JOPLIN POLICE DEPARTMENT	10-15 STANDARD OPERATING GUIDELINE
SUBJECT: Funerals	**REVIEW DATE: Annually - October**
EFFECTIVE DATE: 10/14/2019	**ACTION DATE:**
AMENDS/SUPERSEDES: 11/22/2010	**AMEND DATE: 10/14/2019**
ACCREDITATION INDEX:	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

All members of the Joplin Police Department killed in the line of duty will be appropriately honored at the time of their death, and at periodic memorial services. The department will detail officers to ensure that survivors of JPD decedents receive appropriate support at the time of their loss. The department will also appropriately honor members of the department, who die while on active duty, as well as those officers who die in retirement, and civilian employees who die while under the employment of the Joplin Police Department.

II. PURPOSE

This Order establishes procedures to be followed in the event of the death of a Joplin Police Officer, Joplin Police Employee, or Joplin Police Retiree.

III. DEFINITIONS

A. Color Guard

A five-member unit consisting of three flag bearers and two riflemen. The color guard will consist solely of members of the JPD Chief's Honor Guard. The color guard will carry the colors of the United States, the state of Missouri, and the City of Joplin (in that order).

B. Casket Watch

Two honor guard members who are responsible for standing guard at the casket of a decedent at all viewings and memorial services.

C. Interment Flag

A cotton flag (5'x9.5') of the United States used to drape the casket.

D. Rifle Squad

An eight-member unit consisting of seven riflemen and one commander.

E. Flag Detail

An eight-member unit charged with removing and folding the interment flag at the burial site.

F. Type A Funeral

Funeral for officers killed in the line of duty or active duty officers who die of other causes. The Type A Funeral will consist of an honor guard at all viewings and memorial services, a flag detail, a bugler, rifle squad, and piper (optional)

G. Type B Funeral

Funeral for officers deceased in retirement. The Type B Funeral will consist of a flag presentation by the Chief's Honor Guard accompanied by a single rose.

IV. DUTIES and RESPONSIBILITIES

A. Chaplain

1. The Chaplain will coordinate activities with the Family Liaison Officer and the Department Liaison Officer and will keep all levels of command informed.

2. The Chaplain, Family Liaison Officer, and the family will coordinate the details of the funeral arrangements, making certain the family's wishes are carried out and the appropriate type of honors conducted.

3. The Chaplain will coordinate and assist the family's spiritual leader by notification of department traditions and will assist the spiritual leader in every way possible.

B. Family Liaison

1. Determine from the family member who is responsible for making funeral and burial decisions:

   a. Do they want the Police Department involved?

   b. Do they want a full police funeral/burial?

   c. Do they want military aspects to be involved?

2. If a Police funeral is requested, coordinate with the family the funeral and burial services, including the selection of the church building, casket, cemetery, minister, flowers, seating, music, and program composition.

3. Prepare a seating plan for the church/chapel and graveside.

4. Make other arrangements as outlined in SOG 3-09.

C. Traffic Sergeant

1. Coordinate all police vehicles (local and other agencies) for the cortege (procession);

2. Plan funeral parking;

3. Contact cities along the route;

4. Select a staging area for the funeral procession;

5. Plan the route for the funeral procession;

6. Assign personnel for parking, traffic control to address any funeral related traffic concerns, and security.

7. Plan cemetery parking.

8. Arrange for a tow truck to be available along the procession route,

D. Honor Guard Commander

1. Coordinate with the Chaplain's Office and the Family Liaison Officer with respect to the family's wishes for the funeral arrangements.

2. Be responsible for the notification, arrangements, assignments, and scheduling of the following:

   a. Chief's Honor Guard;

   b. Color Guard;

   c. 21-Gun Salute;

   d. Bugler;

   e. Casket watch;

   f. Pallbearers;

   g. Other agency Honor Guards;

   h. Lead attending officers for the final viewing;

   i. Burial flag and presentation ceremony;

   j. An officer to be in charge at the church to coordinate attending officers;

   k. An officer to be in charge at the cemetery to coordinate (lineup) officers;

   l. Practice sessions; and

   m. Other special ceremonial tributes as determined by the Chief of Police.

3. Members of the Honor Guard will be inspected by the Honor Guard Commander prior to ceremonial duties.

4. Commands will be executed by the Honor Guard Commander

E. Honor Guard

1. The Chief of Police shall select an Honor Guard Commander for the purpose of establishing and maintaining a twelve (12) officer Honor Guard. Officers selected to participate with the Chief's Honor Guard shall, when detailed, act as a direct representative of the Chief of Police. Honor Guard officers shall be subject to ceremonial details as directed by the Chief of Police.

2. The Honor Guard uniform will consist of:

   a. Navy hat;
   b. Navy dress uniform blouse;
   c. White shirt and black tie;
   d. Navy Honor Guard pants;
   e. Black "dress" duty shoes;

f. White cotton gloves;
g. Black belt with holster and duty weapon, cuff case and radio holder;

3. Honor Guard members shall be excused from normal assigned duties during honor guard watch and ceremonial assignments for the hours directed by the Honor Guard Commander.

4. At the church the Honor Guard will form a corridor into the church/chapel, equal number of members on each side.

   a. The team will precede the casket into the church/chapel.

   b. Upon entering the church/chapel, the Honor Guard will stand on each side of the casket's resting place, at parade rest. When those present pass in review, the Honor Guard will stand at attention until all present exit.

   c. The Honor Guard will precede the casket when leaving the church/chapel. Once outside, the Honor Guard will again form a corridor through which the pallbearers will pass with the casket.

   d. The Honor Guard will ride in the unit immediately behind the vehicle containing the casket.

   e. Upon arrival at the graveside, the Honor Guard (wearing hats) will precede the casket to the graveside.

   f. The Honor Guard will assume a position in the first row of the uniformed officers and will follow the commands of the Honor Guard Commander until dismissed.

5. Casket Watch

   a. The casket watch is usually comprised of two officers from the Honor Guard. However, volunteers may stand watch at the discretion of the Honor Guard Commander. Officers who are assigned to the casket watch must present an excellent uniform appearance.

   b. The Honor Guard uniform, including hat, blouse and white gloves will be worn for the casket watch. The watch will be divided into shifts with one or more officers standing 15 minutes at a time.

   c. The casket watch moves in slow cadence. This includes marching, movements and saluting. The Commander, or designee, will post the watch and the officers will position themselves at or near the head and feet of the deceased officer.

6. Receiving the Casket

   a. The Honor Guard will be lined up in the first row of officers in an equal number on each side, closest to the entrance to the church/chapel. The pallbearers will be lined up in the first row of officers, an equal number on each side and close to the proposed parking area for the hearse.

   b. Upon the arrival of the hearse and family vehicles, the Honor Guard Commander will call the detachment of officers to attention.

c. The pallbearers will receive the casket from the hearse and the Honor Guard Commander will order the detachment to present arms. All officers will render the hand salute and hold this position until the casket and family pass into the church/chapel at which time the Honor Guard Commander will order the detachment to "Order Arms."

7. The military aspect of the funeral will usually begin at one of the following places: church/chapel, cemetery gates or graveside. It may begin at any designated place and is initiated when the Honor Guard receives the casket.

8. All officers present will be in formation in their designated locations at least fifteen (15) minutes prior to the arrival of the hearse. An equal number of officers shall be formed in equal- numbered ranks according to the Honor Guard Commander's plan.

F. Pallbearer Team

1. The pallbearers will not wear headgear during the services at the church/chapel.

2. Upon the arrival of the hearse, the pallbearers will accept the casket and follow the Honor Guard into the church/chapel, placing the casket on the stand and then taking their seats.

3. After the services, the pallbearers do not pass in review of the casket but will remain in the church/chapel until everyone exits. They will again take the casket and follow the Honor Guard back to the hearse.

4. The pallbearers will ride together in a limousine and in the first police unit behind the Honor Guard's vehicle.

5. Upon arrival at the graveside, the pallbearers will wear headgear and will again accept the casket from the hearse and follow the Honor Guard to the graveside and place the casket on the stand. The pallbearers will then face the casket and remain at attention throughout the ceremonies, following the commands of the Honor Guard Commander through taps.

6. After the flag-folding ceremony, the Honor Guard Commander will present the flag to the highest-ranking officer of the Department (normally the Chief of Police). The Chief of Police will present the American flag to the predetermined family member.

7. For an officer who has been killed in the line of duty, the pallbearers will then remove their gloves and place them on the casket. The pallbearers will then march to a predetermined position until dismissal.

V. FUNERAL TYPES

A. Type A Funeral

1. Upon pronouncement of the death of an active Joplin Police Officer, the decedents last commander will ensure that an officer from the decedents last unit escorts the body at all times until this duty is relinquished to the JPD Chief’s Honor Guard. In cases where the decedent is to be interred out of town or out of state, a detail of two officers will be assigned to escort the body to the destination, where escort duties will be relinquished to the Chief’s Honor Guard.

2. Upon delivery of the body to the JPD Honor Guard, the guard will place the first of two interment flags on the casket. The flag should be placed with the blue field toward the head and over the decedents left shoulder. If the casket is to be opened for the viewing,

the flag should be drawn down to 13 folds. If the family requests a casket floral arrangement, the flag should be folded in the traditional triangle and placed inside the casket. On the night immediately before the burial, a flag detail will remove the flag from the casket. This flag will be presented to the decedent's spouse, mother, father, or sibling. A second flag will be placed on the casket without ceremony.

3. Fifteen minutes before the first viewing, the JPD Honor Guard will post. The honor guard posting detail will consist of two honor guard and one commander. The posting detail will march to a position in front of the casket, render the appropriate honors, and will post at the position of attention. Once posted, the guards will be ordered to parade rest and the commander will exit.

4. The honor guard will be charged in 21-minute intervals without a commander until the last guard mount, where the commander will secure the guards after appropriate honors are rendered.

5. After the last guard retires, honor guard members will assemble to lead officers on a final pass by the open casket.

6. A full color guard will be assembled near the hearse to render appropriate honors as the casket passes. If a combined agency color guard is available, it will be positioned directly across from the JPD Color Guard and heed commands of the JPD Honor Guard Commander.

7. A full color guard will be stationed near the interment site directly across from the flag detail. The JPD Honor Guard Commander will be responsible for all commands, to all units, as the ceremony continues.

8. After the gravesite services are complete, the Honor Guard Commander will order the flag detail into position. Once positioned, the flag detail will carry out the duties of folding the flag by silent commands. The flag will be folded from foot to head in the traditional triangle configuration. Once the flag is folded, the flag detail commander (positioned at the head of the casket) will face the Honor Guard Commander. The Honor Guard Commander will then salute the flag and take control of it, at which time the flag detail commander will salute. The flag will then be delivered to the Chief of Police with the appropriate honors. The Chief of Police will then deliver the flag to the next of kin saying words to the effect, "On behalf of the Mayor and a grateful community, I present you with the flag. . ." In cases where the decedent is survived by a spouse and immediate family members such as parents or siblings, the first interment flag (used during the viewing) will be delivered to the next survivor by the Chief.

9. At the command of the Honor Guard Commander, the Rifle Squad Commander will commence a 21-gun salute consisting of three volleys fired by seven officers.

10. After the last volley is fired, the Honor Guard Commander will order those in attendance to attention and then give the command "Present Arms" at which time the bugler will sound "Taps".

11. As the flag detail marches away, the piper, if present, will play "Amazing Grace" as attending officers pass by the casket.

12. After the funeral, the Rifle Squad Commander will secure one shell casing from each volley of the 21-gun salute, and have the casings placed in the vinyl flag cases to be given to the family members.

B. <u>Type B Funeral</u>

1. Officers who die in retirement by medical or twenty or more years of service will be honored at the funeral home by the Chief's Honor Guard.

2. At the appropriate time during the viewing, the Honor Guard will advance with a tri-folded flag of the United States of America. The folded flag will be pinned to the inside of the casket lid (if opened) or otherwise placed on the top of the casket.

3. The Chaplain will coordinate with the Uniformed Operations Captain to arrange for a marked vehicle to serve as an honorary escort from the funeral home to the cemetery when in the Joplin or immediate surrounding area.

C. Out-of-Town Funerals

1. When the Chief of Police receives word of a sworn officer killed in the line of duty in the four-state area, he may assign two members of JPD to attend the funeral services on behalf of the department and the City of Joplin. If members of the JPD Chief's Honor Guard are unable to take this assignment due to conflicting details, the Chief's two designees will attend wearing the Class A uniform.

2. Any off-duty officer wishing to attend an out-of-town funeral, within the state of Missouri, of a police officer or a retired JPD officer on his/her own time, may take a departmental vehicle upon permission from the Chief of Police or his designee. Off duty officers attending the funeral in uniform will be required to wear the Class A uniform. The uniform will be worn while proceeding to and from the funeral.

D. Cemetery Service

1. All officers, upon arrival at the cemetery, will assume their positions in formation near the graveside. The officer in charge at the cemetery, who has been appointed by the Honor Guard Commander, is responsible for positioning the officers. Formation position will be determined by the Honor Guard Commander prior to the service.

2. The Honor Guard Commander will call the detachment (uniformed officers) to attention as the pallbearers remove the casket from the hearse.

3. The procession to the gravesite will be:

    a. Minister/Chaplain
    b. Honor Guard
    c. Pallbearers
    d. Family

4. As the procession approaches the detachment of officers, the Honor Guard Commander will give the command to "Present Arms" at which time the uniformed personnel will render the hand salute until the casket has been placed at the graveside and the command is given to "Order Arms."

5. The command to stand at "Parade Rest" will then be given. Officers will remain in this position during the graveside services. After the minister/chaplain finishes, the Honor Guard Commander will call the detachment to attention, followed by the twenty-one-gun salute and then taps played by the bugler. Upon completion of taps, the order will be given to "Order Arms."

6. The Honor Guard will then fold the flag and present it to the Chief of Police or highest-ranking officer of the Department who will then present it to the next-of-kin. The Honor Guard Commander at this time will dismiss the detachment.

VI. PROCEDURES - OTHER

A. Uniform

The Class A uniform shall be worn at all funerals unless otherwise specified. All personnel attending shall conform to standards specified by Department announcement or directive. Department notices made prior to the funeral shall direct personnel if certain uniform restrictions are requested.

B. Procession into/out of the church or chapel

1. The procession into the church or chapel shall be in the following order:

   a. Minister/Chaplain
   b. Honor Guard
   c. Pallbearers with casket
   d. Family
   e. Firing Team
   f. All other officers and civilians.

2. After the services have been concluded, all uniformed personnel will pass in review, saluting the casket as they exit the church/chapel. Uniformed personnel will again form in the front of the church/chapel in the same manner as when the casket arrived.

3. Procession out of the church or chapel shall be in the following order:

   a. Firing team (the rifle team will leave immediately for the cemetery)
   b. All officers
   c. Minister/Chaplain
   d. Honor Guard
   e. Pallbearers
   f. Family
   g. All others in attendance

4. As the minister/chaplain exits the church/chapel, the Honor Guard Commander will call the detachment to attention. As the casket comes into view, the Honor Guard Commander will order the detachment to "Present Arms." All officers will render a hand salute until the casket is placed in the hearse, at which time the "Order Arms" command will be given.

C. Procedural Variations

1. The procedures outlined in this Standard Operating Guideline may be modified to accommodate, retired personnel, or other special circumstances at the request of the Chief of Police, Honor Guard Commander or immediate family of the deceased officer.

2. Any additional honors to be accorded to deceased officers or employees of the Department or to deceased members of other law enforcement agencies shall be at the discretion of the Chief of Police.

VII. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

VIII. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.