

SACRAMENTO POLICE DEPARTMENT

FUNERAL PROCEDURES MANUAL



RM 230.07



SACRAMENTO POLICE DEPARTMENT REFERENCE MANUAL



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FUNERAL PROCEDURES MANUAL

TO: ALL PERSONNEL

It shall be the policy of the Sacramento Police Department to address the funeral arrangements for deceased officers, employees, or City officials in the most respectful and sympathetic manner consistent with the wishes and needs of the family.

The Department shall consider honoring the off-duty/retired officer or employee, and designated City officials who pass away as a final tribute for their service to the City and community.

The Chief of Police shall, in honor of any of these persons, order the lowering of the flag at all police facilities for a specified length of time.

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.

Because the ceremony is a public display of our respect for the deceased employee, it is imperative that it be marked by the adherence of protocol, by precision in timing and execution, and by the sense of order that appropriately marks the "POLICE FUNERAL".

SACRAMENTO POLICE DEPARTMENT
REFERENCE MANUAL

A. FUNERAL

1. The extent to which the Department participates in the funeral service shall depend upon the following:
 - a. Employment status
 - b. Manner of death
 - c. Expressed wishes of the deceased
 - d. Expressed wishes of the family of the deceased
 - e. Direction of the Chief of Police (COP).
2. The funeral may range from a ceremonial military-type funeral to an informal "paying of respect" by former co-workers and acquaintances.
3. The procedures as written, while they are to be complied with, are flexible and may be altered to fit a particular situation. The location, type of service, and wishes of the family will influence the ceremony.
4. Memorial services may be incorporated into any part of this procedure deemed appropriate by the Captain, Personnel Services Division (PSD).

B. GENERAL PROVISIONS FOR DEATHS IN THE LINE OF DUTY

1. A full formal law enforcement funeral, in concurrence with the expressed wishes of the deceased and/or the family of the deceased, shall be conducted if the death is in the line of duty of a Sacramento Police Officer. On these occasions **ALL** officers and uniformed civilian employees who attend shall be in uniform. (An exception shall be made for officers working in an undercover assignment.)
2. If the employee was an officer killed in the line of duty, contact the CHP Academy Special Projects Program for the Special Protocol – Death of a Peace Officer Certificate and flag.

C. SPD PERSONNEL DUTIES FOR DEATH IN THE LINE OF DUTY FUNERAL

A Funeral Operations Command Staff shall be appointed by the COP. These appointments shall be made in sufficient time before the funeral to allow for planning and coordination and shall be identified as:

1. Captain, PSD
The Captain, PSD, shall be responsible for the entire Funeral Operation. Other members of the Funeral Operations Command Staff shall assist the Captain, PSD, in planning, directing, and carrying out the funeral service. The Captain, PSD, shall assign the personnel required to accomplish the funeral arrangements as follows.
2. Police Chaplain
The Police Chaplain may conduct the funeral services (wake, rosary, memorial service, funeral service, committal service, etc.) if desired by the family, and may assist in their spiritual and emotional needs.
3. Family Contact
The person (or persons) assigned by the Captain, PSD, shall, with the family's approval, remain with the family at all times. They shall provide security, transportation, and liaison between the Captain, PSD, or designee, and the family. They shall conduct a follow-up contact with the family three (3) days after the funeral. A trained Peer Support member should be considered for this assignment.
4. Division Contact
The person (or persons) assigned by the Captain, PSD, should be the Office, Division, Section, etc. where the deceased employee worked. They shall provide liaison between fellow employees and the Captain, PSD.
5. Travel Coordinator
This person shall arrange and coordinate any travel or lodging (if the deceased is to be buried in another city or state, where an overnight stay is necessary.)
6. Traffic Supervisor
This person shall coordinate and conduct 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.)
7. Honor Guard Commander
This person is responsible for all ceremonial rites, Honor Guard, the playing of taps, and flag folding at the funeral home, church, or cemetery.

**SACRAMENTO POLICE DEPARTMENT
REFERENCE MANUAL**

D. INFORMATIONAL STAGE FOR DEATH IN THE LINE OF DUTY FUNERAL

Captain, PSD, in conjunction with the Police Chaplain shall:

1. create a name, phone number and responsibility contact sheet.
2. arrange a family meeting to:
 - a. explain what a police funeral entails.
 - b. determine if the family desires a police funeral service and/or the Department's assistance.
 - c. offer assistance of the Family Contact Person(s), who will arrange transportation and/or lodging needs for family members arriving from another location.
 - d. let the family choose the funeral home desired.
 - e. contact the funeral home and schedule a meeting for the family, once selected.
 - f. ensure the family has signed the necessary forms (hospital, coroner, and/or medical examiner release forms.)
 - g. if the family wishes the deceased employee to be buried in uniform, ensure that a clean uniform in good repair is available.
 - h. determine the family's feelings about the media being in, or at, the funeral home, at the church service, or at the cemetery.
 - i. ask the family's preference on pallbearers.
 - j. get all of the information on the deceased employee and dependents for the necessary City, State, and Federal benefit forms.
3. after the family meeting:
 - a. contact the pallbearers and compile a list for the funeral home personnel to be used in the obituary and newspaper notices. The pallbearers will need as much time as possible to rehearse and practice their maneuvers.
 - b. make arrangements for an Honor Watch at the funeral home or church.
 - c. secure an American flag for the casket.
 - d. secure a photograph of the deceased from the family or the Department's records for use by the funeral director (styling of hair, restoration work, etc.) and for the news media.
4. at the family and funeral home meeting:
 - a. give the funeral director the list of pallbearers and inform him/her a police funeral service will be held, with details to be worked out later with him/her and the presiding clergy.
 - b. take note of all service and interment times and places.
 - c. get the minister, priest, or rabbi's name and telephone number, if the service is not to be conducted by the police chaplain. (The chaplain may be the liaison between the clergy and the Captain, PSD.)
 - d. obtain the name of the funeral director who will be in charge of the funeral and burial services. (Especially important if more than one funeral home is involved where burial may be in another location.)
 - e. determine if an open or closed casket service will be held and, if open, at what point in the service the casket will be open and when the casket will be closed for the final time. (For removal of badge, hat piece, awards, weapons, etc.)
 - f. immediately after the family and funeral home meeting provide information on funeral and burial service times and location to:
 - (1) Office of the Chief
 - (2) Deceased employee's supervisor and commanding officer.
 - (3) Police Information Officer (PIO) or local media representatives
 - (4) PIO for broadcast to police personnel and teletype message to allied agencies.
5. clergy meeting:
 - a. If the funeral is to be conducted by Clergy who is not a police chaplain, the chaplain shall meet with them and explain what a police funeral consists of.
 - b. Obtain the Order of Service for the funeral and Committal Services.

E. PLANNING STAGE FOR DEATH IN THE LINE OF DUTY FUNERAL

Captain, PSD, or designee

1. Funeral home meeting:

**SACRAMENTO POLICE DEPARTMENT
REFERENCE MANUAL**

- a. Make arrangements for Honor Watch and viewing of the deceased.
- b. Arrange to have a door left unlocked if they normally close at a certain time.
2. On-site inspection of the place of service:
 - a. Where the funeral service is to be held:
 - (1) Make a diagram of the sanctuary/auditorium and accessory areas.
 - (2) Determine the maximum occupancy and work out arrangements for overflow crowd. Secure a public address system if necessary.
 - (3) Determine where the family will enter for the funeral service so that the Honor Guard can be properly posted.
 - (4) Determine seating arrangements and reserve seating.
 - b. Where the committal service is to be held:
 - (1) Make a diagram of the cemetery and surrounding areas.
 - (2) Determine where entrances to the cemetery are located, processional routes to the gravesite, and parking locations.
 - (3) Determine where the funeral coach and family limos will stop.
 - (4) Determine where family will be during the committal service, and locations for the Honor Guard, pallbearers, media, family friends and citizens, and uniformed officers.

F. UNIFORM FOR DEATH IN THE LINE OF DUTY FUNERAL

1. Officers who are attending in uniform shall wear the "Class A" uniform as described in GO 430.01.
2. Non-sworn employees attending in uniform shall wear the "Class A" uniform as described in GO 430.02.

Note: In the event of extremely hot weather, short sleeve shirt without tie may be worn. This shall occur with advice from the Captain, PSD, and in concurrence with the COP.
3. Personnel not attending in uniform shall wear a style of civilian clothing that is of a conservative and contemporary business attire.
4. Upon the death of a police officer in the line of duty, a black band shall be worn across the face of the star/shield. The black band shall be worn angled down from the left shoulder towards the heart. The black band shall be worn from the time of death until interment is concluded.
5. Inspections of all personnel shall be conducted by their commander before departing Department facilities for any function dealing with the funeral.

G. FUNERAL CEREMONY FOR DEATH IN THE LINE OF DUTY

1. Only portions of this procedure may apply. The Captain, PSD, shall adjust for the local practice.
2. The ceremony may begin at any of the following places:
 - a. Church/Chapel/Funeral Home
 - (1) All officers shall be in formation in designated areas at least 15 minutes before the arrival of the funeral coach or start of the ceremony, whichever is appropriate. Officers shall be assembled in ranks outside of the church/chapel/ funeral home and be instructed on procedures by the Captain, PSD, or designee.
 - (2) Command officers shall attend in uniform, if possible, and will be assembled with other uniformed personnel.
 - (3) Officers in plain clothes who are part of the ceremony shall assemble in ranks as designated by the Captain, PSD. They shall wear their badge/shield, with black band.
 - (4) Before the ceremony, at the church/chapel/funeral home, the moment the funeral coach arrives the Captain, PSD, or designee shall command: OFFICERS—ATTENTION. All officers shall stand at attention as the funeral coach comes to a stop in front of the church/chapel/funeral home.
 - (5) When all is in readiness to move the casket into the church/chapel/funeral home, the Captain, PSD, or designee shall give the command: PRESENT ARMS. All uniformed officers (except the Pallbearers and Honor Guard) shall render a hand salute. Non-uniformed personnel shall place their right hand over the left side of the chest (heart).

SACRAMENTO POLICE DEPARTMENT
REFERENCE MANUAL

- (6) When the casket enters the church/chapel:
 - (a) the Captain, PSD, or designee shall command : ORDER ARMS, AT EASE. All officers will stand at ease.
 - (b) officers shall proceed inside to standing or seating areas designated by the Captain, PSD, or designee.
 - (c) officers shall enter in columns of two or single file, as directed.
 - (d) officers shall uncover and place their hat under their left arm with the bill facing forward.
 - (7) At the completion of the services, all officers shall pass in review of the casket. Officers shall place their hat under their left arm the bill facing forward, exit the church/chapel/funeral home, cover as they emerge, and reassemble in the original formation.
 - (8) When the casket appears at the entrance to the church/chapel/funeral home:
 - (a) the Captain, PSD, or designee shall command: OFFICERS- - ATTENTION. Officers shall stand at attention.
 - (b) the Captain, PSD, or designee, shall command: PRESENT ARMS. Uniformed officers shall render the hand salute and-non-uniformed personnel shall place their right hand over their left chest (heart).
 - (9) Once the casket is secured in the funeral coach, the Captain, PSD, or designee, shall command: ORDER ARMS. Officers will remain at attention until ordered to move to their vehicles for the procession to the gravesite.
- b. Gravesite
- (1) All officers shall, upon arrival at the gravesite, assume their positions in formation near the gravesite. Formation positions shall be determined by the Captain, PSD, or clergy/Police Chaplain before service. The formations shall be placed as near as practical to the grave. (See Exhibit A)
 - (2) When all is in readiness to move the casket from the funeral coach, the Captain, PSD, or designee shall command: OFFICERS-ATTENTION:
 - (a) Officers shall stand at attention until the Captain, PSD, or designee commands: PRESENT ARMS.
 - (b) Officers shall render the hand salute and hold the salute until the casket is placed on the lowering device.
 - (c) The pallbearers shall move to their position away from the casket.
 - (d) The Captain, PSD, or designee shall command: ORDER ARMS. The Captain, PSD, or designee shall then command: PARADE REST.
 - (e) All officers shall remain covered and at the parade rest position during the graveside service.
 - (f) Twenty-one gun salute if requested
 - (3) If Taps are sounded, the following procedure applies:
 - (a) The Captain, PSD, or designee shall command: OFFICERS ATTENTION.
 - (b) The Honor Guard shall move to a position at the casket if they are not pall bearers.
 - (c) The Honor Guard shall raise the flag from the casket, hold it horizontal, waist high, until the conclusion of Taps.
 - (d) The Captain, PSD, or designee shall command: PRESENT ARMS, as the Honor Guard lifts the flag.
 - (e) At the conclusion of Taps, the Captain, PSD, or designee shall command: ORDER ARMS. Officers shall remain at attention while the flag is folded.
 - (4) During the folding and presentation of the flag, the following procedure applies:
 - (a) The Captain, PSD, or designee, shall command: OFFICERS ATTENTION.

**SACRAMENTO POLICE DEPARTMENT
REFERENCE MANUAL**

- (b) The Honor Guard shall move to a position at the casket and fold the flag.
- (c) The Honor Guard Sergeant shall receive the folded flag and present the flag to the COP, designee, or the Captain, PSD.
- (d) The Honor Guard Sergeant shall then move to the original position away from the grave and the Honor Guard will form on the Sergeant.
- (e) Once the Honor Guard is formed the Captain, PSD, or designee shall command: PARADE REST.
- (f) The COP, designee, or the Captain, PSD carrying the flag shall proceed by the most direct route to the deceased's nearest of kin.
- (g) The folded flag shall be presented to the nearest of kin, solace offered, the position of attention assumed, the hand salute presented and the presenter returns to his/her original position.
- (5) Following the presentation of the flag (or any other presentations), the pallbearers shall file past the casket, laying their white gloves on top of the casket.
- (6) The Captain, PSD, or designee, then commands: OFFICERS ATTENTION, DISMISSED.

3. Motorcade

- a. The motor vehicle procession shall begin at the church/chapel/ funeral home and proceed to the cemetery or gravesite as follows:
 - (1) motorcycle escort
 - (2) Honor Guard (black and white vehicles)
 - (3) funeral coach
 - (4) family limousine (s)
 - (5) Pallbearers (black and white vehicles)
 - (6) COP
 - (7) other vehicles
 - (8) last vehicle (black and white police).
- b. The motorcycle escort shall precede the procession to the cemetery; they shall set the pace. Where appropriate, the motorcycle escort may flank the funeral coach. An appropriate size motorcycle detail shall provide uninterrupted movement for the funeral procession to the gravesite.

4. Cremation

When the body has been cremated, casket, body, and remains, as used herein, refer to the container. Upon request of the family, the following procedure shall be followed:

- a. For all phases of the funeral in which the cremated remains are carried by hand, one officer, or pallbearer, shall carry the receptacle. Four Honor Guard officers shall be flag bearers. When the receptacle is carried from a conveyance into the church/chapel, from the church/chapel to the conveyance to the grave, the flag bearers shall follow the receptacle with the flag folded and carried by the leading flag bearer on the right.
- b. When the receptacle has been placed on the stand before the chancel of the church/chapel, or when placed in the conveyance, the flag shall be folded and placed beside the receptacle. If the funeral coach is equipped with a casket container for the receptacle, the open flag shall be laid on the container as prescribed for a casket.
- c. When funeral coach is not used, suitable transportation shall be provided and the receptacle bearer and flag bearers.

5. Pallbearers

- a. The first consideration in the selection and assignment of the pallbearers shall be the wishes of the deceased's family. If the family expresses no preference, the pallbearers shall consist of six (6) officers. Personnel acting as pallbearers shall be in uniform or in civilian clothing, based on the wishes of the family. The Captain, PSD, shall select the pallbearers. They shall be volunteers of the

SACRAMENTO POLICE DEPARTMENT
REFERENCE MANUAL

Department or members of the Honor Guard, at the direction of the Chief of Police.

- b. Responsibilities of Pallbearers
 - (1) At the church/chapel, the pallbearers shall form a corridor outside of the church/chapel, three (3) members on each side.
 - (2) On arrival of the funeral coach, the pallbearers shall accept the casket and move into the church/chapel, place the casket appropriately, undrape the flag (if flag is draped and the casket is to be opened), be seated and uncover.
 - (3) After the services, the pallbearers do not pass in review of the casket. They cover and remain inside standing at attention until everyone has exited. The pallbearers then redrape the casket (if previously flag draped), take the casket and move out to the waiting funeral coach.
 - (4) Pallbearers shall ride in the first two police vehicles behind the immediate family.
 - (5) Upon arrival at gravesite, the pallbearers shall again accept the casket from the funeral coach and move slowly to the grave. The casket shall then be placed onto the lowering device. The pallbearers shall then move to a designated position and face the casket. The pallbearers shall remain at attention until the Captain, PSD, or designee, commands them to the parade rest position.
 - (6) After the Honor Guard has concluded folding the flag and the flag has been presented to the nearest of kin, the pallbearers shall come to attention, remove the white gloves, and file past the casket laying the gloves atop. The pallbearers shall return to their position and remain at attention until commanded by the Captain, PSD, or designee, to be dismissed.

- 6. Honor Guard
 - The Honor Guard shall have the following duties:
 - a. Form a corridor into the church/chapel/funeral home with equal numbers on each side.
 - b. They may precede the casket into the church/chapel/funeral home.
 - c. Inside the church/chapel/funeral home, the Honor Guard may stand with equal numbers on each side of the casket at parade rest. When those present pass and review, the Honor Guard shall stand at attention until everyone exits.
 - d. The Honor Guard may:
 - (1) precede the casket to the funeral coach.
 - (2) form a corridor through which the pallbearers shall pass. As the casket emerges from the church/chapel/funeral home, the Honor Guard shall stand at attention. Upon the command to present arms, given by the Officer in Charge, the Honor Guard shall render a hand salute. The salute shall be held until the casket is secured and the command to order arms is given by the Captain, PSD, or designee.
 - (3) ride in the first police vehicles behind the motorcycle escort and precede the funeral coach.
 - e. Upon arrival at the gravesite, the Honor Guard may precede the casket to the gravesite, and assume designated position. Other department uniform personnel may form on them, depending on the location of the grave.
 - f. If the Honor Guard performs the pallbearer detail, they remain at the casket throughout the ceremony, then fold the flag and present it to the COP.
 - g. If it is part of the service, perform a twenty-one gun salute (prior to playing of Taps)
 - h. At the conclusion of the gravesite rites, or preceding the playing of Taps, the Honor Guard may move to a position at the casket. If Taps are played, the flag shall be lifted until conclusion. If Taps are not played, the flag shall be folded in the prescribed manner. h. The flag shall not touch the casket or the ground.
 - i. The flag, once folded, may be passed to the ranking Honor Guard member.

**SACRAMENTO POLICE DEPARTMENT
REFERENCE MANUAL**

- j. The Honor Guard shall:
 - (1) receive the folded flag in both hands, held chest high, and present the flag to the COP, designee, or the Captain, PSD.
 - (2) take one step back, salute the flag for three (3) seconds and return to the original position away from the casket.
- k. The remainder of the Honor Guard shall then proceed to and form on the ranking Honor Guard member.

H. OFFICERS – OUTSIDE AGENCIES

Officers from outside agencies attending any portion of the funeral will be asked to place themselves under the supervision of the Sacramento Police Department Captain, PSD, or designee.

I. SERVICE OF DEATH NOT IN THE LINE OF DUTY

- 1. When the deceased is a retired/off-duty Sacramento Police Officer, civilian employee, or designated city official, in concurrence with the expressed wishes of the deceased and/or the family of the deceased, the Honor Guard and/or pallbearers shall be available. On these occasions the uniform is optional.
- 2. The Captain, PSD, in conjunction with the chaplaincy, shall oversee all arrangements and coordinate the following provisions when the deceased is a retired/off-duty Sacramento Police Officer or designated City official:
 - a. Contact the nearest of kin to offer any assistance in completing the funeral arrangements.
 - b. Ensure a funeral notice is published in-house through an e-mail message.
 - c. Provide the surviving family with names and telephone numbers of various agencies that may help them with financial or legal matters, i.e., City Personnel, Sacramento Police Officers Association (SPOA), etc.
 - d. Advise the surviving family the following personnel may be available to assist in the funeral services:
 - (1) Police Chaplain
 - (2) Honor Guard
 - (3) Office of the Chief
 - (4) Peer Support
 - e. Offer an escort for the widowed spouse and/or parents of the deceased, if either is without one and desires one.
 - f. The composition and strength of the funeral detail shall depend upon the availability of personnel and family wishes. The Department may provide:
 - (1) Pallbearers - 6 uniformed officers
 - (2) Honor Guard -depends upon service
 - (3) On-duty personnel from deceased's Office/Section/Division of assignment (allow maximum attendance consistent with minimum deployment needs)
 - (4) Off-duty personnel
 - (5) On-duty personnel from divisions other than the deceased's Office of assignment
 - (6) Escorts as needed.
 - g. The wearing of the black band in all other cases will be during the funeral, memorial services, and graveside services.

J. SUICIDE

The Department does not take an official ceremonial role when the death of a current employee is a suicide, but will provide support and informational assistance to the surviving family.

- 1. The employee's division commander shall advise the family the following personnel may provide assistance or be available to assist in the funeral services:
 - a. Police Chaplain
 - b. Peer Support
- 2. Upon the family's request, publish an in-house funeral notice through an e-mail message.
- 3. Provide the surviving family with names and telephone numbers of various agencies that may help them with financial or legal matters, i.e., City Personnel, Sacramento Police Officers Association (SPOA), etc.

SACRAMENTO POLICE DEPARTMENT
REFERENCE MANUAL

K. POLICE OFFICER FUNERAL – OUTSIDE AGENCIES

1. The Captain, PSD, or designee, shall make contact with the concerned law enforcement agency as soon as possible to ascertain the date, time, and location of the funeral and burial services.
2. Honor Guard
 - a. When an officer from any agency within a 150 mile radius of Sacramento is killed in the line of duty or police related incident, the COP may dispatch the Honor Guard.
 - b. If only the Honor Guard is to attend, it shall be the duty of the Honor Guard Commander to make all necessary arrangements.
3. Motors
 - a. When an officer from any agency within a 150 mile radius of Sacramento is killed in the line of duty or police related incident, the COP may dispatch motor officers to attend the service. In some cases, motor officers may be dispatched beyond the 150 mile radius, at the discretion of the COP.
 - b. If only the Motor Unit is to attend, it shall be the duty of the Sergeant in charge to make all necessary arrangements.
4. If, in addition to the Honor Guard and a Motors contingent, other uniformed officers are assigned to attend the funeral services, the Deputy Chief, Office of Operations, shall assign a Lieutenant or above to command the contingent.
5. Department transportation shall be authorized.
6. Upon arrival at the location of the services, the officers shall place themselves under the command of the hosting agency.

EXHIBIT A

