coordination of response for the family requests. For Retired Officer Funerals the OIC may also be designated as additional roles depending on the anticipated size of the funeral detail: Department Liaison Officer, Honor Guard Representative, Traffic Coordinator, and Formation / Movement Officer. Having all of these responsibilities usually results as a Retired Officers funeral detail is much smaller in attendance.

- C. Family Liaison(s) Officer (FLO):** The primary facilitator between the family and the Department. This individual is designated by the Chief of Police or Sheriff. The FLO has the responsibility of attending to the needs of the family. The FLO has the responsibility of making the family aware of the support and services that the agency can offer. The FLO shall be available to the family on a 24-hour basis throughout the entire process. This position will be the coordinating point for planning of any visitation at the funeral home, the actual funeral, and follow-up care for the family. This assignment is responsible for assuring the wishes of the family are followed closely through the funeral planning process, and the funeral itself. This position ensures the expedient accomplishments of tasks in support of the family and the funeral process. This member should be a person who knew the deceased Officer, and should not be a member who is emotionally involved in the death; as to render him/her ineffective. This position is not a decision making position, but is that of a facilitator between the family and the Department. The family Liaison Officer should work closely and provide all information to the OIC in an Active Duty Officer's deaths.
- D. Department Liaison Officer (DLO):** This individual must be a Command Level Officer with the authority to allow the OIC to make financial obligations and purchases that may be necessary at the family's request and for the visitation and funeral detail. The Department Liaison Officer shall be appointed by the Chief of Police or the Sheriff. The Department Liaison will be responsible for coordinating the response of the Critical Incident/Stress Management Team for the Officers of the agency that are in need of interaction; with special attention to the Officers who have direct interaction and emotional ties with the deceased Officer. The DLO will keep all agency personnel up to date on the plans and arrangements, as they receive information from the Family Liaison Officer. The DLO will be the central point of contact for any media representatives who may contact the Department in reference to the death. Media Releases, report, etc., released regarding the death shall be provided to the family of the employee, and agreed upon prior to the release to the public. Additionally, no information regarding the death of an employee shall be released prior to the deceased Officer's family being notified. The Department Liaison Officer will also make notification with LEADS to provide information in reference to the Deceased Officer and the arrangements for the visitation and the funeral. The Department Liaison Officer may also be responsible for all public relations that may result from the news media in reference to the death of the Officer if the agency does not have a Public Information Officer (PIO).
- E. Honor Guard Representative:** An Officer designated by the Chief of Police or the Sheriff. This individual will be responsible for coordinating all of the Honor Guard participation for the appropriate services of the deceased Officer. This may include requesting and coordinating outside agencies Honor Guards, Bag Pipe and Bugler, etc. The Honor Guard Representative will work closely with the Family Liaison Officer and the OIC to ensure the family wishes are carried out exactly as requested. The Honor Guard Commander will be responsible for coordinating the logistics at the funeral home and working directly with the Funeral Home Director. The Honor Guard Commander will be responsible for coordinating the logistics at the grave side service, if applicable, with cemetery personnel.

- F. **Benefits Officer:** This individual is responsible for compiling all death benefits that are due to the survivor(s). The Benefits Officer will work in conjunction with the Command Staff to assemble information as soon as possible upon the death of a member; and coordinate with the Family Liaison Officer to provide this information to the survivor(s). The Benefits Officer will prepare and file the necessary paperwork for those benefits on behalf of the family; as well as check on the status of claims until the benefits are paid to the survivor(s).
- G. **Survivors:** Immediate family members of the deceased Officer to include: spouse, children, parents, siblings, fiancée and/or significant other.
- H. **Notification Team:** The Notification Team may not be needed for a Retired Officer's death; however, if the agency learns of an Officer's death and the family has not been notified, a Notification Team will be established. This is a group of individuals selected by the Chief of Police or Sheriff that will make contact with the surviving family members upon notification of a deceased Officer. This team should consist of the following: The Chief of Police or his/her designee, Police Chaplain, close friend, or pre-selected Officer as provided within the Officer's Death Notification Packet.
- I. **Hospital Liaison Officer:** A Supervisor or Officer who has been assigned to act as the liaison between the hospital and the Department. The Hospital Liaison Officer will be responsible for coordinating the activities of hospital personnel, the member's family, fellow Police Officer's, the press, and any other that may be involved.
- J. **Traffic Coordinator:** A member of the Command Staff will be responsible for all traffic related issues including but not limited to the funeral procession, parking at the funeral, and parking at the cemetery. This individual may also need to coordinate EMS, tow trucks and port-a-lets along the procession route.
- K. **Formations and Movements Officer(s):** An individual(s) appointed by the Chief of Police or designee who is responsible for all formations and processional routes. This individual plans and lines up the formations, and may make commands and instruct formations. The Formation and Movement Officer(s) need to have knowledge of, and work directly with, the Traffic Coordinator as to not obstruct the pre-determined routes. Formation and Movement Officer(s) may also need to coordinate with obtaining port-a-lets and viewing screens.

IV. Discussion:

Retired Officer Deaths may not only have a tragic effect on the surviving family members; but also may have a great effect on the Officers and Civilians with the Department that have knowledge of and/or worked directly with the Officer who has died. Usually, Retired Officer's funeral details are not to the scale of an Active Duty Officer / Non-work related funeral detail; however, depending on the size of the agency and how soon after the Officer either left the Department or retired from the Agency, these details could result in more than expected being in attendance. Departments should plan for a larger than expected detail. Many of the positions assigned for In the Line of Duty Death or Active Duty / Non-Work related deaths, may be combined and usually fall upon one or two Officers for the Retired Officer Funeral Detail. Again this may depend upon the cause of the death, size of the department, and the time frame of the death vs. the Officer retiring from or leaving the Department. Officers who have retired from / or left the agency and are current Military or retired Military will receive the honors based upon Federal protocol. Based upon the Quasi-Military functions of Law Enforcement, these Officers should receive the lesser but still at Military standards funeral detail. The information provided below is a guide and should be considered by all Chiefs of Police/Sheriff, as a standard for Law Enforcement Funeral Details. Based upon the size of the Department and the manpower which is available, assistance may be required from surrounding agencies to provide the proper respects for the Law Enforcement Officer who has died; whether in Line of Duty, Active Duty/non-work related or retired members of the organization.

V. Procedures:

A. Initial Notification Procedures:

- i. Notification by family member
- ii. Notification by Officer to family
 1. In person
 2. In time and with certainty
 3. In pairs
 4. In plain language
 5. With compassion
- iii. Information release
- iv. Hospital response if required

B. Mourning Members of the Department

- i. Information dissemination
- ii. Flag procedures
 1. The official Mourning Flag of the Agency (if they possess one) shall be flown in place of the State of Illinois Flag, at the decedent's Department the day of interment
- iii. Mourning bands
 1. Sworn employees will wear the Mourning Bands across their badge during the initial time the Mourning Flag is flown or at the discretion of the Chief of Police

C. Assistance of Surviving Family Members

- i. Hospital Liaison Officer
- ii. Appointment of Family Liaison Officer
- iii. Personnel allowed to be buried in uniform
 1. All sworn personnel
 2. Items to be provided to family upon request
 - a. Hat and appropriate hardware
 - b. Shirt (uniform)
 - c. Tie
 - d. Tie bar
 - e. Rank insignia
 - f. Slacks
 - g. Inner belt
 3. Retired Officer buried in uniform will have their Active Duty Star affixed to the uniform.
 4. As previously stated, whenever possible, ensure the request of the family comes before the wishes of the Department
- iv. Provide information about the availability of services for funeral detail
 1. Family wishes overrule all decisions made by the Department
 2. Funeral detail services offered
 - a. Refer to the Appendix for specific details
 - b. Family requests and information about visitation/funeral details provided to the Family Liaison Officer; who in turn contacts the OIC with the information.

D. Assign Benefits Officer to the Family

- i. Refer to above

E. Assign Department Liaison Officer Duties

- i. Refer to above

F. Assign Officer in Charge

- i. Refer to above

G. Assign Formation Officer/Movement Officers

- i. Refer to above

H. Assign Traffic Coordinator

- i. Refer to above

I. Assign Honor Guard Commander

- i. Immediate notification and meeting with Funeral Home representative to set up meeting time
- ii. Respond to Funeral Home to obtain information about set up and layout of the visitation
- iii. Meet with Formation and Movement Officers to determine positioning of Officers inside and outside of the Funeral Home or service facility

- iv. One to two days prior contact cemetery and arrange meeting to determine approach and layout of the burial site.
 - a. Discussion to be held in reference to lid not being attached to lowering devise due to Honors Funeral (Flag Fold conducted over casket)
- v. Meet with Formation Officer and provide information as to the approach and positioning of the Honor Guard
- vi. Obtain American Flag from Department Liaison Officer
- vii. Two days prior, practice should be had with Honor Guard Team in reference to Flag Fold.
- viii. Day of funeral service; Honor Guard Commander responds to cemetery to make sure everything that was discussed is in place

VI. Funeral Service Details

- A. Visitation
 - i. Color Guard (Optional)
 - ii. Casket Guard
 - iii. Final Salute
 - a. Refer to the Appendix for Specific Detail Instruction
- B. Funeral Service
 - i. Color Guard (Optional)
 - ii. Casket Bearers
 - iii. Tunnel of Officers (Optional)
 - a. Refer to the Appendix for Specific Detail Instruction
- C. Casket Interment / Mausoleum or Urn to Mausoleum
 - i. Color Guard (Optional)
 - ii. Pallbearers and/or Honor Guard
 - iii. Rifle Team – Military Honors Only
 - iv. Bugler – Military Honors Only
 - v. Bagpiper – Single (Optional)
 - a. Refer to the Appendix for Specific Details
- D. No Interment Service Cremation and/or Urn to remain with survivor
 - i. Color Guard (Optional)
 - ii. Tunnel of Officers – If unable to perform service within (Optional)
 - iii. Honor Guard – Flag Fold or Folded Flag Presentation
 - iv. Rifle Team – Military Honors Only
 - v. Bugler – Military Honors Only
 - vi. Bagpiper – Single (Optional)
 - a. Refer to the Appendix for Specific Details
- E. Active Duty – Non-Work Related Suicide
 - i. Ultimately the decision of the funeral services provided will be up to the surviving family
 - a. If Law Enforcement interaction is to be included, consult with the Chief of Police or Designee to determine the Department’s involvement in the details to be offered.
- F. Retired Officer Rights requested and authorized
 - i. Refer to Subsection V
 - ii. Refer to Subsection VI

Appendix A

Honors Description

1. Visitation – Day of Funeral

a. Practice

- i. A majority of the detail is usually done by one team; if Military Honors are required assistance from Military Organization would be needed or additional team members required.
 1. All participants should arrive and practice a minimum of 2hrs prior to the start of detail
 - a. A majority of the detail is usually done by one team; if Military Honors are required then assistance from Military Organization would be needed or additional team members required.
 - i. Firing Party Responds to the Cemetery / Burial Site for Practice **(Military Honors Only)** – Minimum 2hrs in advance
 - ii. Flag Fold Team responds to cemetery or burial site for practice – Minimum 2hrs in advance
 1. Unless Flag Fold team is utilized as Pallbearers also; then response to the funeral service site is required
 - b. Rest of Details respond to the Funeral Service Location for practice and briefing – Minimum 2hrs in advance

b. Visitation

- i. Color Guard; Posting of Colors **(Optional – Flags can posted prior to families arrival)**
 1. Federal Flag – Under Arms
 2. State Flag
 3. Military Flag **(Military Honors Only)**
 4. Department Flag
- ii. Body Bearers; Changing of the Guard
 1. Head position at the Casket
 - a. Foot Position at the Casket **(Optional)**
 2. Head position at the Urn
 - a. Foot Position at the Urn **(Optional)**
- iii. Deceased Officer in Uniform Supplied by the Agency
- iv. Final Salute
 1. Officers Individually approach casket/urn and render a salute or;
 2. Team of Officers approaches casket/urn and renders a salute

2. Funeral Service with Burial / Mausoleum Rights or Urn to Mausoleum

a. Practice

- i. Refer to Appendix A1a

b. Visitation

- i. Refer to Appendix A1b

- c. Funeral Home or Religious Location Detail
 - i. Posting of Colors (**Optional – Flags may be in position prior to the start of the Ceremony**)
 - ii. Funeral Service
 - iii. Tunnel of Officers (**Optional**)
 - 1. Formation of Officers outside the doors to the Funeral Home or Religious Building to the Hearse
 - iv. Retiring Colors to Hearse (**Optional**)
 - v. Pall Bearers move Casket or Urn to Hearse
 - 1. Officers as Pall Bearers (**Optional – Upon Family Request**)
 - 2. Deceased Officer is followed by Religious Leader and Family
- d. Procession to the Cemetery
 - i. Police Escort
- e. Arrival at Cemetery
 - i. Hearse met by Color Guard Team (**Optional**)
 - 1. Procession of Colors to the Burial Location or Mausoleum
 - a. Colors Team then posts next to Hearse
 - b. Visiting Officers put into formation at a pre-determined location
 - ii. Pall Bearers approach the hearse and remove casket or urn
 - 1. OIC calls out to Detail Commanders: “Bring Your Units to the Position of Attention and Present Arms!”
 - a. Detail Commanders call their individual details: “Officers Attention and Present Arms”
 - iii. Pall Bearers move to the Casket or Urn to the Final Resting Location
 - 1. Casket or Urn is Placed at the Final Resting Location
 - a. OIC calls to the Detail Commanders: “Bring Your Units to the Position of Order Arms and Parade Rest!”
 - b. Detail Commanders call out to their designated units: “Officers Order Arms and Parade Rest”
 - iv. Committal Ceremony is Performed
 - v. OIC Provides Orders: “Firing Party, Fire Three Volleys” (**Military Honors Only**)
 - 1. OIC then provides Order: “Detail Commanders, Bring Your Units to the Position of Attention and Present Arms”
 - a. Detail Commanders then provide the Orders: “Officers Attention! Present Arms”
 - 2. Firing Party Fires Three Volleys; (**Military Honors Only**)
 - 3. Bugler plays Taps; (**Military Honors Only**)
 - 4. OIC then provides the command: “Detail Commander Bring your Units to the Position of Order Arms”
 - a. Detail Commanders call out: “Officers Order Arms”

- vi. Bag Piper plays “Amazing Grace”; **(Optional)**
- vii. First note of “Amazing Grace” the Flag Fold would start **(Optional)**
 - 1. If no Flag Fold conducted the OIC should obtain the Folded American Flag and Hold the American Flag during the playing of “Amazing Grace”
- f. Flag Presentation
 - i. Military Presentation
 - 1. Folded Flag is either obtained by OIC or presented to OIC
 - 2. Flag Fold Team marches off to a pre-determined location **(Only if Flag Fold is Conducted)**
 - 3. OIC presents the Flag to the Military Personal
 - a. Military Personnel will salute the Flag prior to accepting
 - b. OIC then salutes the Flag after it has been accepted by Military Personnel
 - 4. Chief or selected designee **(may be the OIC)** proceed with Military service member to the pre-designated Surviving Family Member.
 - a. Chief or selected designee stands at the position of attention while flag is presented to the Surviving Family Member and Presentation is conducted by Military Personnel.
 - b. Military personnel will go back to the position of attention
 - c. Chief or selected designee kneels and provides words to the pre-designated Surviving Family Member.
 - d. Chief or selected designee returns to the position
 - e. Both Military Personnel and Chief or selected designee render a salute to the pre-selected Surviving Family Member
 - f. Both Military personnel and Chief or Selected designee march off together
 - ii. Non-Military Presentation
 - 1. Folded Flag is either obtained by OIC or presented to OIC
 - 2. Flag Fold Team marches off to a pre-determined location **(Only if Flag Fold Conducted)**
 - 3. OIC presents the folded flag to the Chief or Selected Designee **(The flag may remain with the OIC)**
 - a. Chief or Designee will render a salute to the American Flag prior to accepting the Flag
 - b. OIC will render a salute to the American Flag once the flag is accepted by Chief or Selected Designee
 - 4. Chief of Police or Designee and / or OIC will present the folded American Flag to the pre-determined Surviving Family Member.
 - a. Chief of Police or Designee and / or OIC will kneel on one knee in front of the Surviving Member and provide Oral Presentation **(See Appendix for Formal Oral Presentation)**
 - b. Chief of Police or Designee and /or OIC will return to the position of attention and render a salute to the Surviving Family Member

- c. Chief of Police or Designee and / or OIC will then March off to a pre-determined location
 - iii. Final words are provided by the Funeral Director
 - iv. OIC calls out to the Detail Commanders: "Detail Commanders, Dismiss Your Units"
 - 1. Detail Commanders then call out: "Officers Dismissed"
- 3. **Funeral Service with no burial (Cremation at a Later Time) or urn remains with the survivor**
 - a. Practice
 - i. **Refer to Appendix A1a**
 - b. Visitation
 - i. **Refer to Appendix A1b**
 - c. Funeral Service or Memorial Service
 - i. Posting of Colors (**Optional – Flags can posted prior to families arrival**)
 - ii. Committal Ceremony is Performed
 - iii. OIC Provides Orders: "Firing Party, Fire Three Volleys" (**Military Honors Only**)
 - 1. OIC then provides Order: "Detail Commanders, Bring Your Units to the Position of Attention and Present Arms"
 - a. Detail Commanders then provide the Orders: "Officers Attention! Present Arms"
 - 2. Firing Party Fires Three Volleys; (**Military Honors Only**)
 - 3. Bugler plays Taps; (**Military Honors Only**)
 - 4. OIC then provides the command: "Detail Commander Bring your Units to the Position of Order Arms"
 - a. Detail Commanders call out: "Officers Order Arms"
 - iv. Bag Piper plays "Amazing Grace"; (**Optional**)
 - v. First note of "Amazing Grace" the Flag Fold would start (**Optional**)
 - 1. If no Flag Fold conducted the OIC should obtain the Folded American Flag and Hold the American Flag during the playing of "Amazing Grace"
 - d. Flag Presentation
 - i. Military Presentation
 - 1. Folded Flag is either obtained by OIC or presented to OIC
 - 2. Flag Fold Team marches off to a pre-determined location (**Only if Flag Fold is Conducted**)
 - 3. OIC presents the Flag to the Military Personal
 - a. Military Personnel will salute the Flag prior to accepting
 - b. OIC then salutes the Flag after it has been accepted by Military Personnel
 - 4. Chief or selected designee (**may be the OIC**) proceed with Military service member to the pre-designated Surviving Family Member.
 - a. Chief or selected designee stands at the position of attention while flag is presented to the Surviving Family Member and Presentation is conducted by Military Personnel.
 - b. Military personnel will go back to the position of attention

- c. Chief or selected designee kneels and provides words to the pre-designated Surviving Family Member.
 - d. Chief or selected designee returns to the position
 - e. Both Military Personnel and Chief or selected designee render a salute to the pre-selected Surviving Family Member
 - f. Both Military personnel and Chief or Selected designee march off together
- ii. Non-Military Presentation
 - 1. Folded Flag is either obtained by OIC or presented to OIC
 - 2. Flag Fold Team marches off to a pre-determined location **(Only if Flag Fold Conducted)**
 - 3. OIC presents the folded flag to the Chief or Selected **Designee (The flag may remain with the OIC)**
 - a. Chief or Designee will render a salute to the American Flag prior to accepting the Flag
 - b. OIC will render a salute to the American Flag once the flag is accepted by Chief or Selected Designee
 - 4. Chief of Police or Designee and / or OIC will present the folded American Flag to the pre-determined Surviving Family Member.
 - a. Chief of Police or Designee and / or OIC will kneel on one knee in front of the Surviving Member and provide Oral Presentation **(See Appendix for Formal Oral Presentation)**
 - b. Chief of Police or Designee and /or OIC will return to the position of attention and render a salute to the Surviving Family Member
 - c. Chief of Police or Designee and / or OIC will then March off to a pre-determined location
 - 5. Final Salute **(Optional)**
 - a. Officers of Agency followed by Honor Guard Team then visiting Agencies file by the Casket or Urn
 - i. Eyes Right conducted as the Officers Salute the deceased Officer
- iii. Final words are provided by the Funeral Director
 - iv. OIC calls out to the Detail Commanders: "Detail Commanders, Dismiss Your Units"
 - 1. Detail Commanders then call out: "Officers Dismissed"

Appendix B

I. Flag Presentation Speech

(1) Law Enforcement Officer who receives Military honors

- (a) **Army** ... On behalf of the President of the United States, the people of a grateful nation, City or Village of (Enter Your City or Village) and the (Enter Your Agency) Police Department; may I present this flag as a token of appreciation for the honorable and faithful service your loved one rendered this nation and community he/she served.
- (b) **Marine Corps** ... On behalf of the President of the United States, the Commandant of the Marine Corps, a grateful nation, City or Village of (Enter Your City or Village) and the (Enter Your Agency) Police Department please accept this flag as a symbol of our appreciation for your loved one's service to Country, Corps, and the community he/she served..
- (c) **Navy** ... On behalf of the President of the United States, the Chief of Naval Operations, City or Village of (Enter Your City or Village) and the (Enter Your Agency) Police Department; please accept this flag as a symbol of our appreciation for your loved one's service to this Country, a grateful Navy, and the community he/she served.
- (d) **Air Force** ... On behalf of the President of the United States, the Department of the Air Force, a grateful nation, City or Village of (Enter Your City or Village) and the (Enter Your Agency) Police Department; we offer this flag for the faithful and dedicated service of [Service member's rank and name]. (NOTE: If the next of kin has expressed a religious preference or belief, add: "God bless you and this family, and God bless the United States of America.")
- (e) **Coast Guard** ... On behalf of the President of the United States, the Commandant of the Coast Guard, a grateful nation, City or Village of (Enter Your City or Village) and the (Enter Your Agency) Police Department; please accept this flag as a symbol of our appreciation for your loved one's service to Country, the Coast Guard and the community he/she served.

(2) Law Enforcement Officer with No Military Honors

- (a) On behalf of this grateful nation, City or Village of (Enter Your City or Village) and the (Enter Your Agency) Police Department; may I present this flag as a token of appreciation for the honorable and faithful service your loved one rendered to the City or Village (Enter your City or Village) and the citizens that he/she served.