



## ILLINOIS ASSOCIATION OF CHIEFS OF POLICE FUNERAL PROTOCOLS

### NON-WORK RELATED (OFF-DUTY)

#### I. Purpose:

This is a guide to Law Enforcement Officers Non-Work Related (off-duty) General Funeral Protocols. Law Enforcement is a Quasi-Military function which may involve the sudden death of a Peace Officer, who took an Oath to uphold the guidelines of Federal, State and Local Ordinances. These guidelines are established through a combination of Law Enforcement Agencies and Military Protocol. 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 Non-Work Related (off-duty) Funeral.

#### II. Policy:

It is the policy of this Association to provide liaison assistance to the stricken agency and immediate survivors of an Active Duty Officer who died from a non-work related (off duty) trauma or serious illness. 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. **Non-Work Related (off duty) Death:** A Sworn Law Enforcement Officer who dies as a result of a non-work related injury or sickness.
- 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.

- 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 a non-work related (off-duty) Officer's death.
- 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 an Active Duty/non-work related (off duty) 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 Agency Member Notification Form.
- 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:

Non-work related (off duty) deaths not only have a tragic effect on the surviving family members; but also have a great effect on the Officers and Civilians with the Department that have knowledge of and/or work directly with the Officer who has died. The effect of this Officers death also may have a great impact in the community in which he/she served. Usually active-duty/non-work related Officer's funeral details are not to the scale of an in the line-of-duty detail; however, depending on the size of the agency and involvement within the community, these details could result in more than expected being in attendance. Departments should plan for a larger than expected detail. Officers who have died in the line-of-duty are provided with full honor details; Officers who are current Military or Retired Military receive the same honors. 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, non-work related (off duty) 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. Hospital Liaison
- ii. Information dissemination
- iii. 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 from the time of the notification until dusk of the day of interment
- iv. 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
- v. Consideration should be given to conducting a Critical Incident Debriefing (CISM) with the members of the Agency

### **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. Active Duty 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
  3. Information will be distributed over LEADS

**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; as, the Flag Fold is generally 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
- ii. Casket Guard
- iii. Final Salute
  - a. Refer to the Appendix for Specific Detail Instruction

**B. Funeral Service**

- i. Color Guard
- ii. Casket Bearers
- iii. Tunnel of Officers
  - a. Refer to the Appendix for Specific Detail Instruction

**C. Casket Interment / Mausoleum or Urn to Mausoleum**

- i. Color Guard
- ii. Pallbearers and/or Honor Guard
- iii. Firing Party – **Military Honors Only**
- iv. Bugler – **Military Honors Only**
- v. Bagpiper - Single
  - a. Refer to the Appendix for Specific Details

- D. No Interment Service Cremation and/or Urn to remain with survivor
  - i. Color Guard
  - ii. Tunnel of Officers – If unable to perform service within
  - iii. Honor Guard – Flag Fold
  - iv. Firing Party – **Military Honors Only**
  - v. Bugler – **Military Honors Only**
  - vi. Bagpiper – Single
    - a. Refer to the Appendix for Specific Details

# APPENDIX

## I. Honors Description

### (1) Visitation – Day Before Funeral

- (a) All participants should arrive a minimum of 2hrs prior to the detail for practice
- (b) Detail Assignments
  - (i) Color Guard; Posting of Colors
    - 1. Federal Flag – Under Arms
    - 2. State Flag
    - 3. Department Flag
  - (ii) Body Bearers; Changing of the Guard
    - 1. Head and foot position at casket
    - 2. Both sides of the urn
  - (iii) Final Salute

### (2) Visitation – Day of Funeral

- (a) Honor Guard Practice
  - (i) All participants should arrive a minimum of 2hrs prior to the detail for practice and briefing
- (b) Detail Assignments
  - (i) Body Bearers; Changing of the Guard
    - 1. Head and foot position at casket
    - 2. Both sides of the urn
  - (ii) Final Salute

### (3) Funeral service with burial/mausoleum rights or urn to mausoleum

- (a) Firing party responds to cemetery or burial site for practice **(Military Honors only)** – Minimum 2hrs in advance.
- (b) Flag Fold Team responds to cemetery or burial site for practice – Minimum 2hrs in advance
  - (i) Unless Flag fold team is utilized as Pallbearers also; then a response to the funeral service site is required
- (c) Rest of Details respond to the Funeral Service Location for practice and briefing – Minimum 2hrs in advance
- (d) Start of Funeral Service
  - (i) Posting of Colors
  - (ii) Funeral Service is conducted
  - (iii) Tunnel of Officers – When fallen officer is escorted out of the funeral home or church to the cemetery.
  - (iv) Retiring colors to hearse
  - (v) Pallbearers remove Officer to hearse
  - (vi) Followed by Chaplain and family
- (e) Procession to cemetery
  - (i) Police escort

#### (4) Arrival at cemetery

- (a) Hearse met by Color Guard Team
  - (i) Procession to burial site
  - (ii) Colors Team posts next to hearse
- (b) Officers put into formation at a pre-determined location
- (c) Pall bearers approach hearse and remove deceased Officer
- (d) Officers called to "Present Arms" by OIC
  - (i) Detail Commanders call details to "Present Arms"
- (e) Deceased Officer brought to burial site by pall bearers
  - (i) Casket or urn is placed at final resting spot
    - 1. OIC calls Detail Commander "Bring Your Units to the Order Arms and Parade Rest"
      - a. Detail Commander brings Details and Formation to Order Arms and Parade Rest
- (f) Committal ceremony performed
- (g) OIC provides orders, "Firing Party, Fire Three Volleys" – **Military Honors Only**
  - (i) Detail Commander and OIC render Salutes
- (h) OIC calls the details to the Position of Attending and Present Arms – **Military Honors Only**
  - (i) Detail Commander bring their units to the Position of Attention and Present Arms – **Military Honors Only**
- (i) Firing Party conducts Three Volleys; **Military Honors Only**
- (j) Bugler plays Taps; **Military Honors Only**
- (k) OIC calls out to the Detail Commander "Bring Your Units to the Order Arms"; **Military Honors Only**
  - (i) Detail Commanders call the units to Order Arms; **Military Honors Only**
- (l) Single Bag Piper plays Amazing Grace
- (m) First note of Amazing Grace the Flag Fold starts
- (n) Flag presented to OIC
  - (i) If Military Funeral, OIC presents Flag to Military personal
  - (ii) OIC presents Flag to the Chief of Police
    - 1. Flag Fold Team marches off to a pre-determined location
- (o) Chief of Police or Designee and OIC present folded Flag to survivor family member (pre-determined)
  - (i) Chief of Police or Designee kneels in front of surviving family member to receive flag (On one knee)
  - (ii) OIC remains at the position of Attention
    - 1. Formal Speech done as the flag is presented to the family. (see Appendix for formal presentation)
    - 2. Final Salute render by Chief of Police or designee and by the OIC
- (p) Final words provided by the Funeral Director
- (q) OIC calls out to the Detail Commanders "Detail Commanders, Dismiss your Units"
  - (i) Detail Commanders dismiss their individual units



**(5) Funeral service with no burial and urn to remain with the survivor**

- (a) Firing party responds to funeral home or designated location (Military Honors Only)
- (b) Visitation
  - (i) One Day Before – Please Refer to Appendix I.(1)(a-b)
  - (ii) Please refer to Appendix I.(2)(a-b)
- (c) Honor Guard Practice
  - (i) All details respond to funeral service location – Minimum 2hrs in advance
- (d) Start of Funeral Service
- (e) Color Guard; Posting of colors
  - (i) Federal Flag – Under Arms
  - (ii) State Flag
  - (iii) Department Flag
  - (iv) Funeral Service Conducted
    - 1. Flag Fold Team approaches Casket and unfolds the American Flag
  - (v) OIC provides orders, “Firing Party, Fire Three Volleys” – **Military Honors Only**
    - 1. Detail Commander and OIC render Salutes
  - (vi) OIC calls the details to the Position of Attending and Present Arms – **Military Honors Only**
    - 1. Detail Commander bring their units to the Position of Attention and Present Arms – **Military Honors Only**
- (f) Firing Party conducts Three Volleys; **Military Honors Only**
- (g) Bugler plays Taps; **Military Honors Only**
- (h) OIC calls out to the Detail Commander “Bring Your Units to the Order Arms”; **Military Honors Only**
  - (i) Detail Commanders call the units to Order Arms; **Military Honors Only**
- (i) Single Bag Piper plays Amazing Grace
- (j) First note of Amazing Grace the Flag Fold starts
- (k) Flag presented to OIC
  - (i) If Military Funeral, OIC presents Flag to Military personal
  - (ii) OIC presents Flag to the Chief of Police
    - 1. Flag Fold Team marches off to a pre-determined location
- (l) Chief of Police or Designee (Military Personnel) and OIC present folded Flag to survivor family member (pre-determined)
  - (i) Chief of Police or Designee (Military Personnel) kneels in front of surviving family member to receive flag (On one knee)
  - (ii) OIC remains at the position of Attention
    - 1. Formal Speech done as the flag is presented to the family. (see Appendix for formal presentation)
    - 2. Final Salute render by Chief of Police or designee and by the OIC
      - a. Chief of Police or designee and the OIC then leave the site of the family.
- (m) Final words provided by the Funeral Director

## II. 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.