

# **SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 93.1**

## **FUNERAL POLICY**

**ISSUED APRIL 2006**

### **93.1.1 Departmental Response to the Serious Injury or Death of a Member**

The purpose of this policy is to outline the Department's response to the serious injury or death of a Department member, retiree or other law enforcement member. Notification responsibility, assignments and funeral protocol is included.

The Department recognizes that this is a very difficult time for the family and the Department as a whole. Every effort will be made to assist the family as much as possible. The extent of our participation will depend on the wishes of the family and the resources available.

In the event of the serious injury or death of a Department member, the Peer Support Unit will initially be called out (See [General Order 22.7](#)). A Police Family Support Team will be also assembled as soon as possible. The components of this team are outlined in this General Order.

### **93.1.2 Definitions**

**Active Member Injury, Illness or Death in the Line-of-Duty:** A member of the Department who is actively employed or in an authorized volunteer service, who suffers a serious or fatal injury or illness while taking any action that the member is authorized or obligated to perform by law, rule, regulation, or condition of employment or service, whether on or off duty.

**Active Member Injury, Illness, or Death not in the Line-of-Duty:** A member of the Department who is actively employed or in an authorized volunteer service, who suffers a serious or fatal illness while off-duty and which is non-police related.

**Retired Member Death:** The death of a retired member who is in good standing and fully separated through retirement from the Department. A retiree is defined as:

- Any sworn or non-sworn member who resigns having completed at least 20 years of service, regardless of age; or
- Any sworn or non-sworn member who resigns and who is eligible to begin receiving pension benefits; or
- Any former sworn or non-sworn member who is receiving a City disability pension.

**Death of Another Law Enforcement Agency Member:** A member of an agency, which is recognized as a public law enforcement agency, who dies while taking any action that the member is authorized or obligated to perform by law, rule, regulation, or condition of employment or service, whether on or off duty.

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### Full Department Honors

Full Departmental Honors are the rendering of honors at the funeral of a member of the Department who died in the line-of-duty.

The following Full Departmental Honors will be rendered, upon approval of the family:

- Flags at all City buildings will be flown at half-mast from the day of death for three days in accordance with [CMD 77](#).
- All members of the Department with badges will place a black sash or ribbon on it. The sash is to be worn diagonally across the badge, as illustrated below:



- An Honor guard representative will be assigned to the funeral parlor during all viewing times at the discretion of the Chief of Police.
- A United States burial flag will be provided to drape the casket.
- Colors will be conducted by the Honor guard at the committal service.
- Flag folding ceremonies will be conducted by the Honor Guard at the committal service.
- The flag will be presented to the family by the Chief of Police or his designee.
- A 21-gun salute will be performed by the Honor Guard at the committal service.
- "Taps" will be played at the committal service.
- A bagpiper may play at the committal service.
- A police motorcycle escort for the hearse and/or family will be provided for the funeral service.

### Departmental Honors

Departmental Honors are the rendering of the honors at the funeral of a member of the Department where the cause of death was not in the course or scope of the member's employment.

Departmental Honors are to be used at the funeral of a retired member of the Department.

The following Departmental Honors will be rendered, upon request of the family:

#### Active Member

- A United States burial flag will be provided to drape the casket.
- The Honor Guard may conduct flag folding ceremonies.
- The flag will be presented to the family by the Chief of Police or his designate.
- A police motorcycle escort for the hearse and/or family may be provided for the funeral service at the direction of the Chief of Police.

### Retired Member

- An Honor Guard representative may be assigned to the funeral parlor during all viewing times at the discretion of the Chief of Police.
- A United States burial flag will be provided to drape the casket.
- Colors will be conducted by the Honor Guard at the committal service at the discretion of the Chief of Police.
- All retired members of the Department with badges will place a black sash or ribbon on it. The sash is to be worn diagonally across the badge, as illustrated below:



- Flag folding ceremonies may be conducted by the Honor Guard.
- The flag may be presented to the family by the Chief of Police or his designee.
- "Taps" may be played at the committal service.
- A bagpiper may play at the committal service.
- A police motorcycle escort for the hearse and/or family may be provided for the funeral service.

### **Ceremonial Honors**

Ceremonial Honors are the rendering of honors on, but not limited to, the funeral of a person the Department wishes to honor.

Ceremonial Honors can include some or all of the honors rendered as part of the Full Departmental Honors or Departmental Honors.

All Ceremonial Honors must have prior approval of the Chief of Police.

#### **93.1.3 Police Family Support Team**

The Police Family Support Team will consist of the following personnel:

- Executive Liaison - The Captain of the Division the member was assigned to.
- Family Liaison Officer - An officer designated by the family and agreed to by the Department, who coordinates the wishes of the family and the activities of the Family Support Team. This includes making arrangements for travel and lodging for family members. The Chief of Police must first approve any financial commitment for these expenses.
- Benefits Coordinator - A member who will be responsible for advising the family of all benefits for which the member and his/her family are eligible.
- Press Information Officer - The PIO will coordinate all press releases and arrange for media coverage of any funeral services.

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- Traffic Coordinator - The Lieutenant in charge of the Traffic Division or his/her designee will be responsible for coordinating and conducting any and all movements of vehicles involved in a funeral operation. This includes arranging for traffic control at intersections.
- Honor Guard Coordinator - The ranking member of the Honor Guard will be responsible for coordinating all ceremonial rites involved in a funeral operation.

The Police Family Support Team (or portions thereof) will be activated at the direction of the Chief of Police. Upon activation, a notice will be posted on the bulletin board listing the names of the Team and their responsibilities.

The Police Family Support Team will also provide the Department with any needed communication regarding the funeral operation.

When activated, the members of the Police Family Support Team will contact the Executive Liaison on a daily basis to provide an update.

### **93.1.4 Notification of Family Members**

The following are the general procedures regarding notification of deaths and life-threatening injuries.

In all situations where a member of the Department is seriously or fatally injured, the Family Members and their needs should be given prime consideration.

The name of the seriously or fatally injured member shall not be released to the media before the Family Members are notified.

If the Family Members live outside the area, and having a Santa Clara Police representative make the personal notification would cause an unreasonable delay, the ranking officer on duty shall request a prompt and personal notification from the jurisdictional law enforcement agency in the area in which the Family lives.

If our Department is requested by another law enforcement agency to perform a personal notification of a serious injury or death of one of their members to a Family member living in Santa Clara, the same courtesy and procedures shall be afforded to the agency as that which would be done for our own Department.

### **Notification Team Composition / Responsibilities**

The notification team should be made up of members of the Peer Support Unit, a supervisor, an officer known by the injured employee's family (if possible), and at least one uniformed officer. Consideration should be given to arranging for childcare in the event the spouse will be going to the hospital.

Employees outside the official notification team are prohibited from making contact with Family Members prior to official notification. Employees should caution their family members against contacting the Family Members prior to the official notification.

The following Family Members should receive immediate contact from the Notification Team, based on the member's specifications in the emergency contact form:

- Spouse and children
- Parents
- Others, as requested by family

Prior to arrival of the notification team, accurate and up-to-date information should be secured. The notification team's goal should be to make a timely notification before Family members learn through other means.

### **93.1.5 Response to a Life Threatening Injury, Illness or Death Suffered in the Line of Duty**

When a member of the Department suffers a life threatening injury or illness or is killed in the line of duty, the following will be provided for the Family members:

Personal notification of Family members residing nearby.

- Notification by local jurisdiction if the Family member lives outside the area.
- Transportation to the medical facility or other location for local Family members.
- Security for the Family member and/or their home if deemed necessary by the Chief of Police.
- Peer Support Unit and Family Support Team members available 24 hours per day.
- Any other requests for additional support for the family (transportation, lodging, financial) must be made through the Family Support Team and approved by the Chief.
- These supportive measures will be provided from the time of the serious injury until the member's life is no longer threatened, or, in the event of death, 24 hours after the committal services.
- The above-listed supportive measures will also apply to situations where the injured employee hospitalized outside the area.
- In the event an employee is killed in the line of duty outside the area, a Family Support Team member or their designee will go to the location where the employee was killed to handle the logistical details and provide an escort for the remains.

### **93.1.6 Response to a Life Threatening Injury, Illness or Death Not Suffered in the Line of Duty.**

When a member of the Department suffers a life threatening injury or illness or is killed NOT in the line of duty, some or all of the above supportive measures will be provided at the request of the family and with the approval of the Chief of Police.

### **93.1.7 Response to the Death of a Retiree**

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In the event of the death of a retiree, where the family has requested the rendering of Departmental Honors for a local funeral service, the Family Support Team will be activated to fulfill such request with the approval of the Chief of Police.

### **93.1.8 Departmental Representation at Out of Town Funeral Services for in the Line of Duty Deaths**

With the approval of the Chief of Police, the following persons, at the Department's expense, will attend the out of town funeral of a Department member killed in the line of duty:

- Executive Staff Members
- Family Liaison Officer
- Honor Guard Coordinator
- Honor Guard (specific make-up, including motorcycles, to be determined by the Chief)
- Additional personnel and vehicles as authorized by the Chief of Police

### **93.1.9 Departmental Representation at Funerals of Other Law Enforcement Agency Members (Line of Duty Deaths)**

A supervisory officer will be designated by the Executive Liaison, as the Officer-in-Charge of the Department's official representation at the funeral.

The dress of the day will be as designated by the hosting agency or the Santa Clara Police Department.

The Traffic Commander may send escort motorcycles subject to staffing considerations at the time of the funeral.

The duties of the official representation team may be considered an on-duty assignment.

The make-up of the Department's official representation will be influenced by the distance to be traveled and staffing considerations.

This guideline does not prohibit attendance at other law enforcement agency funerals by those officers who wish to travel by private transportation, off-duty, nor does it prohibit the use of police vehicles, if approved by the Chief of Police.

### **93.1.10 Demeanor of Officers at Memorial, Funeral and Committal Services**

#### **Memorial and Funeral Services**

The word chapel is interpreted to include the church, funeral home, or other inside location where a memorial or funeral service is held, other than the committal service.

The word casket is interpreted to include any receptacle containing the remains of the deceased, including cremated remains.

The words cover and uncover are interpreted to be the placing of a hat and the removing of a hat from one's head.

When inside the chapel, the following will apply:

- Honor Guard members posted at the casket will remain covered.
- All other personnel with hats will remain uncovered and will carry the hat under the non-gun side when not seated. An exception to this may be made while in formation and/or while saluting the casket.
- When outside the chapel, all personnel wearing hats will remain covered at all times.

### **Committal Services**

At a law enforcement funeral, persons in uniform will come to ATTENTION and will execute the hand salute at the command, PRESENT ARMS, which will be given:

- Any time the flag is being moved.
- When the casket is moved from the site of the funeral/memorial service to the hearse, or from the hearse to the site of the committal service.
- During the firing of the volleys.
- While "Taps" is being played.

At a law enforcement funeral, law enforcement personnel not in uniform will place the right hand over the heart at the command, PRESENT ARMS, which will be given:

- Any time the flag is being moved.
- When the casket is moved from the site of the funeral/memorial service to the hearse, or from the hearse to the site of the committal service.
- During the firing of the volleys
- While "TAPS" is being played.

The hand salute or the right hand over the heart, will be held until the command, ORDER ARMS, is given.

In accordance with military custom, hats will not be removed for prayers, but all personnel will bow their heads, as a sign of respect.

Uniformed personnel, when not at ATTENTION, will remain in the position of PARADE REST during the outside committal service.

#### **93.1.11 Serious Injury or Death Notification Within the Department**

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When a member is seriously injured, killed or dies while working, the Watch Commander will:

- Notify the members of the Executive Staff
- Notify members of the Peer Support Unit.
- Notify members of the Family Support Team as identified by the Chief of Police.
- Notify the Press Information Officer

When a member is seriously injured, killed or dies while off duty, and the death is not duty related, the Watch Commander will:

- Notify the members of the Executive Staff
- Notify members of the Peer Support Unit
- Notify members of the Family Support Team as identified by the Chief of Police

When a member is killed or dies whether on or off duty, the Division Commander:

- Will be responsible for having the member's police issued equipment and personal belongings collected and inventoried.
- Will see that the member's personal belongings are delivered to the spouse, parents, nearest responsible relative or executor of the estate.

When a member is killed or dies while working, the Records Division, with the Chief's approval, will send a teletype concerning the incident to the other law enforcement agencies. When funeral arrangements are set, this information will also be transmitted.