


<b>HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> February 2021	<b>Review Date</b> February 2022	<b>Directive Number</b> <b>6.2.4</b>
<b>Accreditation Index:</b>		<b>Rescinds:</b> Directive 6.2.4 of November 2019
<b>Chapter:</b> Six – General Procedures		<b>Section:</b> Two – Law Enforcement Function
<b>Chief of Police:</b> <i>John F. Viola</i>		

## SUBJECT: POLICE DEPARTMENTAL FUNERALS

### I. PURPOSE

There is no more honorable profession than to have served your community as a sworn police officer. This service to the community should be remembered always and honored appropriately upon the death of the officer.

The Haverford Township Police Department is committed to honoring any officer in good standing, whether currently active or a pensioned member, with the appropriate ceremonial protocol upon their death.

### II. POLICY

The Department shall afford the appropriate ceremonial honors at funerals of deceased active or retired members of the Department who are in good standing at the time of their death. Each funeral shall be classified according to the circumstances surrounding the death of the officer.

At the request of family members, the Department shall make every attempt to afford appropriate ceremonial honors at the funerals of deceased active or retired members of the Department. The Chief of Police or his designee shall have final authorization in granting such a request.

### III. CLASSIFICATION OF FUNERALS

- A. **Death of an Active Officer While on Duty** - the death of any active officer while in an on duty status or in the performance of duty.
- B. **Death of Active Officer While off Duty** – the death of any active duty

officer who dies as a result of natural causes or an accident not related to the performance of a direct law enforcement function while off duty.

1. Examples;
  - a) Officer has a fatal motor vehicle crash off duty not in the performance of a law enforcement function. Officer dies in his sleep or of a fatal heart attack.

C. **Death of a Pensioned Member** – death of any pensioned member receiving a Haverford Township Police Department pension who passes not related to a law enforcement function.

D. **Other Jurisdiction Personnel Killed in the Line of Duty** - a law enforcement officer from another jurisdiction who died while on duty or in the performance of duty.

#### IV. PROCEDURES AND RESPONSIBILITIES

##### A. **Death of an Active Officer While on Duty**

1. The ranking officer on duty shall upon the death of an officer under his/her command immediately notify the Duty Commander and the Chief of Police.
2. The Chief of Police or his/her designee shall:
  - a) Notify the next of kin in person.
  - b) Designate an overall commander to be responsible for all activities relating to funeral details before and after the funeral. Coordinate details with outside agencies.
  - c) Designate a ceremonial leader to be responsible for the formation and direction of all ceremonial units.
3. Overall Commander shall:
  - a) Command all police activities concerned with the viewing, services and interment.
  - b) Form a notification team, including himself/herself, the ceremonial leader, and any officer(s) he/she deems appropriate to respond to and act as the Department representatives to the family of the deceased.
  - c) Make all necessary Department funeral arrangements in cooperation with the family of the deceased.
  - d) Ensure preliminary notification of the death and funeral arrangements to all Department personnel and public officials via memorandum.
  - e) Arrange for the transmission of a multistate computer

message concerning funeral arrangements.

- f) Ensure the flag at headquarters is flown at half staff from the time of the officer's death until the completion of the funeral.
  - g) Direct all officers to wear mourning crepes for a period of thirty days.
  - h) Ensure that mourning crepes are installed on the front of headquarters for thirty days.
  - i) At the direction of the Chief of Police mourning crepes may be installed on a marked police vehicle.
  - j) Make all necessary arrangements for traffic control, crowd control, vehicle escorts and transportation of personnel and officials.
  - k) Make assignment of personnel to the following ceremonial units:
    - (1) Family Escort Unit
    - (2) Marked Vehicle Escort
    - (3) Ceremonial Detail
  - l) Ensure that a list of outside police agencies attending the funeral is prepared to include the following:
    - (1) The name of the agency
    - (2) The address of the agency.
    - (3) The name of the Chief Executive Officer of the agency.
    - (4) Names of all officers of the agency attending the funeral.
    - (5) Ensure this list is forwarded to the Chief of Police.
  - m) Determine the uniform of the day for all uniformed personnel.
4. Ceremonial Leader shall:
- a) Be responsible for the formation, assignment and direction of personnel of the following ceremonial units in accordance with the military drill and ceremonial manual (FM 3-21.5):
    - (1) **Color Guard** – shall consist of four members; two riflemen and two flag bearers. The unit leader shall carry the United States flag.
    - (2) **Pall Bearing Detail** – Shall consist of seven to nine

members who shall include six to eight casket bearers and the Ceremonial Leader who shall serve as the unit leader.

- (3) **Rifle Detail** – Shall consist of a minimum of three riflemen and a unit leader.
- (4) **Bugle Detail** – Shall consist of two buglers to perform echo taps.
- (5) **Flag Folding Detail** – Shall consist of the Pall Bearing Detail and the Ceremonial Leader. If the Pall Bearing Detail is not used, the Ceremonial Leader and one officer shall act as this unit.
- (6) **Casket Honor Guard** – Shall be Department members assigned to stand casket honor guard at the viewing and prior to the funeral. The Ceremonial Leader shall be the unit leader.
- (7) **Family Escort** – Shall be an officer assigned to assist family members of the deceased; shall be assigned to the family during the entire proceedings.
- (8) **Marked Vehicle Escort** – Utilized for funeral processions from the funeral home to the church and from the church to the cemetery.
- (9) **Ceremonial Detail** – Department members used to form an honor guard column when moving the casket from the funeral home to the church and cemetery.

b) Inspect all ceremonial units' personnel prior to reporting on detail.

5. Unit Leaders shall:

a) Be responsible for the duties assigned to their unit during the ceremonies.

## **B. Death of Active Officer While off Duty**

1. The ranking officer on duty shall upon learning of the death of an active officer who is off duty immediately notify the Deputy Chief and the Chief of Police.

2. The Chief of Police or his/her designee shall:

a) Designate an overall commander to be responsible for all activities relating to funeral details before and after the funeral. Coordinate details with outside agencies.

b) Designate a ceremonial leader to be responsible for the

formation and direction of all ceremonial units.

3. Overall Commander shall proceed as follows:
  - a) Command all police activities concerned with the viewing, services and interment.
  - b) Form a notification team, including himself/herself, the ceremonial leader, and any officer(s) he/she deems appropriate to respond to and act as the Department representatives to the family of the deceased.
  - c) Make all necessary Department funeral arrangements in cooperation with the family of the deceased.
  - d) Ensure preliminary notification of the death and funeral arrangements to all Department personnel and public officials via memorandum.
  - e) Direct all officers to wear mourning crepes for a period of Ten days.
  - f) Ensure that mourning crepes are installed on the front of headquarters for Ten days.
  - g) Make all necessary arrangements for traffic control, crowd control, vehicle escorts and transportation of personnel and officials.
  - h) Make assignment of personnel to the following ceremonial units:
    - (1) Family Escort Unit
    - (2) Marked Vehicle Escort
    - (3) Ceremonial Detail
  - i) Ensure that a list of outside police agencies attending the funeral is prepared to include the following:
    - (1) The name of the agency
    - (2) The address of the agency.
    - (3) The name of the Chief Executive Officer of the agency.
    - (4) Names of all officers of the agency attending the funeral.
    - (5) Ensure this list is forwarded to the Chief of Police.
  - j) Determine the uniform of the day for all uniformed personnel.

4. Ceremonial Leader shall:
  - a) Be responsible for the formation, assignment and direction of personnel of the following ceremonial units in accordance with the military drill and ceremonial manual (FM 3-21.5):
    - (1) **Color Guard** – No color guard shall be formed for this funeral.
    - (2) **Pall Bearing Detail** – Shall consist of seven to nine members who shall include six to eight casket bearers and the Ceremonial Leader who shall serve as the unit leader.
    - (3) **Rifle Detail** – Shall consist of three riflemen and a unit leader.
    - (4) **Bugle Detail** – Shall consist of one bugler perform taps for this funeral.
    - (5) **Flag Folding Detail** – Shall consist of the Pall Bearing Detail and the Ceremonial Leader. If the Pall Bearing Detail is not used, the Ceremonial Leader and one officer shall act as this unit.
    - (6) **Casket Honor Guard** – Shall be Department members assigned to stand casket honor guard at the viewing and prior to the funeral. The Ceremonial Leader shall be the unit leader.
    - (7) **Family Escort** – Shall be an officer assigned to assist family members of the deceased; shall be assigned to the family during the entire proceedings.
    - (8) **Marked Vehicle Escort** – Utilized for funeral processions from the funeral home to the church and from the church to the cemetery.
    - (9) **Ceremonial Detail** – Department members used to form an honor guard column when moving the casket from the funeral home to the church and cemetery.
  - b) Inspect all ceremonial units' personnel prior to reporting on detail.
5. Unit Leaders shall:
  - a) Be responsible for the duties assigned to their unit during the ceremonies.

### C. Death of a Pensioned Member

1. The ranking officer on duty, upon receiving a death notification of a pensioned police officer of the Department shall forward a memorandum to the Chief of Police.
2. The Chief of Police or his/her designee shall:
  - a) Designate a ceremonial leader to be responsible for the formation and direction of all ceremonial units.
3. Ceremonial Leader shall:
  - a) Command all police activities; be responsible for the formation, assignment and direction of personnel of the following ceremonial units as required in accordance with the military drill and ceremonial manual (FM 3-21.5):
    - (1) **Pall Bearing Detail** – Shall consist of seven to nine members who shall include six to eight body bearers and the Ceremonial Leader who shall serve as the unit leader.
    - (2) **Flag Folding Detail** – Shall consist of the Pall Bearing Detail and the Ceremonial Leader. If the Pall Bearing Detail is not used, the Ceremonial Leader and one officer shall act as this unit.
    - (3) **Casket Honor Guard** – Shall be Department members assigned to stand casket honor guard at the viewing and prior to the funeral. The Ceremonial Leader shall be the unit leader.
    - (4) **Marked Vehicle Escort** – Utilized for funeral processions from the funeral home to the church and from the church to the cemetery.
    - (5) **Rifle Detail** – Shall consist of three riflemen and a unit leader.
    - (6) **Bugle Detail** – Shall consist of one bugler perform taps for this funeral.
  - b) Make all necessary Department funeral arrangements in cooperation with the family of the deceased.
  - c) Ensure preliminary notification of the death and funeral arrangements to all Department personnel and public officials via memorandum.
  - d) Arrange for the transmission of a regional computer message concerning funeral arrangements.
  - e) Direct those officers assigned to the detail to wear mourning crepes during funeral ceremonies.

**D. Other Jurisdiction Personnel Killed in the Line of Duty**

1. Upon receipt of a General Radio Message or inter-intrastate computer notification of a law enforcement officer who died on duty or in the performance of duty, as defined in this directive, the notified personnel shall forward this message to the Deputy Chief of Police, or his/her designee.
2. The Deputy Chief of Police or the Chief's designee shall:
  - a) Ensure the circumstances surrounding the death of the officer meet the criteria established by this directive for "Death of an Active Officer While on Duty".
  - b) Upon verification and authorization from the Chief of Police, arrange for an honor guard consisting of uniformed officers to attend.
  - c) Ensure that the Honor Guard uses a marked vehicle to proceed to the funeral.
  - d) Ensure that Honor Guard officers wear mourning crepes for the funeral detail.
  - e) The Chief of Police may direct that all officers of the department wear mourning crepes for a designated period of time. Generally one, ten or thirty days.

**BY ORDER OF THE CHIEF OF POLICE**