

## 3-09/220.05 - Logistical Planning - Uniformed Ceremonies for Funerals

In planning a funeral for a deceased member of this Department wherein a uniformed ceremony is desired or appropriate, it can be anticipated that large numbers of personnel, including ranking members of this Department and other law enforcement agencies, will attend, particularly if the death was duty related. Certain logistical and operational concerns, therefore, must be addressed. The following guidelines should not be considered all-inclusive, but are designed to provide Unit Commanders with some insight and assistance in their planning efforts.

- After determining funeral location(s), parking and traffic control must be established. If the Sheriff or other ranking executives are attending or participating in the services, their ingress/egress should be prearranged;
- The Sheriff/ranking officer of this Department should be briefed by the Sheriff's Headquarters Bureau or Disability Management and Compliance Unit regarding family concerns and wishes. Information concerning other officials or dignitaries attending should also be discussed;
- Seating for Department executives attending/participating in the service should be prearranged and reserved. This would, most appropriately, be near the front section of the church or funeral home and in proximity to, or behind, the honor guards;
- Following the services, an appropriate location should be designated for the Sheriff/ranking officer and party to await the procession of the casket to the funeral hearse;
- The procession (cortege) should normally consist of the motorcycle reserve escort or one radio car, the hearse, family limousine, Sheriff/ranking officer's vehicle and police vehicles, followed by the rest of the procession;
- If the cemetery is some distance from the funeral home or church, consideration of the size and speed of the procession is important. Delays and inconvenience to private citizens should be minimized wherever possible. This is a legitimate operational concern and can be accomplished through explicit instructions to the escort vehicles or by placing an Deputy in the funeral hearse;
- An appropriate location for the Sheriff/ranking officer to stand during the grave side ceremony should be designated and made known to the executives;
- An appropriate area for media representatives shall be designated and manned by Sheriff's Headquarters Bureau personnel;
- In the event of a rifle honor guard, the family members should be reminded of the volley of shots so not to frighten them unnecessarily;
- Prior to the services, the Disability Management and Compliance Unit shall ascertain who is to receive the American flag on behalf of the family at the conclusion of the grave side ceremony;
- Department personnel attending the funeral in uniform shall wear the Class A Uniform, long-sleeved

shirt, tie and no cover. Additional uniform accessories, e.g., jackets, rain gear, etc., may be specified as appropriate;

- When particularly large funeral services/processions are expected, the Special Enforcement Bureau, Emergency Operations Bureau, etc., may provide assistance in the overall planning effort; and
- The subsection on "Patriotic Courtesy" in the Policy and Ethics chapter should be consulted for proper courtesy and demeanor during the funeral service.

Although other Department personnel may be utilized to handle funeral arrangements, the Unit Commander is ultimately responsible for the planning and coordinating effort, remembering that the family's desires and requests are the Department's first concern and priority.

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