3-02/060.20 - Pre-Funeral Arrangements

The death of a Department member, regardless of cause or circumstance, is to be treated with respect and due concern for the affected family. Depending on whether the deceased was a sworn or civilian member of the Department, and whether the demise was an off-duty or on-duty death, the Disability Management and Compliance Unit retains the overall responsibility with regard to ensuring any subsequent funeral services are facilitated.

The Disability Management and Compliance Unit will act as the liaison between the family and the Department in order to communicate the family's wishes and desires regarding the Department's involvement in any funeral services.

Prior to the member's funeral, the following shall occur:

- The Disability Management and Compliance Unit will coordinate with the family to facilitate their needs. The employee's home unit will assist the Disability Management and Compliance Unit as necessary, to facilitate the wishes of the family;
- Offer the family a uniformed honor guard type service, a conventional type service, or, if the deceased had served in the active military, a full military service (refer to an appropriate service protocol as stated in 03-02/060.21, Guidelines for Department Member Funeral Services);
- For all funeral services requested by the family that meet a Departmental protocol, Emergency Operations Bureau (EOB) will coordinate the different resources requested within the protocol. EOB will coordinate those resource requests with the Disability Management and Compliance Unit;
- Notify the EOB duty sergeant at (213) 508-4816 of the death and the anticipated attendance. Depending on the employee's unit needs and resources, EOB will assist the home unit with the planning of the different functions and/or units attending the service (i.e., parking, cortege, cemetery operations, etc.). EOB will be responsible for crafting and disseminating all funeral services arrangements and instructions to the Department;
- Offer the family an honor guard for the casket in the funeral home during viewing hours for non- military services. EOB shall make arrangements for the honor guard and reliefs for Tier 1 services;
- The Disability Management and Compliance Unit shall ensure that an American flag is provided to the mortuary for all sworn or military services, if desired by the family;
- EOB shall determine, with the funeral director, the cortege route and submit this information and the appropriate length of the cortege to the Disability Management and Compliance Unit or unit representative, if applicable;
- If there is a procession, EOB shall be responsible for coordinating with all concerned police departments and the California Highway Patrol the cortege route which may traverse between the church services and cemetery; and
- Units sending personnel to funerals shall curtail the number of patrol cars by assigning four persons to a vehicle.