

ILACP

FUNERAL ASSISTANCE

TEAM MANUAL

ILACP



FUNERAL ASSISTANCE TEAM





MISSION STATEMENT

The mission of the ILACP Funeral Assistance Team is to provide support and assistance to a stricken agency and to the survivors of the fallen law enforcement personnel.

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Board of Directors and Team Members

Chairperson: John J. Konopek, Jr.

Chief of Police, Plainfield Police Department

Co-Chairperson: Steve Neubauer

Chief of Police, Tinley Park Police Department

Team Member: Mark Peyton

Major of Police, Illinois State Police

Team Member: Anthony Novak

Commander of Police, Plainfield Police Department

Team Member: Eric Munson

Sergeant of Police, Plainfield Police Department

Team Member: Tracy Caliendo

Officer, Plainfield Police Department

Team Member: Joe Maranowicz

Deputy Chief of Police, Addison Police Department

Team Member: Mark Karczewski

Captain of Police, Illinois State Police

Team Member: Mark Hannan

Auxiliary Officer, Wheaton Police Department

Team Member: Tom Hogan
Officer, Woodridge Police Department

Team Member: Matt Riedel
Sergeant of Police, Hanover Park Police Department

Team Member: William Weil
Sergeant of Police, Hanover Park Police Department

Team Member: Doug Jacobs
Sergeant of Police, Oak Brook Police Department

Team Member: Paul Lichamer
Sergeant of Police, Downers Grove Police Department

Team Member: Daniel Watton
Lieutenant of Police, Rockford Police Department

Team Member: Patrick St. John
Sergeant, Tinley Park Police Department

Team Member: Perry Dubish
Officer, Tinley Park Police Department





History

In December of 2013, John Konopek, Police Chief of the Plainfield Police Department, approached the Board Members of the Illinois Association of Chiefs of Police (ILACP) and sought their permission and support for the concept of creating a special committee to create a standardized protocol for funeral services of law enforcement personnel. The funeral protocols would be separated into the following categories, which will be later described in greater detail: Line of Duty Death, Off-Duty Death, Retired Death, and Police Canine Death. The ILACP fully supported the concept and as a result a committee was formed.

Chief Konopek, along with Steve Neubauer, Chief of the Tinley Park Police Department, became the leaders of the committee.

On Tuesday, March 4th, 2014, the committee, which consisted of several individuals, sworn and non-sworn, throughout the State of Illinois, as well as the State of Indiana, met and began to work collectively toward accomplishing the task given to the committee. It was because of the hard work and dedication of the group that created the documentation set forth in this manual.

A special amount of gratitude is given to several members of the Illinois Chapter of Concerns of Police Survivors, along with several members of the Indiana Fraternal Order of Police Critical Incident/Memorial Team, who provided a valuable amount of guidance and became part of the committee. Their input and assistance helped facilitate these protocols.



Selection of Team Members

Individuals expressing interest in becoming a team member of the ILACP Funeral Assistance Team are required to submit an application, along with a letter of approval from their department head (i.e. Chief, Sheriff, Director, etc.) supporting their involvement and commitment to the team.

Team members and department heads must understand that team members must be able to respond for up to seven (7) calendar days and be willing to work long hours each day to fulfill the duties and responsibilities of the Team. Team members will also be expected to provide a vehicle for the duration of the activation.

Those members of the team activated, will be reimbursed for the following expenses:

- Mileage
- Lodging
- Per Diem

Team members will not be reimbursed for:

- Salary



ILACP Funeral Assistance Team Application

Please complete the information requested below and return the application to John Konopek by:
Mail: 14300 South Coil Plus Drive, Plainfield, Illinois 60544 or email: jkonopek@plainfieldpd.com

Last Name: _____ First: _____ MI: _____

Department: _____ Rank: _____

Department Address: _____ City: _____ Zip: _____

Home Address: _____ City: _____ Zip: _____

Cell Phone: _____ Cell Phone Provider: _____ Texting Capabilities: YES / NO

Email Address: _____

Where would you prefer your correspondence be sent? Work Home

Please list any applicable training classes you have attended:

<u>Course:</u>	<u>Dates:</u>	<u>Location:</u>	<u>Instructor:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What would your availability to the Team be? _____

Has your department head endorsed your application and commitment to join the Team? _____

Additional Information (use separate page if necessary): _____

Date Application Completed: _____

Activation of the Team / Team Response

Upon request from a department head of an agency seeking the assistance of the ILACP Funeral Assistance Team, team members will receive a group text seeking their assistance and commitment to assist in the planning and preparation of the funeral detail.

The group text will be set up through the Western Will County Communication Center (WESCOM) utilizing a “Everbridge” paging system. Team members receiving the text will respond accordingly with their availability and thus begin the activation of the team. They will also be notified of the “Officer-in-Charge” of the detail assignment, when, and where to respond.

In addition, ILEAS will also have the appropriate contact information available to provide to agencies seeking the assistance of the ILACP Funeral Assistance Team or for additional information. The direct line has been established through WESCOM, which is (815) 782-6782.

Protocols have been established with WESCOM identifying the appropriate questions to ask as well as the names and contact information for those team members responsible for facilitating the activation of the team.

ILACP Funeral Assistance Team Notification to WESCOM

Line of Questions:

1. Name and title of the person calling in the request?
2. Affected agency?
3. Short explanation of the request and the specific type (Line of Duty, Off-duty, Retired, or Police K9) of request
4. Contact name, title, and number of the agency representative the ILACP Funeral Assistance Team member is to re-contact?
 - a. Please advise the person that a member from the ILACP Funeral Assistance Team will be contacting the above-mentioned person seeking additional information

WESCOM Notification to ILACP Funeral Assistance Team Member:

After the request is made to WESCOM, please contact the on-call ILACP Team Members in the following order for the primary name and number for the following Codespear message

1. Chief John Konopek, Plainfield Police Department (815) 405-6444
2. Captain Mark Peyton, Illinois State Police (217) 280-0119
3. Commander Anthony Novak, Plainfield Police Department (815) 530-1561

Codespear Message to Send to the ILACP Funeral Assistance Team:

The [agency name] has requested the assistance of the ILACP Funeral Assistance Team. Contact [Name of ILACP Representative] at [ILACP Representative phone number] with your availability and further instructions.

Line of Duty Death (LODD) Protocol

Purpose:

This is a guide to Law Enforcement Officers Active Duty General 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 an Active Duty Funeral.

Policy:

It is the policy of this Association to provide assistance to the immediate survivors of an employee who dies in the line-of-duty, whether feloniously or accidentally, while an active member of the Office to include the clarification and comprehensive study of survivor benefits, and to provide tangible and intangible emotional support during this traumatic period of re-adjustment for the surviving family.

*** 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 by the deceased that brought discredit to themselves or the Agency, the appropriate funeral protocols should be afforded and allowed.*

Definitions:

Line-of-Duty Death: The death of an active duty Law Enforcement Officer Deputy by felonious or accidental means during the course of performing police functions while on or off-duty.

Line-of-Duty Injury or Illness: For the purposes of this policy a line-of-duty injury or illness shall be an injury or systemic illness serious enough for hospitalization; or time away from the office is ordered by a physician for an indefinite period.

Survivor: For the purposes of this policy the term Survivor will apply first to the immediate family members of the deceased agency member. The surviving spouse will be the decision maker regarding arrangements, and the person from whom the Family Liaison Representative will take direction. Should an Office member be single, the Family Liaison Representative will work directly with the surviving parents and adult children, if any.

Survivors: Primary family members of the injured or deceased Officer/Deputy, including spouse, children, grandchildren, parents, grandparents, siblings, fiancé, and/or significant others.

Beneficiary: Those designated by the Officer/Deputy as recipients of specific death benefits.

Benefits: Financial payments made to the family to assist with financial stability following the loss of a loved one.

Funeral Payments: Financial payments made to the surviving families of a Sworn Law Enforcement Officer/Deputy killed in the line-of-duty which are specifically earmarked for funeral payments.

Notification Team: These individuals will be responsible for making proper in-person notification to the survivor(s) in the event of a death or serious injury of a Department member. This team should consist of the Chief of Police/Sheriff or designee, the Officer's/Deputy's Commanding Officer, and/or the pre-selected persons of the Officer's/Deputy's choice as requested and documented in the Confidential Line of Duty Death Information Form. If available, the Office chaplain or the employee's pastor (if noted in the Office forms).





Family Liaison Officer: 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 and follow-up care for the family. 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/Deputy, 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/Office. The Family Liaison Officer should work closely and provide all information to the OIC in an Active Duty Officer's death. An additional FLO should be considered for children that do not reside with the fallen officer.

Office/Department Liaison Officer: This individual must be command level with the authority to allow the Family Liaison Officer to make financial obligations and purchases. The Office/Department Liaison Officer shall be tasked with securing the services of the Northern Illinois Critical Incident Stress Management Team. The Office/Department Liaison Officer will keep all Office/Department personnel up to date on the plans and arrangements as they receive that information from the Family Liaison Officer. The Office Liaison Officer is the contact for any media representatives who may contact the Office/Department for information regarding the injury or death. Media releases, reports, etc., which are to be released regarding the death of any personnel shall be provided to the family of the employee prior to when they are released to the public. Additionally, absolutely no information regarding the death of an employee shall be released prior to the deceased personnel's family being notified.

Funeral Liaison Officer: This individual will be responsible for assisting the family with the wake and funeral arrangements for the deceased Office/Department member. The Funeral Liaison Officer will meet with family members to brief them on the procedures involved in a law enforcement funeral, however they will ensure all the needs and wishes of the family come before those of the Office. The Funeral Liaison Officer will also be responsible for logistical issues such as determining needs for travel arrangements for out

of town family members as well as any special needs of the family during the funeral and reporting this information to the Office Liaison Officer. The Funeral Liaison Officer will also coordinate Office/Department participation along with all other law enforcement participation in the wake and funeral such as parking, seating arrangements, motorcades, and Honor Guard participation. The Funeral Liaison Officer will work closely with all other Office/Department representatives to ensure everything is prepared to show the deceased member and their survivors the proper respect.

Honor Guard Representative: This individual will be responsible for coordinating all Honor Guard participation for the appropriate services of the deceased employee. This will include requesting outside assistance from other agency honor guards, pipe and drum corps, buglers, law enforcement walk-through, flag folding/presentation, etc. The Honor Guard Representative should be either the Honor Guard Commander or Assistant Commander if the Honor Guard Commander is unavailable. The Honor Guard Coordinator will work closely with the Family Liaison Officer and Funeral Liaison Officer to ensure the family wishes are carried out exactly as requested. The Honor Guard Representative will be responsible for coordinating the logistics at the funeral home and working directly with the Funeral Home Director. The Honor Guard Representative will be responsible for coordinating the logistics at the grave side service, if applicable, with cemetery personnel.

Benefits Officer: This individual is responsible for compiling all death benefits due to the survivors. These benefits will be maintained in a handbook that will be reviewed and updated on an annual basis. The Benefits Officer will work in conjunction with the command staff to assemble this information as soon as possible upon the death of a member and coordinate with the Family Liaison Officer to provide this information to the survivors. The Benefits Officer will also prepare and file the necessary paperwork for these benefits on behalf of the family, as well as check the status of claims until the benefits are paid to the survivor.

Hospital Liaison Officer: A Supervisor or Officer who has been assigned to act as the liaison between the hospital and the Office/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





Traffic Coordinator: A member of the Command Staff that will work closely with the Funeral Liaison Officer for all traffic related issues including but not limited to the funeral procession route, barricades, 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.

Formations and Movements Officer(s): An individual(s) appointed by the Chief of Police/Sheriff 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, viewing screens, water stations, heat stations and public address systems.

Officer In Charge: An individual(s) appointed by the Chief of Police/Sheriff or designee who is responsible for the overall operation of the entire event. The Officer In Charge shall ensure that all protocols are being followed by representatives and officers involved in the planning and operations of the event. In addition the Officer In Charge shall resolve any conflicts that may arise during the planning and execution phases of the event.

The following positions must be activated immediately upon a death or serious injury of an Office/Department member. While each of these is outlined individually, it is also recognized that several positions may be combined and assigned to one person. Each individual assuming a functional responsibility will be responsible for maintaining resources and information for their function and have those resources readily available.

Notification Team:

- Family Liaison Representative
- Office Liaison Representative
- Funeral Liaison Representative
- Honor Guard Representative
- Benefits Officer
- Officer In Charge

Notification of Death

Immediately upon a serious injury or death the Family Liaison Representative will be notified so that they can retrieve the Office member's emergency information and contact the Notification Team. The on duty Watch Commander will immediately take possession of the deceased member's badge, commission card and, any Office/Department issued weapons. The badge will be processed and returned to the family after the deceased final arrangements have been concluded.

The name of the deceased employee will never be released to the media before immediate survivors living in the area are notified. The name of the involved employee shall never be transmitted over the radio system. Personnel should be ordered not to disseminate any information over social media outlets.

Notification will always be made in person and will never be made alone. The Notification Team will act as the informing representatives and should all be present unless circumstances necessitate otherwise.

If the Notification Team is not readily accessible, notification should not be delayed until these personnel can assemble. If the Office member has not yet died, all attempts will be made to get the family to the hospital prior to the member's death.

When most public safety families see an agency representative at the home or place of work, they will know something is wrong. Ask to be admitted to the home or place of work. Never make a death notification on the doorstep. Gather everyone in the home and ask them to sit down. Inform them slowly and clearly of the information you have on the incident. Make sure you use the employee's first name during the notification.

If the employee has already died, relay that information. Never give the family a false sense of hope. Use words like "dead" and "died" rather than "gone away" or "passed away". If the family wants to go to the hospital, they should be transported via non-marked Office vehicle. It is highly recommended that the family not drive themselves to the hospital. Should there be serious resistance, and the family insists on driving, have an Officer/Deputy accompany them in the car.





The Office/Department should find out if there are any young children in the home. Notification representatives will be responsible for arranging immediate baby-sitting needs. Because of the nature of possible radio transmissions, the Officer/Deputy transporting the family should notify the Office/Department personnel or Hospital Liaison Officer at the hospital by phone that the family is en-route. Surviving parents will also be afforded the courtesy of personal notification if they live in the same geographic area. If the employee was married, notification will be at the request of the deceased employee's spouse. In this case, the parents' Notification Team will be an Office/Department representative designated by the Chief of Police/Sheriff and another department employee who knows the family well. If immediate survivors live out of town, request personal death notification from the public safety agency in that area. Logistical arrangements should enable simultaneous telephone contact with the Office/Department.

Assisting the Family at the Hospital:

The Family Liaison Officer will be responsible for acting as the liaison for information between the hospital staff and the family. Additional information regarding the member's condition will be transmitted from the Family Liaison Officer to the Office/Department Liaison Officer for release to the rest of the agency.

The family of the Officer/Deputy will be afforded the opportunity to see the Officer/Deputy as soon as they wish and as soon as is practical. If it is possible for the family to be with and see the employee prior to death, immediate arrangements should be made. In the event of death prior to the family's arrival, the survivors should be allowed to see the deceased Officer/Deputy if they wish. While the Family Liaison Officer should try to prepare the survivors for the condition of the Officer's/Deputy's body, the family should not be overly protected from reality. In addition to the Family Liaison Officer, there will be at least one (1) Office/Department Officer/Deputy and a chaplain, if available, present at the hospital at all times until the family departs. The primary responsibility of these personnel will be to shield the family from media representatives, unless the family wishes to speak with them. Should the Officer/Deputy not be deceased, there will be at least one (1) Office/Department Officer/ Deputy posted at the hospital at all times. This Officer/Deputy will have the responsibility of assisting the Family Liaison Officer, family and other relatives who may congregate.

The Office/Department Liaison Officer will make arrangements with the hospital for all workers' compensation related bills to be sent directly to Office/Department and make hospital personnel aware of the fact this is a worker's compensation claim. Bills received at the departmental representative's office will be processed by the Office/Department, relieving the family of dealing with these details. Some medical bills must still be initially received by the injured Officer/Deputy, or if deceased, surviving spouse/family member.

As soon as practical, the Family Liaison Officer will discuss arrangements with the survivor. The survivor must be made aware of the potential magnitude of the police funeral. All options for the service will be presented to the family. The survivor will make all decisions, and these decisions will be final even if not the wishes of the Department/Office.

Officers/Deputies killed in the line of duty are eligible for certain ceremonial rituals at their showing hours and funeral. The rights authorized for certain members of the Department/Office and should be utilized by the Family Liaison Officer and Funeral Liaison Officer when planning the funeral. It must be reiterated that the survivor has the final say regarding funeral planning.

General Funeral Protocols:

Every effort will be made by Department/Office staff to ensure every member of this Department/Office is able to attend both the wake and funeral services of a Department/Office member who dies in the line of duty.

Department/Office members who attend the wake and or funeral services will, regardless of assignment, dress in the appropriate department issued uniform (Class A). This will include long sleeve shirt, tie, dress pants, and hat. If assigned to a plain/soft clothes unit/detail a suit and tie are to be worn.

Department/Office members attending the funeral services will report to a pre-designated assembly point near the place of services for inspection and briefing by the Chief of Police/Sheriff or designee. The briefing will outline the guidelines and protocol to be followed during the funeral services which all attending Department/Office members will follow to include a coordinated law enforcement walk-through. (See Appendix for law enforcement walk-through procedure.)





If the deceased Officer/Deputy is to lay-in-state in uniform, it shall be in a Class A uniform, newly purchased by the Department/Office for this specific purpose. The Chief of Police/Sheriff will issue a ceremonial badge and name plate to be worn during this time. After the final viewing of the deceased by the family and, prior to the final closing of the casket, the badge shall be ceremoniously removed from the deceased by a member of the Honor Guard with at least one (1) additional member of the Honor Guard present, facing away from the deceased. This badge will be returned to the Chief of Police/Sheriff. This badge will never be issued, never receive a serial number and will be used in this fashion only for all Department/Office deaths thereafter.

The Office Liaison Officer should assign a Department/Office member to assemble a "shadow box" to present to the family. The box at a minimum should contain the Officer's/Deputy's badge, nameplate, and department patch, as well as any rank insignia or commendation/specialty assignment ribbons awarded.

When plaques, memorabilia, etc. are given to the surviving spouse, consideration should be given to the surviving parents. They have lost a child who can never be replaced. Duplicate presentations should be considered. A flag case will be provided by the deceased agency.

All children of a fallen officer should also be recognized. Even though they may not have lived with the Officer/Deputy/parent, they are still that member's children. They, too, need personal memorabilia of their deceased parent.

Close co-workers of the deceased member should be encouraged to visit the home of the family on a regular basis. Their continued show of support and concern can have a very positive effect on the family.

The Office Liaison Officer should coordinate a "formal" memorial service on the first anniversary of the member's death, if in the line-of-duty. Announcement of this service should be sent throughout the Department/Office, as well as to the family to ensure maximum participation. A message should also be sent to the family and flowers should be placed on the gravesite.

The family of the deceased member should be formally invited to attend the annual Illinois Police Memorial Ceremony and the National Police Memorial Ceremony along with the Family Liaison Officer. Other Department/Office members should be encouraged to attend as well, after confirmation is received that the name of the fallen officer will be placed on the wall.

The Chief of Police/Sheriff and the Family Liaison Officer will coordinate with any community groups and government leaders regarding the establishment of any appropriate memorial, plaques, memorabilia, etc.

The Department/Office should maintain support as long as the family feels the need for the support. In time, the family will let you know when they are ready to move on with their lives without assistance from the Department/Office.

Procedures:

A. Mourning Members of the Department

- i. Information dissemination
- ii. Flag procedures
 - a. 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/Office from the time of the notification until dusk of the day of interment
- iii. Mourning Bands
 - a. 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/Sheriff (See Appendix Mourning Bands Procedure)

B. Assistance of Surviving Family Members

- i. Hospital Liaison Officer
- ii. Appointment of Family Liaison Officer
- iii. Personnel allowed to be buried in uniform
 - a. All sworn personnel



- 
- b. Items to be provided to family upon request
 - 1. Hat and appropriate hardware
 - 2. Shirt (uniform)
 - 3. Tie
 - 4. Tie bar
 - 5. Rank insignia
 - 6. Slacks
 - 7. Inner belt
 - c. Active Duty Officer/Deputy buried in uniform will have their Active Duty Star affixed to the uniform or ceremonial Star (as previously described)
 - d. 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

- a. Family wishes overrule all decisions made by the Department
- b. Funeral detail services offered
 - 1. Refer to the Appendix for specific details
 - 2. Family requests and information about visitation/ funeral details provided to the Family Liaison Officer who in turn contacts the OIC
 - 3. Information will be distributed over LEADS

C. 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. Discussion to be held in reference to lid not being attached to lowering device due to Honors Funeral
- 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

- i. Two days prior, practice should be had with Honor Guard Team in reference to Flag Fold.
- ii. Day of funeral service; Honor Guard Commander responds to cemetery to make sure everything that was discussed is in place

Funeral Service

A. Honors Description

i. Visitation

- a. Color Guard; Posting of Colors
 1. Federal Flag - Under Arms
 2. State Flag
 3. Department Flag
 4. Body Bearers; Changing of the Guard
 5. Head and foot position at casket
 - i. Both sides of the urn
 6. Officer/Deputy in uniform supplied by agency
 7. Final Salute

ii. Funeral service with burial/mausoleum rights or urn to mausoleum

- a. Firing party responds to cemetery or burial site for practice (Military Honors only)
- b. Posting of Colors
- c. Tunnel of Officers
- d. Retiring colors to hearse
- e. Pall bearers remove Officer to hearse
 1. Followed by Chaplain and family
- f. Procession to cemetery
 1. Police escort
- g. Arrival at cemetery
 1. Hearse met by Color Guard Team
 - i. Procession to burial site
 - ii. Colors Team posts next to hearse
 - iii. Officers put into formation at pre-determined location
- h. Pall bearers approach hearse and remove deceased Officer/Deputy
 1. Officers call to "Present Arms" by OIC
 2. Detail Commanders call details to "Present Arms"





- i. Deceased Officer/Deputy brought to burial site by pall bearers
 1. Casket or urn is placed at final resting spot
 - i. OIC calls Detail Commander "Bring Your Units to the Order Arms and Parade Rest"
 - ii. Detail Commander brings Details and Formation to Order Arms and Parade Rest.
 2. Committal ceremony performed
 - i. OIC provides orders, "Firing Party, Fire Three Volleys" (Military Honors Only)
 - ii. Detail Commander and OIC render Salutes
 - iii. OIC calls the details to the Position of Attention and Present Arms
 - iv. Detail Commanders bring their units to the Position of Attention and Present Arms
 3. Firing Party conducts Three Volleys
 4. Bugler plays Taps (Military Honors Only)
 - i. OIC calls out to the Detail Commander "Bring Your Units to the Order Arms"
 - ii. Detail Commanders call the units to Order Arms
 5. Bag Piper plays Amazing Grace
 - i. First note of Amazing Grace the Flag Fold starts
 - ii. Flag presented to OIC
 - iii. Flag Fold Team marches off to a pre-determined location
 - iv. OIC presents Flag to the Chief of Police/Sheriff
 - v. Chief of Police/Sheriff and OIC present folded Flag to survivor family member (pre-determined)
 - vi. Chief/Sheriff or designee presents folded Flag to survivor (see Appendix for formal presentation
 - vii. Final Salute render by Chief of Police/Sheriff or designee and by the OIC

6. Final Salute
 - i. Officers provide File By to render honors to the deceased Officer/Deputy if law enforcement walk-through is not performed prior
 - ii. The fallen officer's name and badge shall be called out over the department radio three times after which the fallen officer's name and badge number will be said a final time and then announced as 10-7 or 10-42
7. Final words provided by the Funeral Director
8. OIC calls out to the Detail Commanders, "Detail Commanders, Dismiss your Units"
 - i. Detail Commanders dismiss their individual units

iii. Funeral service with no burial and urn remained with the survivor

- a. Firing party responds to funeral home or designated location (Military Honors only)
- b. Posting of Colors
- c. Committal ceremony performed
 1. OIC provides orders, "Firing Party, Fire Three Volleys" (Military Honors Only)
 2. Detail Commander and OIC render Salutes
 3. OIC calls the details to the Position of Attention and Present Arms
 4. Detail Commanders bring their units to the Position of Attention and Present Arms
- d. Firing Party conducts Three Volleys
- e. Bugler plays Taps (Military Honors Only)
 1. OIC calls out to the Detail Commander "Bring Your Units to the Order Arms"
 2. Detail Commanders call the units to Order Arms





- f. Bag Piper plays Amazing Grace
 1. First note of Amazing Grace the Flag Fold starts
 2. Flag presented to OIC
 3. Flag Fold Team marches off to a pre-determined location
 4. OIC presents Flag to the Chief of Police/Sheriff
 5. Chief of Police/Sheriff and OIC present folded Flag to survivor family member (pre-determined)
 6. Chief/Sheriff or designee presents folded Flag to survivor (see Appendix for formal presentation)
 7. Final Salute render by Chief of Police/Sheriff or designee and by the OIC
- g. Final Salute
 1. Officers provide File By to render honors to the deceased Officer/Deputy if law enforcement walk-through is not performed prior
 2. The fallen officer's name and badge shall be called out over the department radio three times after which the fallen officer's name and badge number will be said a final time and then announced as 10-7 or 10-42
- h. Final words provided by the Funeral Director
- i. OIC calls out to the Detail Commanders, "Detail Commanders, Dismiss your Units"
 1. Detail Commanders dismiss their individual units

Law Enforcement Walk-Through

To be performed in a coordinated and organized effort in order to keep the ceremonies moving forward. As most families are not familiar with the often large attendance at a law enforcement funeral, all efforts should be made to expedite this process and shall involve the military, law enforcement, and emergency service personnel.

All personnel wishing to participate in the walk-through shall assemble at a pre-arranged meeting point, where they will receive instruction and be arranged in the proper formation for the walk-through.

Protocol for the walk-through is as follows; personnel shall be arranged from highest ranking (first) to lowest ranking. Any military shall lead the procession past the deceased. Followed by the members of the deceased's agency, the Sheriff's Office of the county the deceased worked in, the Illinois State Police, all other law enforcement, followed by all other emergency service personnel. All hats shall be removed prior to passing the deceased. The front of the hat shall be held in the left hand with the hat shield facing forward, the left arm bent at the elbow at a 90 degree angle so the hat rests flat across the inside of the forearm, with the rear of the hat touching the inside of the left elbow. As personnel walk past the deceased, a walking salute will be given with the right hand. It should be stressed that a pause to give a standing salute is not suggested as it will interrupt the fluid movement of the walk-through. A standing salute may be given independent of the walk-through during regular visitation. After the walking salute is given, hats may be replaced on the way back to the original assembly area or the area as directed by the Officer In Charge to receive further instruction.





Funeral Procession

Protocol for the funeral procession is as follows (back to front); the last vehicle in the procession shall be any family vehicles, the hearse, the agency of the fallen, any specialty unit vehicles (K9 and so forth) if the fallen was assigned to a specialty unit, the county of the fallen, Illinois State Police, military (if applicable), all other emergency vehicles, all other law enforcement vehicles. The lead vehicle shall be that of the agency of the fallen who has confirmed knowledge of the route to be taken through the fallen's jurisdiction to the final resting place and, has a fully marked vehicle equipped with an Opticom. If in the procession, motorcycles may be positioned at either the front or rear of the procession and may be used in conjunction with other traffic control units, utilizing the best safety practices. Motorcycles may also be positioned on either side of the hearse as it travels along the procession route.

This order is established to minimize the amount of time that the family will be at the final resting site awaiting the end of the procession and for ceremonial set up. Care shall be taken to ensure that the fallen and family have an unobstructed path to the final resting site clear of vehicles as to keep the procession moving forward.

Mourning Bands

Upon the line of duty death of an active law enforcement officer (LEO) in your department, the mourning band should be worn for a period of thirty days from the date of death.

By all LEO in uniform or in civilian clothing while displaying a badge when attending the funeral of an active LEO. Upon the completion of the funeral, the mourning band shall be removed.

Upon the line of duty death of a LEO from a neighboring jurisdiction, the mourning band will be worn from the date of death and removed at the conclusion of the day of burial.



Non-Work Related (Off-Duty) Protocol

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.

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.*

Definitions:

Non-Work Related (off duty) Death: A Sworn Law Enforcement Officer who dies as a result of a non-work related injury or sickness.

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.

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.





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).

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.

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).

Survivors: Immediate family members of the deceased Officer to include: spouse, children, parents, siblings, fiancée and/or significant other.

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.

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.

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.

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.





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 man-power 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.

Procedures:

A. Initial Notification Procedures:

- i. Notification by family member
- ii. Notification by Officer to family
 - a. In person
 - b. In time and with certainty
 - c. In pairs
 - d. In plain language
 - e. 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
 - a. 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
 - a. 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
 - a. All sworn personnel
 - b. Items to be provided to family upon request
 1. Hat and appropriate hardware
 2. Shirt (uniform)
 3. Tie
 4. Tie bar
 5. Rank insignia
 6. Slacks
 7. Inner belt



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- c. Active Duty Officer buried in uniform will have their Active Duty Star affixed to the uniform
 - d. 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
 - a. Family wishes overrule all decisions made by the Department
 - b. Funeral detail services offered
 - 1. Refer to the Appendix for specific details
 - 2. Family requests and information about visitation/funeral details provided to the Family Liason Officer; who in turn contacts the OIC with the information
 - c. 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 (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

Funeral Service Details

A. Visitation

- i. Color Guard
- ii. Casket Guard
- iii. Final Salute (Refer to the Appendix for Specific Detail Instruction)

B. Funeral Service

- i. Color Guard
- ii. Casket Bearers
- iii. Tunnel of Officers (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 (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 (Refer to the Appendix for Specific Details)

APPENDIX

A. Honors Description

i. Visitation - Day Before Funeral

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

ii. Visitation - Day of Funeral

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

iii. 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 2 hours in advance.
- b. Flag Fold Team responds to cemetery or burial site for practice - Minimum 2 hours in advance 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 2 hours in advance





- d. Start of Funeral Service
 - 1. Posting of Colors
 - 2. Funeral Service is conducted
 - 3. Tunnel of Officers – When fallen officer is escorted out of the funeral home or church to the cemetery
 - 4. Retiring colors to hearse
 - 5. Pallbearers remove Officer to hearse
 - 6. Followed by Chaplain and family
- e. Procession to cemetery
 - 1. Police escort

iv. Arrival at Cemetery

- a. Hearse met by Color Guard Team
 - 1. Procession to burial site
 - 2. 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
 - 1. Detail Commanders call details to “Present Arms”
- e. Deceased Officer brought to burial site by pall bearers
 - 1. Casket or urn is placed at final resting spot
 - i. OIC calls Detail Commander “Bring Your Units to the Order Arms and Parade Rest”
 - ii. 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**
 - 1. Detail Commander and OIC render Salutes
- h. 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**
- 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**
 - 1. Detail Commanders call the units to Order Arms; **Military Honors Only**

- k. Single Bag Piper plays Amazing Grace
- l. First note of Amazing Grace the Flag Fold starts
 - 1. Flag presented to OIC
 - i. If Military Funeral, OIC presents Flag to Military personal
 - ii. OIC presents Flag to the Chief of Police
 - iii. Flag Fold Team marches off to a pre-determined location
 - iv. Chief of Police or Designee and OIC present folded Flag to survivor family member (predetermined)
 - v. Chief of Police or Designee kneels in front of surviving family member to receive flag (On one knee)
 - vi. OIC remains at the position of Attention
 - vii. Formal Speech done as the flag is presented to the family (see Appendix for formal presentation)
- m. Final Salute render by Chief of Police or designee and by the OIC
- n. Final words provided by the Funeral Director
- o. OIC calls out to the Detail Commanders "Detail Commanders, Dismiss your Units"
 - 1. Detail Commanders dismiss their individual units
- v. **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
 - 1. One Day Before
 - i. Please Refer to Appendix I.(1)(a-b)
 - ii. Please refer to Appendix I.(2)(a-b)
 - c. Honor Guard Practice
 - 1. All details respond to funeral service location - Minimum 2 hours in advance
 - d. Start of Funeral Service
 - e. Color Guard; Posting of colors
 - 1. Federal Flag - Under Arms
 - 2. State Flag
 - 3. Department Flag





- f. Funeral Service Conducted
 - 1. Flag Fold Team approaches Casket and unfolds the American Flag
 - 2. OIC provides orders, "Firing Party, Fire Three Volleys"
- **Military Honors Only**
 - 3. Detail Commander and OIC render Salutes
 - 4. OIC calls the details to the Position of Attending and Present Arms - **Military Honors Only**
 - 5. Detail Commander bring their units to the Position of Attention and Present Arms - **Military Honors Only**
- g. Firing Party conducts Three Volleys; **Military Honors Only**
- h. Bugler plays Taps; **Military Honors Only**
- i. OIC calls out to the Detail Commander "Bring Your Units to the Order Arms"; **Military Honors Only**
 - 1. Detail Commanders call the units to Order Arms;
Military Honors Only
- j. Single Bag Piper plays Amazing Grace
- k. First note of Amazing Grace the Flag Fold starts
 - 1. Flag presented to OIC
 - i. If Military Funeral, OIC presents Flag to Military personal
 - ii. OIC presents Flag to the Chief of Police
 - iii. Flag Fold Team marches off to a pre-determined location
 - iv. Chief of Police or Designee (Military Personnel) and OIC present folded Flag to survivor family member (pre-determined)
 - v. Chief of Police or Designee (Military Personnel) kneels in front of surviving family member to receive flag (On one knee)
 - vi. OIC remains at the position of Attention
 - vii. Formal Speech done as the flag is presented to the family (see Appendix for formal presentation)
- l. Final Salute render by Chief of Police or designee and by the OIC
 - 1. Chief of Police or designee and the OIC then leave the site of the family.
- m. Final words provided by the Funeral Director

B. Flag Presentation Speech

i. 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.

ii. 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.



Retired Officer Protocol

Purpose:

This is a guide to Law Enforcement Officers Retiree Death General Protocols. Law Enforcement is a Quasi-Military function which may involve the death of a Peace Officer who has retired from his or her organization. These individuals took an Oath to uphold the guidelines of Federal, State and Local Ordinances and did so protecting the citizens of the community. These guidelines are established through a combination of Law Enforcement Agencies and Military Protocol (Appendix A). 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 Retired Officers Funeral.

Policy:

It is the policy of this Association to provide liaison assistance to the stricken agency and immediate survivors of a Retired Officers death. 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.*

Definitions:

Retired Officer Death: A Sworn Law Enforcement Officer who has either retired from a Law Enforcement or was actively employed with the agency and left under good standings; whether, the Officer was Full-Time or Part-Time and has died. Retired Officer Death also encompasses those Officers who died by means of self-inflicted suicide or other related tragic events.

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. For Retired Officer Funerals the OIC may also be designated as additional roles depending on the anticipated size of the funeral detail: Department Liaison Officer, Honor Guard Representative, Traffic Coordinator, and Formation / Movement Officer. Having all of these responsibilities usually results as a Retired Officers funeral detail is much smaller in attendance.

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 an Active Duty Officer's deaths.





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).

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.

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).

Survivors: Immediate family members of the deceased Officer to include: spouse, children, parents, siblings, fiancée and/or significant other.

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.

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.

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.

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.





Discussion:

Retired Officer Deaths may not only have a tragic effect on the surviving family members; but also may have a great effect on the Officers and Civilians with the Department that have knowledge of and/or worked directly with the Officer who has died. Usually, Retired Officer's funeral details are not to the scale of an Active Duty Officer / Non-work related funeral detail; however, depending on the size of the agency and how soon after the Officer either left the Department or retired from the Agency, these details could result in more than expected being in attendance. Departments should plan for a larger than expected detail. Many of the positions assigned for In the Line of Duty Death or Active Duty / Non-Work related deaths, may be combined and usually fall upon one or two Officers for the Retired Officer Funeral Detail. Again this may depend upon the cause of the death, size of the department, and the time frame of the death vs. the Officer retiring from or leaving the Department. Officers who have retired from / or left the agency and are current Military or retired Military will receive the honors based upon Federal protocol. 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 man-power 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, Active Duty/non-work related or retired members of the organization.

Procedures:

A. Initial Notification Procedures:

- i. Notification by family member
- ii. Notification by Officer to family
 - a. In person
 - b. In time and with certainty
 - c. In pairs
 - d. In plain language
 - e. With compassion
- iii. Information release
- iv. Hospital response if required

B. Mourning Members of the Department

- i. Information dissemination
- ii. Flag procedures
 - a. 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
 - a. 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

C. Assistance of Surviving Family Members

- i. Hospital Liaison Officer
- ii. Appointment of Family Liaison Officer
- iii. Personnel allowed to be buried in uniform
 - a. All sworn personnel
 - b. Items to be provided to family upon request
 1. Hat and appropriate hardware
 2. Shirt (uniform)
 3. Tie
 4. Tie bar
 5. Rank insignia
 6. Slacks
 7. Inner belt



- 
- c. Retired Officer buried in uniform will have their Active Duty Star affixed to the uniform
 - d. 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
 - a. Family wishes overrule all decisions made by the Department
 - b. Funeral detail services offered
 - 1. Refer to the Appendix for specific details
 - 2. Family requests and information about visitation/funeral details provided to the Family Liason Officer; who in turn contacts the OIC with the information

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 (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

Funeral Service Details

A. Visitation

- i. Color Guard (Optional)
- ii. Casket Guard
- iii. Final Salute (Refer to the Appendix for Specific Detail Instruction)

B. Funeral Service

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

C. Casket Interment / Mausoleum or Urn to Mausoleum

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





- D. No Interment Service Cremation and/or Urn to remain with survivor
 - i. Color Guard (Optional)
 - ii. Tunnel of Officers - If unable to perform service within (Optional)
 - iii. Honor Guard - Flag Fold or Folded Flag Presentation
 - iv. Firing Party - **Military Honors Only**
 - v. Bugler - **Military Honors Only**
 - vi. Bagpiper - Single (Refer to the Appendix for Specific Details)
- E. Active Duty – Non-Work Related Suicide
 - i. Ultimately the decision of the funeral services provided will be up to the surviving family
 - a. If Law Enforcement interaction is to be included, consult with the Chief of Police or designee to determine the Department’s involvement in the details to be offered

APPENDIX

A. Honors Description

i. Visitation - Day of Funeral

a. Practice (A majority of the detail is usually done by one team; if Military Honors are required, assistance from the Military Organization would be needed or additional team members required)

1. All participants should arrive a minimum of 2 hours prior to the detail for practice

i. Firing Party Responds to the to the cemetery/burial site for practice (**Military Honors Only**) - Minimum 2 hours in advance

ii. Flag Fold Team responds to cemetery/burial site for practice – minimum 2 hours in advance

a. Unless Flag Fold Team is utilized as Pallbearers, then response to the funeral service site is required

2. Rest of details respond to the funeral service location for practice and briefing – minimum 2 hours in advance

b. Visitation

1. Color Guard; Posting of Colors (**Optional - Flags can posted prior to families arrival**)

i. Federal Flag - Under Arms

ii. State Flag

iii. Military Flag (**Military Honors Only**)

iv. Department Flag

2. Body Bearers; Changing of the Guard

i. Head position at the Casket

a. Foot Position at the Casket (**Optional**)

ii. Head position at the Urn

a. Foot Position at the Urn (**Optional**)

3. Deceased Officer in Uniform Supplied by the Agency

4. Final Salute

i. Officers Individually approach casket/urn and render a salute or;

ii. Team of Officers approaches casket/urn and renders a salute





- ii. **Funeral Service with Burial / Mausoleum Rights or Urn to Mausoleum**
 - a. Practice (A majority of the detail is usually done by one team; if Military Honors are required, assistance from the Military Organization would be needed or additional team members required)
 - 1. All participants should arrive a minimum of 2 hours prior to the detail for practice
 - i. Firing Party Responds to the to the cemetery/ burial site for practice (**Military Honors Only**) - Minimum 2 hours in advance
 - ii. Flag Fold Team responds to cemetery/burial site for practice – minimum 2 hours in advance
 - a. Unless Flag Fold Team is utilized as Pallbearers, then response to the funeral service site is required
 - 2. Rest of details respond to the funeral service location for practice and briefing – minimum 2 hours in advance
 - b. Visitation
 - 1. Color Guard; Posting of Colors (**Optional - Flags can posted prior to families arrival**)
 - i. Federal Flag – Under Arms
 - ii. State Flag
 - iii. Military Flag (**Military Honors Only**)
 - iv. Department Flag
 - 2. Body Bearers; Changing of the Guard
 - i. Head position at the Casket
 - a. Foot Position at the Casket (**Optional**)
 - ii. Head position at the Urn
 - a. Foot Position at the Urn (**Optional**)
 - 3. Deceased Officer in Uniform Supplied by the Agency
 - 4. Final Salute
 - i. Officers Individually approach casket/urn and render a salute or;
 - ii. Team of Officers approaches casket/urn and renders a salute

- c. Funeral Home or Religious Location Detail
 1. Posting of Colors (**Optional - Flags may be in position prior to the start of the Ceremony**)
 2. Funeral Service
 3. Tunnel of Officers (**Optional**)
 - i. Formation of Officers outside the doors to the Funeral Home or Religious Building to the Hearse
 4. Retiring Colors to Hearse (**Optional**)
 5. Pall Bearers move Casket or Urn to Hearse
 - i. Officers as Pall Bearers (**Optional - Upon Family Request**)
 - ii. Deceased Officer is followed by Religious Leader and Family
- d. Procession to the Cemetery
 1. Police Escort
- e. Arrival at Cemetery
 1. Hearse met by Color Guard Team (**Optional**)
 - i. Procession of Colors to the Burial Location or Mausoleum
 - a. Colors Team then posts next to Hearse
 - b. Visiting Officers put into formation at a pre-determined location
 2. Pall Bearers approach the hearse and remove casket or urn
 - i. OIC calls out to Detail Commanders: "Bring Your Units to the Position of Attention and Present Arms!"
 - a. Detail Commanders call their individual details: "Officers Attention and Present Arms"





3. Pall Bearers move to the Casket or Urn to the Final Resting Location
 - i. Casket or Urn is Placed at the Final Resting Location
 - a. OIC calls to the Detail Commanders:
“Bring Your Units to the Position of Order Arms and Parade Rest!”
 1. Detail Commanders call out to their designated units: “Officers Order Arms and Parade Rest”
4. Committal Ceremony is Performed
5. OIC Provides Orders: “Firing Party, Fire Three Volleys” (**Military Honors Only**)
 - i. OIC then provides Order: “Detail Commanders, Bring Your Units to the Position of Attention and Present Arms”
 1. Detail Commanders then provide the Orders: “Officers Attention! Present Arms”
 - ii. Firing Party Fires Three Volleys; (**Military Honors Only**)
 - iii. Bugler plays Taps; (**Military Honors Only**)
 - iv. OIC then provides the command: “Detail Commander Bring your Units to the Position of Order Arms”
 1. Detail Commanders call out: “Officers Order Arms”
6. Bag Piper plays “Amazing Grace”; (**Optional**)
 - i. First note of “Amazing Grace” the Flag Fold would start (**Optional**)
 1. If no Flag Fold conducted the OIC should obtain the Folded American Flag and Hold the American Flag during the playing of “Amazing Grace”

- f. Flag Presentation
 1. Military Presentation
 - i. Folded Flag is either obtained by OIC or presented to OIC
 - ii. Flag Fold Team marches off to a pre-determined location (**Only if Flag Fold is Conducted**)
 - iii. OIC presents the Flag to the Military Personal
 - a. Military Personnel will salute the Flag prior to accepting
 - b. OIC then salutes the Flag after it has been accepted by Military Personnel
 - iv. Chief or selected designee (**may be the OIC**) proceed with Military service member to the pre-designated Surviving Family Member.
 - a. Chief or selected designee stands at the position of attention while flag is presented to the Surviving Family Member and Presentation is conducted by Military Personnel.
 - b. Military personnel will go back to the position of attention
 - c. Chief or selected designee kneels and provides words to the pre-designated Surviving Family Member.
 - d. Chief or selected designee returns to the position
 - e. Both Military Personnel and Chief or selected designee render a salute to the pre-selected Surviving Family Member
 - f. Both Military personnel and Chief or Selected designee march off together





2. Non-Military Presentation
 - i. Folded Flag is either obtained by OIC or presented to OIC
 - ii. Flag Fold Team marches off to a pre-determined location (**Only if Flag Fold Conducted**)
 - iii. OIC presents the folded flag to the Chief or Selected Designee (**The flag may remain with the OIC**)
 - a. Chief or Designee will render a salute to the American Flag prior to accepting the Flag
 - b. OIC will render a salute to the American Flag once the flag is accepted by Chief or Selected Designee
 - iv. Chief of Police or Designee and / or OIC will present the folded American Flag to the pre-determined Surviving Family Member.
 - a. Chief of Police or Designee and / or OIC will kneel on one knee in front of the Surviving Member and provide Oral Presentation (**See Appendix for Formal Oral Presentation**)
 - b. Chief of Police or Designee and /or OIC will return to the position of attention and render a salute to the Surviving Family Member
 - c. Chief of Police or Designee and / or OIC will then March off to a pre-determined location
3. Final words are provided by the Funeral Director
4. OIC calls out to the Detail Commanders: "Detail Commanders, Dismiss Your Units"
 - i. Detail Commanders then call out: "Officers Dismissed"

iii. **Funeral Service with no burial (Cremation at a Later Time) or urn remains with the survivor**

- a. Practice (A majority of the detail is usually done by one team; if Military Honors are required, assistance from the Military Organization would be needed or additional team members required)
1. All participants should arrive a minimum of 2 hours prior to the detail for practice
 - i. Firing Party Responds to the to the cemetery/ burial site for practice (**Military Honors Only**) - Minimum 2 hours in advance
 - ii. Flag Fold Team responds to cemetery/burial site for practice – minimum 2 hours in advance
 - a. Unless Flag Fold Team is utilized as Pallbearers, then response to the funeral service site is required
 2. Rest of details respond to the funeral service location for practice and briefing – minimum 2 hours in advance
- b. Visitation
1. Color Guard; Posting of Colors (**Optional - Flags can posted prior to families arrival**)
 - i. Federal Flag - Under Arms
 - ii. State Flag
 - iii. Military Flag (**Military Honors Only**)
 - iv. Department Flag
 2. Body Bearers; Changing of the Guard
 - i. Head position at the Casket
 - a. Foot Position at the Casket (**Optional**)
 - ii. Head position at the Urn
 - a. Foot Position at the Urn (**Optional**)
 3. Deceased Officer in Uniform Supplied by the Agency
 4. Final Salute
 - i. Officers Individually approach casket/urn and render a salute or;
 - a. Team of Officers approaches casket/urn and renders a salute





- c. Funeral Service or Memorial Service
 1. Posting of Colors (Optional - Flags can posted prior to families arrival)
 2. Committal Ceremony is Performed
 3. OIC Provides Orders: "Firing Party, Fire Three Volleys" (Military Honors Only)
 - i. OIC then provides Order: "Detail Commanders, Bring Your Units to the Position of Attention and Present Arms"
 - a. Detail Commanders then provide the Orders: "Officers Attention! Present Arms"
 - ii. Firing Party Fires Three Volleys; (Military Honors Only)
 - iii. Bugler plays Taps; (Military Honors Only)
 - iv. OIC then provides the command: "Detail Commander Bring your Units to the Position of Order Arms"
 - a. Detail Commanders call out: "Officers Order Arms"
 4. Bag Piper plays "Amazing Grace"; (Optional)
 5. First note of "Amazing Grace" the Flag Fold would start (Optional)
 - i. If no Flag Fold conducted the OIC should obtain the Folded American Flag and Hold the American Flag during the playing of "Amazing Grace"

- d. Flag Presentation
 1. Military Presentation
 - i. Folded Flag is either obtained by OIC or presented to OIC
 - ii. Flag Fold Team marches off to a pre-determined location (Only if Flag Fold is Conducted)
 - iii. OIC presents the Flag to the Military Personal
 - a. Military Personnel will salute the Flag prior to accepting
 - b. OIC then salutes the Flag after it has been accepted by Military Personnel
 - iv. Chief or selected designee (may be the OIC) proceed with Military service member to the pre-designated Surviving Family Member.
 - a. Chief or selected designee stands at the position of attention while flag is presented to the Surviving Family Member and Presentation is conducted by Military Personnel.
 - b. Military personnel will go back to the position of attention
 - c. Chief or selected designee kneels and provides words to the pre-designated Surviving Family Member.
 - d. Chief or selected designee returns to the position
 - e. Both Military Personnel and Chief or selected designee render a salute to the pre-selected Surviving Family Member
 - f. Both Military personnel and Chief or Selected designee march off together





2. Non-Military Presentation
 - i. Folded Flag is either obtained by OIC or presented to OIC
 - ii. Flag Fold Team marches off to a pre-determined location (**Only if Flag Fold Conducted**)
 - iii. OIC presents the folded flag to the Chief or Selected Designee (**The flag may remain with the OIC**)
 - a. Chief or Designee will render a salute to the American Flag prior to accepting the Flag
 - b. OIC will render a salute to the American Flag once the flag is accepted by Chief or Selected Designee
 - iv. Chief of Police or Designee and / or OIC will present the folded American Flag to the pre-determined Surviving Family Member.
 - a. Chief of Police or Designee and / or OIC will kneel on one knee in front of the Surviving Member and provide Oral Presentation (**See Appendix for Formal Oral Presentation**)
 - b. Chief of Police or Designee and /or OIC will return to the position of attention and render a salute to the Surviving Family Member
 - c. Chief of Police or Designee and / or OIC will then March off to a pre-determined location

- v. **Final Salute (Optional)**
 - a. Officers of Agency followed by Honor Guard Team then visiting Agencies file by the Casket or Urn
 - 1. Eyes Right conducted as the Officers Salute the deceased Officer
- 3. Final words are provided by the Funeral Director
- 4. OIC calls out to the Detail Commanders: "Detail Commanders, Dismiss Your Units"
 - i. Detail Commanders then call out: "Officers Dismissed"





B. Flag Presentation Speech

i. 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.

ii. 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.





Police Canine Death Protocol

Purpose:

The death of a K-9 member of any Law enforcement Agency is a tragedy. Many who work with K-9's in a variety of capacities understand that it is a tragic oversight that these selfless and loyal officers, rescuers, and partners are often overlooked by the communities they serve as well as the agencies and organizations that employ them. Therefore, it seems only appropriate that when a dog is killed in the line of duty or dies while in duty, that their services are honored. However, there is another component to this memorialization process, and that is also honoring the dog's handler and partner. The saying "funerals are for the living" is accurate, so this process is mostly about honoring the work the team did together during their partnership. This document is an attempt to create a protocol to bring some level of uniformity in honoring these trusted companions when they finally end their vigilant watch over our lives and communities.

Policy:

It is the policy of this Association to provide a funeral for a K-9 member, with the following procedures being followed. The level of intensity of the memorial services is defined by either a death in the line of duty, or a non-work related death of an active dog. A description of each level is listed below, followed by detailed procedures for conducting the particular memorial service type.

***** In the case of both the K-9 handler and K-9 (dog) being killed in the line of duty, the protocol for the fallen Officer supersedes any/all other procedures, and shall be followed according to the wishes of the family, their Department guidelines and/or national standard for a fallen Officers funeral.***

Arrangements for the burial/remembrance of the K-9 shall coincide with the fallen Officers funeral, and the fallen K-9 can accompany the officers casket (preferably in an urn) along with any photos, leashes, balls or any other K-9 equipment requested from the respective department, family member of the Officer/dog or from the Department's other K-9 handler (if applicable).

Family of the Officer and dog shall have the final decision for the actual burial of the dog either with its fallen handler or the family can choose to take custody of the K-9's remains for safe keeping at their home. The Department shall provide the urn for the fallen K-9 and provide the family with an American Flag for the Officer and K-9.

The respective Department shall still utilize a K-9 Liaison from the Department or any other surrounding Department to ensure proper planning of all incoming K-9 teams to the funeral, and to assure all protocols are being followed. The Liaison shall work hand in hand with the Funeral Committee, and at the direction of the Funeral Director for the fallen Officer.





Definitions:

Line-of-Duty Death: When a K-9 dies due to injuries sustained while actively performing their duties. This is regardless if the death is due to assaultive actions of criminals, or incurred accidentally due to the chaos of the situation sometimes called the “fog of war.”

Active Non-Work Related Death: When a K-9 is still a working asset, and dies outside of their normal duties due to injury or conditions not related to their assignments in any way.

Retired K-9 Death: When a K-9 who has been formally retired from service, dies for any reason.

Honor Guard Representative: This individual will be responsible for coordinating all Honor Guard participation for the appropriate services of the deceased K-9. This will include requesting outside assistance from other agency honor guards, pipe and drum corps, buglers, law enforcement walk-through, flag folding/presentation, etc. The Honor Guard Representative should be either the Honor Guard Commander or Assistant Commander if the Honor Guard Commander is unavailable. The Honor Guard Coordinator will work closely with a K-9 Liaison to ensure the handlers wishes are carried out exactly as requested.

Traffic Coordinator: A member of the Command Staff that will work closely with the K-9 Liaison Officer for all traffic related issues including but not limited to the funeral procession route, barricades, parking at the funeral, and parking at the cemetery. This individual may also need to coordinate EMS and tow trucks.

K-9 Liaison/Officer in Charge: Individual(s) appointed by the Chief of Police/Sheriff or designee, who is/are responsible for the overall operation of the entire event. The K-9 Liaison/Officer in Charge shall ensure that all protocols are being followed by representatives and officers involved in the planning and operations of the event. In addition, the K-9 Liaison/Officer in Charge shall resolve any conflicts that may arise during the planning and execution phases of the event. Utilization of a K-9 handler within the agency or a neighboring agency would be recommended.

A. Honors Bestowed

Honors bestowed on K-9's are often comparable to their human counterparts. Any K-9's suffering a death after retirement as defined above, may be exempted by their agencies from receiving full honors, although this is discouraged. Any or all of the following guidelines may help in determining which is appropriate.

Honor Guard

Honor Guard members shall be used if at all possible. Their roles may include, but are not limited to the following:

- Guarding the ashes until ceremony conclusion.
- All aspects of flag control, movement and/or presentation.
- Escort duties to the handler and/or their survivors if needed.

Pall Bearer(s):

- Pall Bearer(s) are to be at the discretion/approval of their K-9 handler or the handler's survivors.
- It is recommended that the handler or their survivors not act as pall bearers unless they specifically request that responsibility.
- If the choice is left to the employing agency, pall bearers will normally be a member of the Honor Guard or other K-9 handlers if possible.

Flags:

- Flags on a permanent flagpole at the Department/office and/or location of the memorial/service site shall be lowered to half-mast during the ceremony. Beyond that is the discretion of the controlling party.
- If available, the K-9 patrol vehicle will be displayed outside the Department/office with bunting.
- The remains of the fallen may be draped in a flag or have a flag displayed near the remains during the ceremony in honor of the fallen.
 - ⇒ This flag shall be folded properly by an Honor Guard either before or during the ceremony.
 - ⇒ This flag shall be presented to the K-9's handler or the handler's survivors by an Honor Guard member using appropriate protocols.
 - ⇒ A shadowbox may be provided to the flag recipient at the discretion of those hosting the ceremony.





Taps and/or Bagpipes:

- It is both permissible and appropriate at all ceremonies for a fallen K-9 to have “taps” played and bagpipes played.

Level 1 - Memorial Service/K-9 Killed in the Line of Duty:

After Chief of Police, or his/her designee(s), have been made aware of a line of duty death, a joint session will be conducted to review the funeral procedures. The purpose of the meeting is to coordinate resources, and services needed to conduct the memorial service.

The Chief of Police, or his designee, will designate a K-9 Liaison/Officer in charge who will be responsible for getting the appropriate information for service cards, communication with the Traffic Coordinator, Honor Guard representative, Emerald Society/Bag Pipe organization, and any other needs of the event.

When the Department/office is ready to release the dog’s body, a call is made to the appropriate veterinarian. The dog’s body will then be picked up, and a call will be placed to the handler who will then have the opportunity for a private visitation.

This visitation will take place within a day or two of the death of the dog.

When the handler is ready, the appropriate veterinarian will proceed with the cremation arrangements. The cremation will be a private cremation; the dog’s body will be the only body in the retort. A fur clipping and a clay paw print will be done prior to cremation for the handler to keep.

The local media should be notified of the loss, and plans for the memorial service through a formal press release.

The following supplies/services shall be made and/or acquired prior to setting the memorial service date:

- Flag,
- Memorial/service site,
- Floral arrangements,
- Clergy, guest speaker, officials, Honor Guard, musicians (drums, bagpipes, etc.),
- Fire Department,
- Printing of programs, portraits, or any other professional printing or artistry needed,
- Sound system if needed for event,
- Getting seating if needed,
- Parking for Police K-9 vehicles, Police vehicles, and public,
- Photographer (utilization of Department/office photographer, if available).

Once the preparation time of the above considerations have been established, the date can be set. Considerable care needs to be taken to coordinate the efforts of all of the above, so that items that have prerequisite steps are not delayed due to poor planning. A list of employees, guests, media, etc. to be invited needs to be generated along with current information, and a time frame set to notify all parties of the event. The dispatch center of the Department/office will be given a message to send through LEADS notifying police agencies of the service. One person should be responsible to make sure that all parties are notified in a timely fashion. This information shall include any dress code requirements.

Level 1 Funeral Protocols (K-9 Killed in the Line of Duty):

- Every effort will be made by Department/office staff to ensure every member of the Department/office is able to attend the services of a Department/office. K-9 who dies in the line of duty.
- A procession will start at a designated area and proceed to the memorial/service location where at the entrance of such location, the flag will be draped by the Fire Department.
- Prior to the service beginning, the state will be set. A proclamation provided by the Department/office will be placed on a small easel by the K-9's photograph. The stage will also include the flowers that have been sent.





- Prior to the actual service starting, the K-9 Department/office members and other Department/office members shall line up at the entrance.
 - ⇒ As the procession goes past these members, they shall stand at attention and salute.
 - ⇒ Bagpipes will start and lead the pallbearer(s) with the deceased K-9's remain into the memorial/service location, followed by a member of the Honor Guard carrying the folded flag.
 - ⇒ The deceased K-9's handler and family will follow, and be seated in the front row of the service location.
- The pallbearer shall bring the urn to the front, and place it on the easel next to the K-9's photograph.
- The Honor Guard shall remain at the side of the urn during the ceremony.
- An introduction/welcome will be given by the designated Command person.
- A prayer by the designated Chaplain/Priest will be offered.
- The service will also include this reading and/or a reading of the handlers choice (example below):

"K-9 Promise"
*My eyes are your eyes,
To watch and protect you and yours,
My ears are your ears,
To hear and detect evil minds in the dark,
My nose is your nose,
To scent the invader is your domain,
And so you may live,
My life is also yours.*

- Guest speakers/attendee comments.
- Closing remarks.
- Playing of bagpipes (Amazing Grace for example). As music fades, the presentation of the flag will be made to the handler by the Honor Guard.
- Upon commencement, "Taps" will be played.
- Final radio call (follow Department/office radio procedure).
- Dismissal instructions.

Level II Funeral Protocols (Active/Non Work Related K-9 Death):

Same protocol as the Level 1 protocol will follow, with discretion of the Chief of Police, or his/her designee, on honors for service. A service for the K-9 and the handler and family will be held. The service will be appropriate to honor the K-9's service to the community as well as the life of the K-9.

Level III Funeral Protocols (Retired K-9 Death):

After the death of the K-9, the Chief of Police, or his/her designee, should be made aware. The handler's wishes should be taken into consideration before a plan is determined. The public at that time will be made aware of the loss, and the plans to honor the fallen. The honors to be given will be at the discretion of the Chief of Police and the handler.



Critical Incident Stress Management

The Chairperson and/or the Co-Chairperson of the team may request the Northern Illinois Critical Incident Stress Management Team, for the following types of activations, which may be on behalf of the team or the stricken agency (with their permission):

Defusing: A 20-45 minute group process, conducted within the first 12 hours following a critical incident; usually with single work units.

Debriefing: A seven-phase, structured group process, usually conducted 24-72 hours after the critical incident. Debriefings may be offered for single work units or multi-agency groups.

On-Scene Support: Support provided to Command Staff and personnel operating at the scene of an emergency following a prolonged line of duty death.



Chapter

10



Resource Guide





Checklist

The purpose of this document is three-part. The first part is to provide a check-off list of functions and responsibilities to be completed by your agency *prior* to the death of the Officer. It is to ensure your agency has the proper personnel assigned, their duties and functions addressed, and areas of responsibilities prepared for activation. The subsequent check-off list is to assist with the death (or serious injury) of the Officer immediately following the event through the funeral. The third part is the post-care of the Officer's memory and his/her family's well-being.

Throughout this document, the term *family* is used. Please keep in mind that this term is used in the broadest of context. Your respective agency needs to be sure all the different family dynamics are addressed and included.

ILLINOIS ASSOCIATION OF CHIEFS OF POLICE
FUNERAL PROTOCOLS
POLICE OFFICER DEATH
CHECK-OFF LIST

PART 1

INITIAL DUTIES AND RESPONSIBILITIES

Completed AGENCY MEMBER NOTIFICATION FORM

This is a standardized document completed by the employee identifying essential family background and wishes. **See attached generalized form.**

Formulate the NOTIFICATION TEAM

Individuals responsible for making proper **IN-PERSON** notification to the survivors in the event of death or serious injury. May include but not limited to: Chief/Sheriff, immediate Commanding Officer, and Chaplain/Priest/Pastor/Rabbi; anyone else identified by Officer's Agency Member Notification Form Sheet. **Note:** These people should not be the deceased Officer's partners, teammates, or close friends. Experience has shown that when having these individuals present, survivors end up comforting these individuals more than these individuals comfort the family.

1. Chief/Sheriff

TX# _____

2. _____

TX# _____

3. _____

TX# _____

4. _____

TX# _____

Identify FAMILY LIAISON REPRESENTATIVE

Individual responsible for attending to ALL the needs of the family. This person will coordinate with the family and be the liaison to the agency in regards to the family's wishes. This includes advising on the planning of visitation, funeral requests, and follow-up care. Ensure this Police Department employee is accessible at all times to the family from notification to post funeral. It is best if this person knew the deceased, but is not emotionally tied. This assignment will include ensuring the family's wishes are followed closely by the other liaison representatives.

1. _____

Identify OFFICER LIAISON REPRESENTATIVE

Individual should be of Command Level with the authority to authorize and make financial obligations/purchases, order department personnel to perform necessary duties, and ensure privacy for the family from the public, media, and other department/agency members.

1. _____

ASSISTANT _____

Identify FUNERAL LIAISON REPRESENTATIVE

Individual will be responsible for assisting the family (with or through the Family Liaison Representative) in funeral service arrangements. This individual should be familiar with Law Enforcement protocols; however the wishes of the family may override such ceremonies. This person should have a basic understanding or trained in the different types of funeral services for the more popular religions. This person will also be responsible for travel needs for family in and outside the area. He/she must coordinate wake and funeral settings, parking, seating arrangements, motorcades, honor guards, etc.

1. _____

ASSISTANT _____

Identify HONOR GUARD REPRESENTATIVE

Individual responsible for coordinating all Honor Guard participation (both internal and external) during the process. Secure pipes, drums, buglers, flag folding, etc.

1. _____

ASSISTANT _____

Identify BENEFITS REPRESENTATIVE

Individual responsible for compiling all death or serious bodily harm benefits due to survivors. This will be updated by the Benefits Representative on an annual basis. Also responsible for completing or assist in completing all necessary paperwork as soon as possible; check the status of claims submitted, and ensures benefits are received.

1. _____

ASSISTANT _____

Identify PRIEST/CHAPLAINS/RABBI/OTHER RELIGIOUS LEADERS

Individuals responsible for assisting the Family Liaison Officer and family with necessary burial ceremonies or rituals. Review of Officer Notification Forms to ensure a religious leader is located for all religions within your department.

1. Name

TX# _____

Religion _____

2. Name:

TX# _____

Religion _____

3. Name

TX# _____

Religion _____

4. Name

TX# _____

Religion _____

PART 2

SECTION 1

NOTIFICATION OF DEATH OR SERIOUS INJURY

The following are instructions and a check-off list to be completed by representatives of your agency based on their roles and responsibilities. This of course is not all encompassing and may be significantly changed based on the wishes of the family or religion.

In the event of a death or serious injury, the *ON DUTY SUPERVISOR* will notify his/her immediate Supervisor of the death or serious injury of an Officer. If the on-duty Supervisor is dead or seriously injured, then the Officer with the highest seniority will notify the On Duty Supervisor's immediate supervisor. When this is completed, the On Duty Supervisor will go back to handling the scene while the next in rank Supervisor will contact the Chief/Sheriff and the Family Liaison Representative.

FAMILY LIAISON REPRESENTATIVE DUTIES

- Retrieve the Officer's Agency Member Notification Form.
- Request the Chief/Sheriff activate the Notification Team or others based on the Officer's Agency Member Notification Form.

NOTIFICATION TEAM DUTIES

- DO NOT DELAY IN NOTIFYING THE FAMILY**
Immediately assemble at a common location. If this is not possible or if any member of the notification team is not immediately available, always ensure at least two people make notification.
- PREPARE MORE THAN ONE VEHICLE**
The notification team may need to separate to handle various tasks at the same time.
- DO NOT RELAY INFORMATION OVER THE PHONE; MAKE NOTIFICATIONS IN PERSON**
If family are not in state or at a significant distance; request notification be made from the areas Law Enforcement organization and have them request phone contact with the head of the Notification Team.
- If the Officer is not yet dead, the family will be driven (via emergency vehicle if necessary and authorized) to the Officer's side.

DO NOT MAKE DOOR STEP NOTIFICATIONS

When responding to a residence or place of employment, have the family sit down (or go into a private meeting room at the location).

Inform the family slowly and clearly the facts as they are known and the information you have. *ENSURE YOU USE THE OFFICER'S FIRST NAME AND USE WORDS LIKE "DEAD" AND "DIED", NOT "PASSED AWAY".*

If the family wishes to go to the hospital, they should be transported immediately by an unmarked police vehicle (if available). If the family is insistent on driving, request an Officer ride with them.

If small children are home and will not be going to the hospital, a member of the notification team will either watch the children or arrange immediate babysitting needs.

If other children are in school, notification should be made to the Principal or School Administrator. The School Administrator should not make notification to the children without spouse or Notification Team Member being present; unless requested by the spouse. If the child is out of state, a local police agency should be contacted and assistance requested in making notification.

Ensure department is ordered that no social media is to be used to report anything to the media, other departments, or radio system.

OFFICER LIAISON DUTIES

Contact the Department of Labor within eight (8) hours.

Department of Labor Statute and Guidelines

1904.39(a)

Basic requirement. Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, you must orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor that is nearest to the site of the incident. You may also use the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).

SECTION 2

ASSISTANCE AT THE HOSPITAL

Note: Not all of these will be necessary if the Officer is suffering a serious injury.

NOTIFICATION TEAM

Order a uniformed Officer stay with the dead or seriously injured Officer. *ENSURE THE DEAD OR SERIOUSLY INJURED OFFICER HAS A POLICE GUARD AT ALL TIMES.* This will ensure honor for the profession and to shield the family from the media. Verify with the family on who they wish to see, and protect from unwanted visitors.

FAMILY LIAISON REPRESENTATIVE

Will act as the liaison between hospital staff and the family.

Will ensure the family is comfortable and fed while at the hospital.

Arrange for the family to see the Officer as soon as possible. *The family should be made aware of the body's condition and should not be overly protected from reality.*

If the Officer has died, the Family Liaison Representative will immediately begin discussions pertaining burial wishes. The family needs to be made aware of police funerals and protocols; however if the family wishes otherwise, they will have the final decision.

As soon as possible, notify Officer Representative, Funeral Representative, Honor Guard Representatives, and Benefits Representative. *REITERATE THAT THE FAMILY'S WISHES WILL BE FOLLOWED.*

If the Officer has died, as soon as practical discuss arrangements, potential magnitude of a police funeral, and ensure family's wishes are followed.

OFFICER LIAISON REPRESENTATIVE

Prepare a file for all incoming bills such as Worker's Compensation paperwork, medical bills, food and beverage receipts, travel receipts, etc.

Have assistance from the department's personnel in preparing or ordering memorial items to be presented to the family, i.e., shadow boxes, flags, etc.

Arrange transportation and lodging for immediate family members traveling from out of the area.

Transmit a LEADS message outlining the Officer death.

FUNERAL LIAISON REPRESENTATIVE

- Will receive the family's request for funeral arrangements from the Family Liaison Representative and begin notifying the locations.
- Will scout locations and begin to prepare logistical information for services. This will include parking, transportation needs and routes, vehicle assignments, vehicle procession order, dignitaries attending, etc.

HONOR GUARD REPRESENTATIVE

- Will notify neighboring or assisting Honor Guard agencies for assistance in the funeral services. They may include bag pipes, bugle, rifle salute, posting of colors, etc.

Note: *Military honors may supersede Honor Guard activities.*

1. Assisting _____ Department

TX# _____

2. Assisting _____ Department

TX# _____

3. Assisting _____ Department

TX# _____

4. Assisting _____ Department

TX# _____

BENEFITS OFFICER

- Will begin immediate notifications of necessary agencies related to fallen Officer benefits and services.
- Ensure a Supervisor is present at the hospital to stop distraught Officers from forcing their way into a hospital room, Medical/Coroners.

SECTION 3

FUNERAL SERVICES

FAMILY LIAISON REPRESENTATIVE

- Attempt to quickly identify location of pre-burial services (i.e., wake) and burial location with Priest/Chaplain, etc.
- Determine family wants and needs. Ensure a police type funeral is desired.
- Identify with the family who are "real family" and protect family from distant/long lost relatives or "fame chasers" the family does not want present.
- Discuss what public officials, politicians, celebrities, etc., (who if any) will be allowed to speak or address mourners. Also discuss seating arrangements for these guests if they will be present.

OFFICE REPRESENTATIVE

- Make every effort to ensure every member of the department is able to attend the burial services. Secure assistance from outside agencies and dispatching if possible.
- Ensure every department member is aware of uniform standards regardless of specialty (i.e., TAC Officer shave/haircut and Class A uniforms worn).
- Ensure Officers are aware of predetermined assembly point for inspection and briefing by the Chief/Sheriff. This will need to be coordinated with the funeral liaison representative.
- Appoint staff to take Officers badge/name tag/patches/rank insignias/award ribbons for preparation for shadow boxing. Prepare flags to present (if chosen). *DO NOT PRESENT FLAG IF MILITARY HONORS.*

Note: Children of the fallen Officer should be recognized as well. Personal memorabilia of their deceased parent should be prepared to give. Parents of deceased should also not be forgotten.
- Prepare deceased Officers uniform if chosen to be worn by family. Class A; newly purchased. Chief/Sheriff will issue ceremonial badge and name plate to be worn while lying in state.
- Order Porta Potties for funeral.
- Contact with the Red Cross or Salvation Army may be beneficial in providing assistance.

FUNERAL LIAISON REPRESENTATIVE

Identify pre-burial location (or school if possible anticipating large police presence).

- _____ Locate casket/urn position
- _____ Locate family/friend seating positions
- _____ Locate casket escorts for positioning
- _____ Prepare staging, direction of walk through and exit
- _____ Prepare parking and parking attendants

Identify church after receiving information from Family Liaison. Meet church representative to determine lay out.

- _____ Locate casket/urn position
- _____ Locate family/friend seating, dignitaries, department Officers, other agency Officers, other guests
- _____ Coordinate movements with casket guards, honor guards, military
- _____ Coordinate escort of casket into building and existing
- _____ Coordinate parking, parking attendant assistance, hearse proceeding procession or following
- _____ Coordinate family movement, motorcade or transportation
- _____ Ensure second hearse is available

Note: Family may request private burial therefore all ceremonial events may take place at church (gun salute, removal of badge, shadow box presentation, etc.)

Identify burial location with family

- _____ Plot course to/from church to cemetery
- _____ Coordinate family entering facility and parking
- _____ Coordinate parking for all guests
- _____ Coordinate casket movements, honor guard positions, casket guards
- _____ Is counter surveillance necessary
- _____ Prepare other details and order of events

HONOR GUARD REPRESENTATIVE

Notify assisting agencies.

Plan assisting agencies duties, positions, and practice areas.

Carrying colors

Rifles

Casket guards and rotations

Retiring colors

Buglers

Removal of ceremonial badge and name plate after lying in state

Flag presentation *(IF NOT MILITARY)*

Review and prepare protocol commands. See Illinois Chiefs of Police Line of Duty Funeral Protocols **LINE OF DUTY DEATH.**

MORE INFORMATION OUTSIDE OF THIS CHECKLIST CAN BE LOCATED ON THE ILLINOIS CHIEF'S OF POLICE WEBSITE

www.ilchiefs.org/index.cfm?fuseaction=Page.ViewPage&pageId=629

PART 3
SECTION 1
AFTER CARE

The following are instruction and a check-off list to be completed by representative of your Agency to assist in the remembrance of your fallen Officer(s) or support of a seriously injured Officer. It is also to provide assistance, guidance, and support for the family of said Officer.

FAMILY LIAISON REPRESENTATIVE DUTIES

- Assist Chief/Sheriff and/or Administrative Secretary with notification of important dates and anniversaries for your agencies fallen/injured Officer(s).
- Assist Chief/Sheriff and/or Administrative Secretary with important dates for all National, State and local events to include but not limited to: National Law Enforcement Week, your State's Law Enforcement remembrance dates, and any other local events supporting Law Enforcement.
- Work with the family to make arrangements to attend the National Law Enforcement Officer's Memorial event on the first anniversary of the officer's death, or the year their sacrifice is to be recognized at the event.

OFFICER LIAISON

- Secure a schedule of events related to the National Law Enforcement Memorial Service in Washington D.C. as they pertain to the fallen officer's family.
- NOTE: The organization C.O.P.S. (Concerns of Police Survivors) can be a beneficial resource.
<http://www.nationalcops.org>
<http://ilcops.org>
- Secure funding for the family's trip to include but not limited to: airfare, lodging, and meals. If this could be a financial burden on the agency, utilize outside donations, financial institutions, or fundraising organizations for assistance. ***If should be noted that the family should not take part in raising funds for their own trip to Law Enforcement events.***

