



CHIEF OF POLICE



El Cerrito Police Department – Funeral Manual

Chief of Police Next of Kin Notifications

Upon the death or serious injury of a Police Officer, civilian employee, or volunteer, the Chief or designee should immediately be notified. In the case of a line-of-duty death, it is imperative that this communication is made without delay.

During notifications, it is imperative that accurate information be passed quickly and discretely. The media and private citizens monitor our radio traffic regularly. Names of dead or injured Police Officers **SHALL NEVER** be given over the police radio. Telephone shall be utilized to conduct all communications of this sensitive nature.

Upon receipt of this tragic news, the Chief of Police, or designee, (if the Chief of Police is unavailable) should coordinate the following:

Assemble a Notification Team:

- a. Chief of Police or Acting Chief
- b. Family Liaison Officer (Chief of Police selects individual)
- c. Police Department Chaplain/Clergy
- d. A Police Officer friend of the family or close civilian family friend
- e. POA president or designee

The importance of the NEXT OF KIN NOTIFICATION cannot be over-emphasized. This process will set the tone for many difficult days, weeks, months, and years for the surviving family. Sensitivity and compassion are imperative.

Family notification should be made as quickly as possible to avoid the family receiving a notification from another outside party. The media will employ many efforts to seek out the name of the fallen Police Officer(s), EMS provider(s), dispatcher(s), or civilian employee(s). You must use all necessary measures to protect the next of kin from unwanted media exposure. For this reason, the Notification Team will need to assemble rapidly.

If the fallen Police Officer's family resides far enough out of the area as to make your department's participation in the notification impractical, contact the local Police agency in the area to assist in a timely notification.

Another distinct possibility is that your Department could experience a loss of more than one member. This would require multiple notification teams to be assembled and deployed. Before you arrive at the residence, verify latest information, and **DECIDE WHO WILL SPEAK, AND WHAT THAT PERSON WILL SAY.**

A word of warning, the family may strike out and blame the Department for their loss. For this reason, the initial notification and how the department handles it is extremely important.



El Cerrito Police Department – Funeral Manual

Chief of Police Cont:

Steps to be taken at the residence:

It may become necessary to have BLS/ALS Ambulance standing by if the people receiving the news are medically vulnerable. If this is done, have the apparatus stage near the residence, but not in view.

At the door identify yourself and ask to come in. (Notification should take place in a private setting.) When inside, be sure you are notifying the right person.

Get people in a comfortable or relaxed setting: the most important function of the person making the notification is to put all of the known basic facts into one sentence and tell them. Make sure your message is absolutely clear and direct.

They **ALREADY** suspect why you have come.

Begin with "I'm very sorry to tell you". Let them know how it happened, "Your husband/wife/son/daughter died responding to a robbery," or "Bob was killed in a traffic collision."

Allow the family to express their emotions. Do not try to talk them out of their grief. This is a very sad time. **Do not mask your own grief.**

Provide only the facts you know, **never speculate**. If you cannot answer a question, find out the correct answer and get back to them.

Phrases or words to avoid:

- a. "I know how you feel."
- b. "It was God's will."
- c. "Life will go on."
- d. "He would have wanted to go this way."
- e. "Be brave."
- f. "Passed away."

Use the victim's first name when referring to your fallen member.

Ask if the department can assist by notifying immediate family members (parents, brothers, and sisters). Ask if the department can pick up any children who may be away at this time. With the permission of the next of kin, the department can help setup a support system:

- a. Clergy
- b. Relatives
- c. Friends

Do not take any of the victim's personal items with you at this time.

If the survivor(s) ask to see the deceased or serious injured member, even if the body is badly disfigured **you should obtain clearance from Medical Examiner's Office**. People often have a need to see, touch and hold the deceased; otherwise they may be in denial. This is often very helpful in the family's grief process. It gives a sense of finality/closure.



El Cerrito Police Department – Funeral Manual

Chief of Police Cont:

If family members wish to see the deceased or seriously injured member, arrangements need to be made rapidly for the viewing. **No viewing will be conducted at the Office of Chief Medical Examiner except under extreme circumstances.** Sensitivity to the family is very important. Provide the best possible environment and avoid delays that heighten the family's anxiety.

Offer to transport the family to the location of the member and help prepare them for what they will see. **Do not let them drive.** If you transport the family, turn off your radio and/or advise dispatch that you are transporting the relatives and, if possible, switch to an alternate channel, or communicate by cell phone.

If the Department's Family Liaison Officer is not present at the notification, the family should be given the name prior to the team departing. Write down his/her office telephone and cellular numbers. If possible, the family should already know this person. Have one member of the Department stay with the family, unless the family declines.

Advise the family that the Family Liaison Officer will contact them to assist with the necessary arrangements.

Advise the family of possible media calls. Unwanted media exposure will only add to the difficulty of this tragedy. Suggest that a friend of the family screens their incoming calls.

Assure the family that their wishes are the Department's number one concern.

Ensure that the family understands that they do not have to make any immediate decisions regarding services, mortuary, wills, etc.

Before leaving the residence, try to set a time for a Family Planning Meeting. There are decisions that will need to be made by the family that will shape the planning process. This meeting should take place within the first 24 hours.

Never leave immediately after making a notification. Do not leave people without a support system. Wait for others to arrive.

Arrange for Police to stay at surviving family's home during viewing, memorial, and funeral services. This will help reduce the chance of criminals breaking into the family's homes while they're attending services.

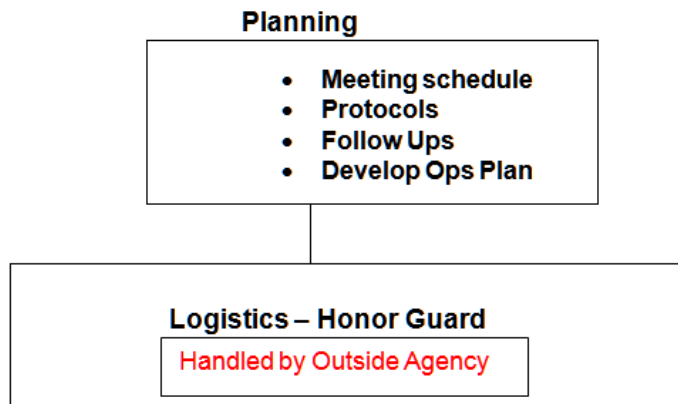
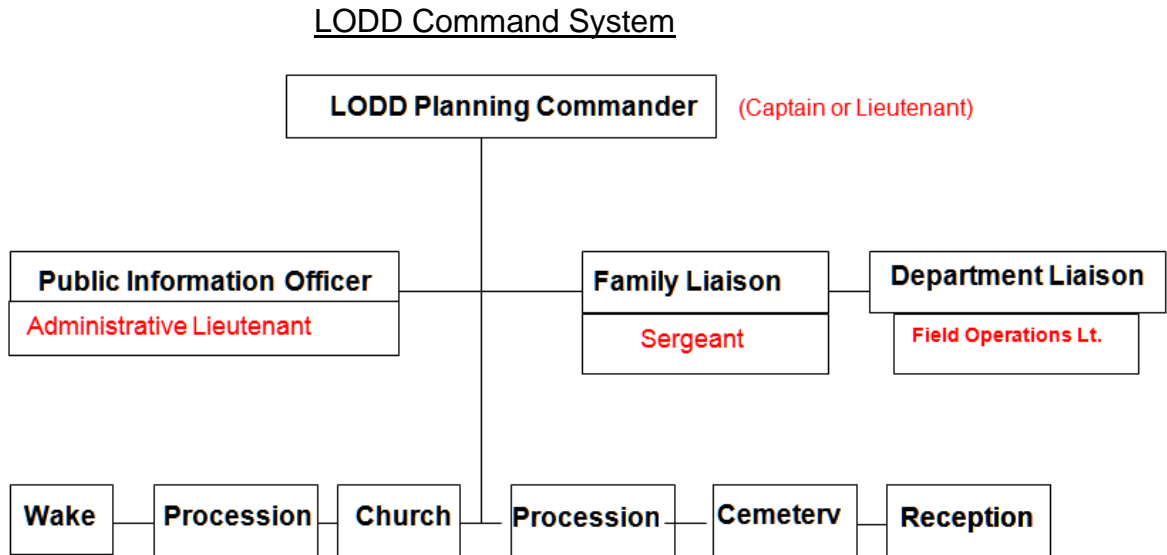


El Cerrito Police Department – Funeral Manual

LODD Organization Chart

Proposed Organizational Chart

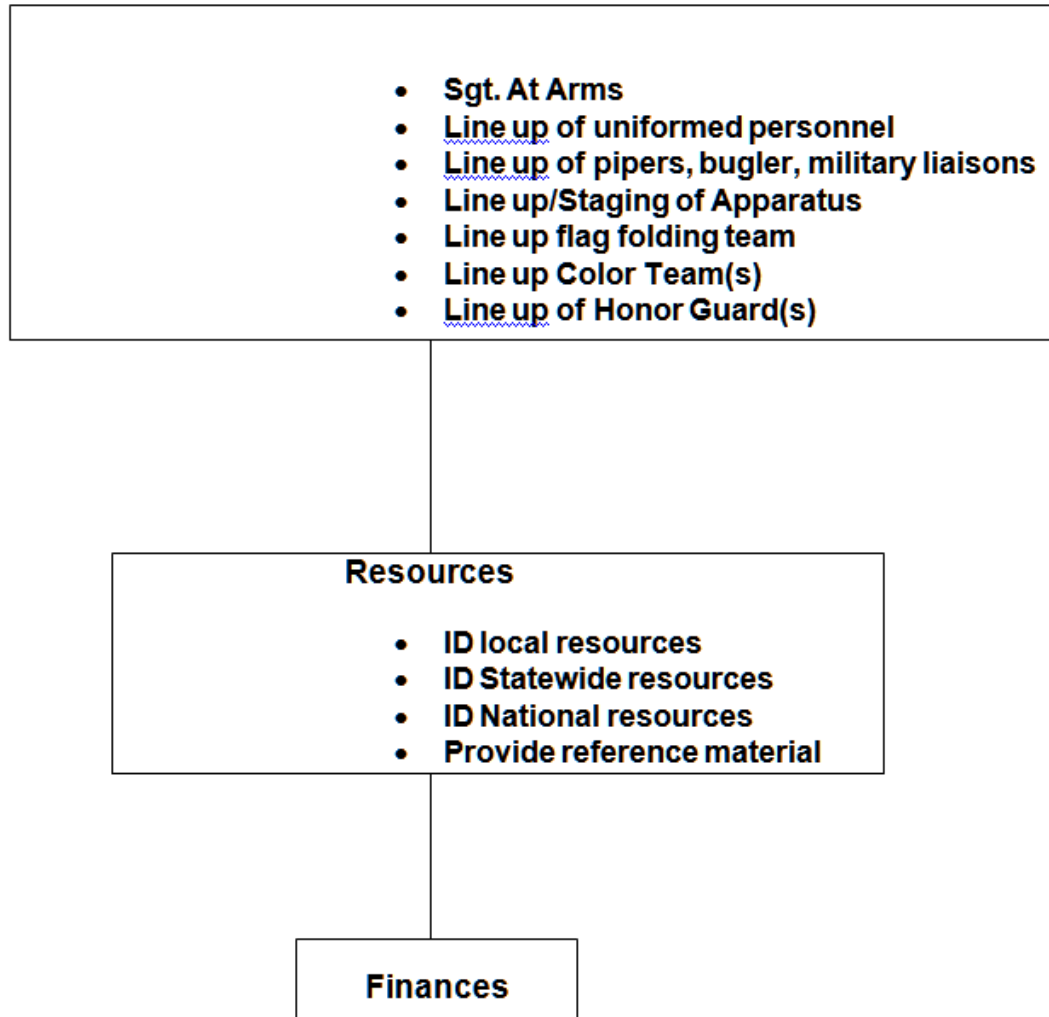
(This is a pull out work copy, make copies as needed)





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LODD Organization Chart Continued:





Planning Committee



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Planning Committee Contact List

(This is a pull out work copy, make copies as needed)

<u>Title</u>	<u>Name</u>	<u>Cell Phone</u>
Planning Commander	<u>Captain</u>	_____
PIO	<u>Admin Lieutenant</u>	_____
Family Liaison	<u>Sergeant</u>	_____
Department Liaison	<u>Operations Lieutenant</u>	_____
Wake Officer	<u>Sergeant/Spec Ops Lt</u>	_____
Procession Officer	<u>Traffic Sergeant</u>	_____
Church Officer (Inside)	<u>Corporal</u>	_____
Church Officer (Outside)	<u>Outside Agency</u>	_____
Cemetery Officer	<u>Sergeant</u>	_____
Reception Officer	<u>Sergeant</u>	_____
Mutual Aid/Standby	<u>Spec Ops Lt</u>	_____
Funeral Director	_____	_____
Priest/Church	_____	_____
Local PD Contact	_____	_____
CHP Contact	_____	_____
Transportation	_____	_____



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Important Management Tools

- **The Incident Command System**, we know it works...use it.
- **Unity of command** - there can be only one boss.
- **Span of control** – No one can successfully manage more than 5 elements.

Command Staff Planning Committee:

- The Planning Committee will meet twice daily at mutually agreed upon times and the LODD plan will be updated at each session.
- Communication is the key to the successful completion of the plan.
- In spite of all the planning **SOMETHING(S) WILL GO WRONG.**

END PLANNING COMMITTEE



Family Liaison Officer



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Family Liaison Officer (FLO):

The Family Liaison Officer is a critical position in a line-of-duty death or serious injury incident. The Family Liaison Officer can make or break the relationship between the Police Department and a family.

The Chief of Police or designee will appoint this person as soon as possible after a death or serious injury.

The Family Liaison Officer (FLO) shall, at a minimum complete the following:

1. Accompany the Chief of Police or designee during the initial family notification if possible.
2. Conduct a family planning meeting within **24 hours**.
3. Act as the Police Department's single point of contact to the family.
4. Act as the Liaison Person between Police Department and Funeral Director
5. Manage the family aftercare program.

Once assigned, the FLO will be available 24 hours a day until after the burial. The FLO should be assigned a Police Department vehicle. He/she should be issued communication equipment (cell phone and/or a portable radio) for the entire funeral process.

In the event of a multiple death or serious injuries, it will be necessary to have one Family Liaison Officer (FLO) for each Police Department member.

FLO needs to have contact and communications with FUNERAL DIRECTOR(s) in charge of the services.

As soon as practical after the notifications, it is important that the **FLO along with the Funeral Director** schedule a **Family Planning Meeting**. The decisions made at this meeting will provide important information to the planning and logistics efforts as the department prepares for an honorable service(s) for your fallen comrade(s). **FLO at this meeting shall complete the family planning checklist below.**

Always keep in mind that we are there to facilitate the wishes of the Family.



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FLO Family Planning Checklist

(This is a pull out work copy, make copies as needed)

Funeral Home: _____

Name: _____

Name of Funeral Director: _____

Address: _____

Telephone #: _____

Would the family like a formal Police Department service? Explain what all this would entail.
Yes: _____ No: _____

Is there a preference? Burial _____ Cremation _____ Other _____

Has a cemetery plot been already purchased? Yes _____ No _____

Location: _____

If no, preferred location: _____

Will there be a Vigil/Viewing: Yes _____ No _____

Location: _____

Date: _____

Time: _____

Nature of Memorial Service

Religious preference if any: _____

Open or closed to public: Open _____ Closed _____

Is there a religious requirement for burial time frame? Yes: _____ NO: _____

If yes, when will burial or cremation have to be completed by? _____



El Cerrito Police Department – Funeral Manual

FLO Family Planning Checklist Cont:

Burial (graveside) service? Yes _____ NO _____

Police Department involved? Yes _____ NO _____

Location: _____

Make arrangements for Critical Stress Debriefing support staff to visit family.

Ask if the Police Department can assist with out-of-town family arrangements.

Notifications of Relatives, Friends

Transportation

Family wishes to have Bag Piper? Yes _____ NO _____

Name: _____

Are there preferred speakers?

Name: _____

Name: _____

Name: _____



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FLO Family Planning Checklist Cont:

Obtain recent photographs of the deceased for the PIO.

- Home Photographs
- Emergency Contact Information Form
- Recent work Photo's
- Newspaper/Magazine articles

The meeting will be difficult for both the family and the Police Department personnel, but it will be an important step in the eventual recovery of the family. At this meeting, the family should decide how many people would represent them. (A word of caution, this will most likely be an emotional meeting, **the fewer** PD members present; the more constructive the meeting. A large group may make the painful process more difficult to manage.)

It is important that the department explain all options for the family regarding the benefits, the types of services and the potential Police Department involvement before any decisions are made. The FLO must be prepared to discuss **all** aspects of the funeral process and counsel the family in its decisions.

One of the most important decisions is the site of the memorial/funeral service. Explain to the family that the traditional Police Department service could bring hundreds and possibly thousands of mourners, thus requiring a large venue.

Explain that your department is ready to organize such a large service. Let the family know that if a decision is made to proceed with a traditional line-of-duty service, the family will be consulted on every detail, if desired. This decision must be timely if the department is to be notified to assist with accommodations.

BE PREPARED FOR THE POTENTIAL OF BEING BLAMED FOR THE LOSS OF THEIR LOVED ONE. IT IS VERY NATURAL FOR PEOPLE TO FIND SCAPEGOATS IN A TIME OF EXTREME GRIEF. THERE IS ALWAYS A POSSIBILITY THAT THE FAMILY (S) WILL REFUSE ALL POLICE DEPARTMENT ASSISTANCE. IF THIS HAPPENS, CALMLY STATE, "WE RESPECT YOUR WISHES." ALSO, ADVISE THEM THAT IT IS YOUR DEPARTMENT'S INTENT TO MEMORIALIZE YOUR POLICE OFFICER(S) WITH A MEMORIAL SERVICE AND THAT THE FAMILY MEMBERS ARE WELCOME TO ATTEND. EXPLAIN THAT THIS MEMORIAL IS NOT MEANT TO CONFLICT WITH THE FAMILY'S WISHES, BUT THAT IT IS EXTREMELY IMPORTANT FOR GRIEVING POLICE OFFICERS, AND THE LAW ENFORCEMENT COMMUNITY, TO PROPERLY PAY TRIBUTE TO ONE OR MORE OF THEIR OWN.

Remember, some religions require that the deceased be buried or cremated within a three-day period of time. If these restraints are present, it becomes even more important that the process moves rapidly.



El Cerrito Police Department – Funeral Manual

FLO Family Planning Checklist Cont:

FLO should also be prepared to assist the family in the aftercare once the primary services are completed. The surviving family members may need assistance with, but not limited to:

Public Safety Officer Benefit Program

Workers' Compensation

Pension Plan

State/Property Taxes

Life Insurance Policy

Mowing Lawns

House chores

Children(s) Education Planning

Home security detail

With respect to the benefits (local, state and federal) the family should be directed to work with their Department representative to ensure completeness of the materials needed for consideration.

END FLO SECTION



LOGISTICS

RESOURCE

OFFICER



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Logistics / Resource Officer (Sergeant)

The Logistics / Resource Officer is established to coordinate, procure and disseminate all items requested to support the operation from the beginning to the conclusion. Logistics / Resource will report directly to the Chief and/or Planning Commander during the preparation phase.

Items of interest may include but not limited to:

- Refreshments at the wake, church and cemetery
- Portable toilets
- Tents for rain cover or shade
- PA system (church and/or cemetery)
- Jumbo-trons
- Portable radios – consider outside agencies as well
- Bag Piper or Pipe Bands
- Media staging location platforms
- Caisson platforms Bunting for apparatus / stations
- Casket Flag(s)
- Bugler
- Flyover
- Memorial bands for badges
- White gloves
- Multiple sets of flags
- Large Flag for display from Aerial devices
- Buses / Transportation Needs
- Staging Location
- Weather reports for each operational period



WAKE OFFICER



El Cerrito Police Department – Funeral Manual

Wake Officer {Sergeant/Spec Ops Lt}

The Wake Officer works directly with the funeral director to assure (1) the funeral director has direct input into the Planning Committee and (2) all the needs of the family regarding the wake are met. Note: Most funeral directors do not have any experience in dealing with a LODD and the volume of people likely to attend.

The Wake Officer will prepare a detailed report for the Planning Committee confirming the date, hours and location of the wake, direction to get to the wake, parking locations for the wake, and scheduling / managing the flow of shuttle buses.

The Viewing/Vigil Division will be established if service is desired by the family(s). This Division will work very close with the Funeral Director(s) at all times must keep Funeral Director(s) informed of any changes.

It is the responsibility of the Wake Officer to provide Honor Guards for posting at or near the casket (one at each end of the casket). Rotate guards every 15 minutes. Coordinate with the Family Liaison Officer if there are preferred individuals by the family. Also coordinate with the Department Liaison for company members wishing to serve.

CISM (Critical Incident Stress Management) members should be on site for counseling, if necessary.



Wake Officer Planning Elements

(This is a pull out work copy, make copies as needed)

Needs to consider:

Preplan

- PD to secure family home during wake (local PD of residence)
- ID any family special needs
- Review building layout of funeral home
- ID flow of attendees
- ID parking
- Need for shuttle buses
- Obtain aerial photographs of the area and outline traffic flows
- Special lighting needs
- Plan a staging area for the media
- Review seating arrangements
- Quiet room for family
- Separate room for Honor Guard
- Special Announcements
- Shelter from weather / portable toilets
- Color Guard Note: pre-posting flags behind the casket is highly recommended
- Honor Guard
- Review casket vigil protocols
- Honor Guard Schedule
- Assign casket vigil gatekeeper
- Practice casket vigil



El Cerrito Police Department – Funeral Manual

WAKE OFFICER Cont:

Action Plan

- Assembly of Caisson
- Assembly of PD: location & time
- Staging out of town officers
- Processional drummers
- Maintaining ranks outside Funeral Home using Sgt. at Arms
- Have portable radios w/ ear pieces and establish communication protocols for inside and outside operations
- Special escorts for VIPs and dignitaries
- Assure media remains in their designated area
- Other
- Other
- Other



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WAKE OFFICER CONT:

WAKE	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
PD to secure family home during wake			
Work with the funeral director			
Get building layout of funeral home / ID flow of attendees			
ID parking			
Need for shuttle buses			
Special lighting needs			
Review seating arrangements			
Quite room for family			
Separate room for Honor Guard			
Special Announcements			
Color Guard Note: pre-posting flags behind the casket is highly recommended			
Honor Guard <ul style="list-style-type: none"> • Review casket vigil protocols (See attachment) • Assign gatekeeper to assist casket vigil changes • Honor Guard Schedule (See attachment) 			
Assembly of Caisson			
Assembly of PD: location & time			
Staging out of town Officers			
Maintaining ranks outside Funeral Home using Sgt. at Arms			



El Cerrito Police Department – Funeral Manual

WAKE OFFICER CONT:

WAKE	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
Have portable radios w/ ear pieces and establish comm. protocols for inside and outside ops.			
Special escorts for VIPs and dignitaries			
PD for traffic			
Overflow parking			
ID mutual aid standby agencies			
Food for mutual aid agencies			
Have CISM resources available			



DEPARTMENT

LIAISON

OFFICER



El Cerrito Police Department – Funeral Manual

Department Liaison Officer

The Department Liaison Officer is an important position in a line-of-duty death or serious injury incident. The Chief of Police or designee will appoint this person as soon as possible after a death or serious injury.

The Department Liaison Officer (DLO) shall, at a minimum, be responsible for the following:

- Accompany the Chief of Police or designee during the family notification, if possible.
- Conduct a Department meeting within **24 hours**.
- Act as the Police Department's single point of contact to the agency and disseminate information to the members of the department.
- Any information/concerns generated by the Department will be forwarded back to the planning committee through the DLO.

Once assigned, the DLO will be available 24 hours a day, until after the burial. He/she should be issued communication equipment (cell phone and/or portable radio) for the entire process.

The Police Department will now be the focal point of many visitors and media. Attention should be given to taking care of the building, grounds, and apparatus. This may also provide your personnel with some much needed peer to peer time.

In the event of a multiple death or serious injuries, it may be necessary to have more than one Department Liaison Officer (DLO) depending on the circumstances.

As soon as practical after the notifications, it is important that the **DLO** schedule a **Department Meeting**. The meeting will provide important information to the officers and may identify planning and logistics needs as the department prepares for an honorable service(s) for your fallen comrade(s). **DLO at this meeting shall complete the checklist below.**

Always keep in mind that we are there to facilitate the wishes of the Family.



El Cerrito Police Department – Funeral Manual

Department Liaison Officer Checklist

(This is a pull out work copy, make copies as needed)

- Call for a meeting of all department personnel within 24 hours
- Share as much information as you can with the members of the department
- Establish a phone tree/text group or other means to communicate information
- Conduct a dress uniform inspection
- Identify needs as soon as possible (ie: gloves, badge drapes, bunting, etc)
- Clean the Police Department
- Building bunting
- Establish a quiet room in the department
- Identify personnel that may speak, present, or act as pall bearers
- City Flag ½ staff
- Develop appropriate response policy to the expected outpouring of visitors, gifts, donations, etc.
- Coordinate locker clean out and any personnel files maintained in-house
- Maintain a master list of people, groups, or agencies that should be thanked properly in writing

END DEPARTMENT LIAISON OFFICER



Procession

Officer



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Procession Officer

The Procession Officer will work closely with local and state police and identify the routes to be used from the funeral home to the church and the church to the cemetery. All intersections that must be closed need to be identified. Procession information needs to be provided to the PIO to outline any streets closures to the media. Maps and aerial photographs outlining the route will prove to be helpful. Key elements are to confirm direction and placement of the family in the procession both arriving at the church and at the cemetery.

The Procession Officer will prepare a detailed report for the Planning Committee confirming the targeted departure time from the funeral home and direction of travel to the church.

Additionally the direction of travel to the cemetery will also be outlined.

Coordinate with school district officials for the use of schools to be utilized as a service hall(s) to accommodate large numbers of guest and Police Officers.
American Flag Display for Truck Companies (*if applicable*)

Designate vehicle order for all processions. Designate route of procession. If possible, the procession should proceed past deceased's department.

If possible, the procession should go through downtown, to allow the public to be involved in the ceremony.

Preplan

- Prepare handout maps outlining the procession routes
- Assembly of procession and line up
- Portable toilets
- Have portable radios w/ earpieces and establish communications protocols for inside and outside operations
- ID access/parking for caisson
- ID parking for private vehicles
- ID need for shuttle buses
- ID staging area for buses
- Assign buses for the Honor Guard, Pipe Band, and color teams



El Cerrito Police Department – Funeral Manual

Procession Officer Cont:

Recommended Procession Assembly

(This is pullout work copy, make copies as needed)

Police Escorts

Local / State Police Escorts

Motorcycles and cruisers

Other PD Units

Color Guards

Affected Police Department

Mutual Aid Departments

Local / State Police

All other PD color guards

Fire/EMS Color Guards

Pipes and Drum Corps

Dignitaries

City Officials

State Officials

Clergy



Procession Officer Cont:

Small Procession Example

Car 1

Staff Vehicles

Caisson (Pallbearers)

Family Limos

Family with Chief

Marching Contingent

Affected Police Department

Other Uniformed Personnel

(Four wide – Dress right dress)

PD Retirees

Local Police Departments

Mutual Aid Departments

All Other Vehicles



Procession Officer Cont:

For Large Processions

Color Team

Uniformed Personnel

Color Team Uniformed

Personnel Color Team

Uniformed Personnel

Color Team Uniformed

Personnel

END PROCESSION OFFICER



RECEPTION

OFFICER



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RECEPTION OFFICER:

The Reception Officer needs to secure a staging area for arriving out of town uniformed personnel and a venue to have a reception following the services. **It is recommended that the arriving personnel staging area and reception be located at the same facility and that uniformed personnel be bused from the staging / reception area to the procession step off location and back to the staging/reception area from the cemetery.**

Secure a facility large enough to hold hundreds or potentially thousands of Police Officers (local schools, theaters, hotels with conference centers, churches); **you may need to go outside your community.** Ensure the facility is large enough to handle anticipated large numbers. You may have to plan for overflow.

The Reception Officer is responsible for the following but not limited to:

It is the responsibility of this Division to organize and provide food and refreshments at a reception at the conclusion of the burial service. This will probably take place at a location away from the cemetery. Food and beverage services may be needed between morning and afternoon funeral services or following a funeral service at one or more location.

Consider help from the Red Cross, Salvation Army, or a professional caterer. Depending on the cause, and number of personnel involved in a line-of-duty death or serious injury, the number of out-of-town guests could range from a few hundred to several thousand.

Attempt to keep track and accountability of all expenses for the services

Contact local taxi, bus company and transportation provider for assistance for traveling Police Officers.

Keep record of all financial cost when possible



El Cerrito Police Department – Funeral Manual

Reception Officer Cont:

After Care and Support

Support of the family continues long after the funeral is completed.

It is the responsibility of the Police Department to assist the surviving family(s) and department members during their recovery from the devastating event of a line-of-duty death or serious injury. There will be many details, paper work, and steps that the department can assist the family with. This assistance may extend over a length of time.

The Family Liaison Officer is charged with providing the necessary assistance. This officer may need to select individuals with special expertise to assist in this function.

After care may require a generous time commitment, but as details are handled the workload will diminish.

The surviving family(s) should always be considered one of our own and to reduce the risk of the family members suffering from Post-Traumatic Stress Disorder. This is what we would like the Department to do for our families if we were the fallen member.

Establish weekly visits of Police Officers or spouses to give the surviving spouse a ‘time out’.

Invitations to Police Department functions: This is important – the family should never feel that they are not still included in our Police Department family.

After care responsibilities include, but are not limited to:

- Anniversary of the Death or Incident
- Phone call to say hi and to check on family status
- Child Care
- Mowing lawns /snow removal
- Household maintenance
- Painting- interior/exterior
- Children(s) birthdays
- Holidays

Insurance:

- Health
- Medical
- Supplemental Insurance: AFLAC, Combined, etc.



El Cerrito Police Department – Funeral Manual

Reception Officer Cont:

Assisting the family(s) with the completion of all forms for benefits:

With respect to the benefits (local, state and federal) the family should be directed to work with their Department representative to ensure completeness of the materials needed for consideration. Provide this information, but refer to FAMILY LIAISON OFFICER.

Federal:

Public Safety Officers' Benefit

Program Bureau of Justice

Assistance Washington D.C. 20531

(202) 307-0635 or Toll Free (888) 744-6513 (8:30 – 5:00 Monday – Friday EST)

Fax # (202) 616-0314

LAST Team facilitates the assistance with the PSOB process

Non-Profit Organization Benefits:

The Hundred Club

Deferred Compensation

Assisting with taxes

Review of all bills before payment by survivors for legality, honesty, and accuracy, this should include last illness, previous debts, and funeral expenses. Some bills may be covered by insurance, or otherwise not legally due.

Change of titles and bank accounts

END RECEPTION OFFICER



CEMETERY OFFICER



Cemetery Officer

The Cemetery Officer works with the funeral director and superintendent of the cemetery to assure proper arrival at the cemetery, placement of personnel within the cemetery and travel within the cemetery.

The Cemetery Officer will prepare a detailed report for the Planning Committee confirming the direction of arrival at the cemetery, which entrance will be used, the placement of vehicles, uniformed personnel, VIPs, and civilians, the movement of the casket through the cemetery, and the sequence of events at the gravesite.

The graveside service normally consists of a short religious service and several Police Department protocols.

Remember, the arrival at the cemetery is a very difficult time for family members. A long wait before the service begins can cause a great deal of anxiety. If an extremely long motorcade or delays are anticipated, it may be advisable to arrange for a family waiting room. It is **imperative** to have a parking plan at the cemetery. Cemeteries usually have traffic plans and know exactly how many vehicles can be accommodated.

Check with superintendent of cemetery.

- Assembly:
 - o Family
 - o Friends
 - o VIPs
 - o Police Department Personnel
 - o Police Department Honor
 - o Visiting Police Officers
 - o Visiting Honor Guards
 - o Pipe Band



El Cerrito Police Department – Funeral Manual

Cemetery Officer Cont:

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Needs to consider:

- PA system
- Portable toilets
- Water
- Power
- Tents / Shade
- Provide / distribute directions and maps to location of reception.
- Arrange for seating for at least family and VIPs
- Arrange for Medical/EMS Stand-By
- Provide Water/ Heat depending on weather conditions
- Provide a parking plan
- Media Placement (Preferred behind the family)
- Apparatus pre-placement
- Procession past police department
- Arrival of procession
- Drop off location and parking of buses
- Assembly of Officers using Sgt. At Arms
- Arrival and Movement of the casket
- Colors escort casket to the burial site
- Locate Color Team near burial site
- Dismiss the Colors
- Religious aspects are completed
- Confirm cues for firing detail
- Confirm cues for bugler - Taps
- Flag folding
- ID location



El Cerrito Police Department – Funeral Manual

Cemetery Officer Cont:

Additional Needs to Consider:

- Reading of the folds
- Presentation of the flag
- Last alarm – Radio call, pager tone out, final dispatch announcement
- Confirm cues for Bag Piper to play Amazing Grace
- Announcements
- Services are concluded
- Invitation to reception
- Uniformed personnel are dismissed
- Transportation to reception

The cemetery officer works closely with logistics, funeral, and wake officers to coordinate everything. We know from mutual aid planning and ICS, no single person can handle more than a few elements. Good communication and a single point of contact will help facilitate a smooth planning operation.



El Cerrito Police Department – Funeral Manual

<i>CEMETERY</i>	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
Use of public address system at cemetery			
Caisson pre-placement			
Procession past police department			
Arrival of procession			
Drop off location and parking of buses			
Assembly of officers using Sgt. At Arms			
Arrival and Movement of the casket			
Colors escort casket to the burial site			
Locate Color Team near burial site			
Dismiss the Colors			
Religious aspects are completed			
Confirm cues for firing squad			
Confirm cues for bugler - Taps			
Flag folding <ul style="list-style-type: none"> • ID location • Reading of the folds • Presentation of the flag 			
Last alarm – Radio call, pager tone out			



El Cerrito Police Department – Funeral Manual

Cemetery Officer Cont:

CEMETERY	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
Confirm cues for Bag Piper to play Amazing Grace			
Announcements <ul style="list-style-type: none"> • Services are concluded • Invitation to reception • Uniformed personnel are dismissed 			
Transportation to reception			
Reception			
Have CISM resources available			

Potential Graveside Services

- Opening prayer
- Scripture reading
- Committal reading, closing prayer (Officer’s prayer if the prayer was not stated at church service)
- Present Arms
- Rifle Team
- Taps
- Flag folding: Honor Guard

Flag presentations by Chief of Police or designee (presenter, ceremonial present arms, then **slowly** ceremonial order arms.)

Coordinate flag presentation to family.

The Chief of Police or designee, who will present the American Flag and state;

“This flag is presented to you on behalf of the El Cerrito Police Department in our appreciation for the honorable and faithful service, and ultimate sacrifice of (name)___.”

Consider the presentation of pre-folded flags to surviving children.

Present badge, nametag, and department patch cased to the family.

Arrange for helicopter / aircraft fly over if desired

Bagpiper/ Gaelic Brigade “Amazing Grace” – Dismissal

(END CEMETERY OFFICER)



VIP

INTERMENT

PROTOCOL



El Cerrito Police Department – Funeral Manual

VIP Interment Protocol

NATIONAL HONOR GUARD ACADEMY **Interment Protocol**

The following information was provided by the Office of the Director of Ceremonies and Special Events, U.S. Army Military District of Washington. It is a generalized guideline that can be helpful in planning the interment of a Public Safety Officer.

1. **Participating Personnel.** The following personnel should be present to properly coordinate VIP funerals:
 - a. Funeral Home Director
 - b. Cemetery Superintendent
 - c. State/Local Law Enforcement or Security Force
 - d. Clergy
 - e. Family representative
 - f. Congressional, State and Local Government representatives
 - g. Honorary Pallbearer representative
 - h. Ceremony Commander
 - i. Local military representative, if applicable
 - j. Personnel of other agencies as required

2. **Coordination Meeting.** The following must be planned for and coordinated:
 - a. *Honorary Pallbearers*
 - i. How many? (Should not exceed 12).
 - ii. Will they carry the remains at any time at the church service or to gravesite? If so, they should be briefed by the Ceremony Commander
 - iii. Position at gravesite (should be at the head of the grave).
 - iv. If gravesite is large enough, the Honorary Pallbearers should form a cordon so the remains can pass through them and then follow the remains to the gravesite and then be positioned at the head of the grave.
 - v. Honorary Pallbearers are organized by rank starting at the right front and alternating sides.
 - b. *Casket*
 - i. The flag is placed on the casket with the blue field over the left shoulder.
 - ii. The casket should be placed in the hearse feet first, with the exception of members of the clergy and some Heads of State.
 - iii. The casket should be carried to the gravesite feet first (with the same exceptions as noted above).
 - iv. The casket should be carried level at all times during movement.
 - v. If flowers are on the casket, they should be removed prior to movement to the gravesite so the flag can be placed and folded.
 - vi. The casket is placed head first on the grave, when space permits. Typically approach would be from the head of the grave as travel takes place feet first. The lowering device should identify which end is the head of the grave.
 - vii. Weight of the casket should be determined when possible. This may dictate modification in movement.
 - viii. The type of casket must be known to indicate if there are handles present.



El Cerrito Police Department – Funeral Manual

VIP Interment Protocol Cont:

c. Funeral Procession

- i. The funeral procession must be organized prior to the arrival at the gravesite.
- ii. The next of kin should be placed behind the remains.
- iii. The clergy is located in front of the hearse.
- iv. Congressional members, Honorary Pallbearers and participating Military or other Honor Guards should not be in the procession. They should depart at the conclusion of the church service and proceed directly to the gravesite. Their vehicles must be located in such a way that they can depart first, ahead of the funeral procession.

d. Gravesite

- i. Cars can be double and triple parked depending on the size of the area.
- ii. The direction the hearse will enter the cemetery must be known. The route should be planned so when the funeral procession arrives at the gravesite, the seats for the next of kin and family are on the same side. This will eliminate crossing over the gravesite.
- iii. The gravesite area should be clear to accommodate only those participating in the interment service.
- iv. Positions for the casket team, firing party, bugler, bagpiper and flag bearers/color teams, if required, must be secured and in the line of site of the next of kin.
- v. Press/Media should not be allowed to mix in with other mourners. Establish an area where they can congregate and not detract from the service, but still allow them to get their story.
- vi. Public viewing areas must be secured for crowd control.
- vii. Preplan parking to allow for the most efficient dismount.
- viii. Placement of flowers must be taken into consideration to allow for movement around the grave (casket team and presenters).
- ix. Shuttle buses and other transport vehicle should be positioned out of the way of the next of kin. If using apparatus or marked vehicles, try to encircle the gravesite with said vehicles.
- x. Securing the gravesite can be accomplished by either roping it off or with the use of security personnel.
- xi. Identify the type of lowering device in advance to aid in proper placement of the casket on the grave.



El Cerrito Police Department – Funeral Manual

VIP Interment Protocol Cont:

- 3. Sequence of Events.** As the funeral procession arrives at the gravesite, the hearse and the next of kin will be stopped at the proper location by the Ceremony Commander, or designee. The next of kin, family and Senior Government or Staff representatives should remain in their vehicles. Other mourners should be asked to dismount their vehicles and wait behind the last family vehicle. When the majority of the mourners are in position behind the family vehicle and the uniformed personnel are assembled in their predetermined formations, the next of kin, family and Senior Government and Staff Representatives will dismount and wait until the casket is moved from the hearse.

When the casket team begins movement to the gravesite, the clergy will lead followed by the remains, Honorary Pallbearers, next of kin, family and other mourners. If a solo bagpiper is used, they should lead the clergy. However, if a pipe band is used, then they should follow or set up in the vicinity and play in place. If a color team is used, they would lead the procession to the gravesite, or be pre-positioned in the vicinity. The Honorary Pallbearers will be placed at the head of the grave, the remains will be placed on the grave and the next of kin and family will take their seats.

The clergy will deliver the final benediction. At the conclusion of the benediction, the family will be asked to stand and the firing party will fire three volleys. At the conclusion of the three volleys, the bugler will sound "Taps." At the conclusion of "Taps," the casket team will fold the flag and pass it to the presenter (who has been pre-designated). This would conclude the "Bang, Tap, Fold." If there are any additional presentations to be made they should be done at this time, followed by any other traditions or tributes and then dismissal.

END



PUBLIC INFORMATION OFFICER



Public Information Officer

Public Information Officer (PIO)

The Public Information Officer is established primarily to coordinate and disseminate all information regarding a line-of-duty death or serious injury sustained to a Police Officer(s). The PIO will report directly to the Chief of Police and or Planning Commander during the service preparation phase.

RULE NUMBER ONE – THE NAME (S) OF INJURED OR DECEASED POLICE OFFICER (S), DISPATCHER (S), OR CIVILIAN EMPLOYEE (S) WILL NOT BE RELEASED, WITHOUT CONSENT FROM THE OFFICE of CHIEF MEDICAL EXAMINER AND ONLY AFTER POSITIVE IDENTIFICATION HAS BEEN ESTABLISHED BY THE MEDICAL EXAMINERS OFFICE AND FAMILY NOTIFICATION HAS BEEN MADE.

Think of how tragic it would be if the media informed the family of the loss.



El Cerrito Police Department – Funeral Manual

Public Information Officer Cont:

(This is a pull out work copy, make copies as needed)

The responsibilities of the PIO include but are not limited to:

The coordination and/or presentation concerning **all** media contacts

- Interviews
- News conferences
- Written news/press releases
- Nixle
- Twitter
- Facebook

Notification of the death and pertinent information to:

- Major State Police Departments
- U.S. Department of Justice: Line-of-Duty Death **(202) 307- 0635**
- Public Safety Officers Benefit Program:
(888) 744-6513, FAX (202) 307-3373

Telephone

- Federal OSHA
- City Official(s)
- Elected Officials
- Mutual Aid Departments

Rapid notification to important State and Federal politicians is very important if you desire their participation. They need as much lead-time as possible to adjust their schedules.

Establish information telephone numbers for:

- Recorded information
- Live contact person

Develop a complete biography of individual(s) and recent pictures to be used:

- By the press, newspapers
- Ceremonies (collage, portraits)

Preparation of a press kit that will include:

- Biography(s)
- Pictures
- Service information
- Maps



El Cerrito Police Department – Funeral Manual

Public Information Officer Cont:

Consider the use of pool coverage

- Notify the Radio, Television and News Association

Notification needs to be done ASAP

- Manage media viewing area at service and burial. Media should not be in a position that would detract from the service in any way.
- Work with the media, not against them. Good coverage will help in the tribute to your fallen comrade.

Preparation of printed service programs for:

- Viewing
- Memorial

Prepare a video slide show for memorial

Coordinate with PD video section for taping of events.

Communicate with Family Liaison Officer

Communicate with the Department Liaison Officer

END PIO



El Cerrito Police Department – Funeral Manual

END OF FUNERAL MANUAL

Use this page for additional notes.