

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 3.09</b>
		Issue Date: March 21, 2005
		Revision Date: December 10, 2012
<b>CHAPTER:</b> Organization, Management and Administration		Related Policy: G.O. 3.08 (Line of Duty Deaths), Line of Duty Death Manual
<b>SUBJECT: Employee Funerals</b>		Related Laws:

**POLICY:** The Sheriff's Office will provide funeral planning assistance to the family members of any employee or retiree of the Sheriff's Office.

**RULE:** None

**PROCEDURE:**

I. Line of Duty Deaths Procedures Manual

For procedures and guidance related to the following funeral activities, refer to the Sheriff's Office's Line of Death Procedures Manual.

- A. Role of Command Staff
- B. Public Information Officer (PIO)
- C. Hospital Liaison
- D. Family Assistance Deputy
- E. Sheriff's Office Funeral Director
- F. Traffic Management
- G. Hospitality, Before, During, and After Services
- H. Post Funeral Debrief
- I. Special Plans and Considerations During Trial
- J. Appendixes
  - 1. Related General Orders
  - 2. Critical Incident Information Form

3. Deputy Personal Diary Booklet
4. Information on National Memorials and Special Occasions
5. Information on Federal Benefits
6. Information on State Benefits
7. Information on County Benefits

## II. Full Police Funeral

- A. The uniform of the day will be specified by the Sheriff. Black badge mourning shrouds may be worn during uniformed funerals and other times that are authorized by the Sheriff. The shroud will conform to the following:
  1. The shroud will be solid black and no more than 1/2" in width.
  2. The shroud will lie across the star badge from about the 2300 hour position to about 1700 hour position, as if looking at the face of a clock.
  3. The shroud will not cover any points on the star badge.
- B. Sheriff's Office Personnel:
  1. All Sheriff's Office personnel will assemble at a designated location prior to the funeral and respond to the service location as a unit.
  2. When Sheriff's Office personnel arrive at the service location, they will immediately form into a marching column of twos. A designated command person will bring the column to "attention" and then to "parade rest," where the column will remain until directed to enter the building.
  3. As members enter the service building, they will take their hats off and place them under the left arm. The column will line up in front of the designated sitting area and will remain standing until all have reached their seats, and they will then sit as a unit, placing their hats back on as they leave the service building
  4. When the unit leaves the service building, it will form up from the exit door to the hearse in uniform lines, as directed. As the casket exits the building, a designated command person will command "attention" and "present arms" (salute); after the casket is placed in the hearse, the command will be "order arms." The unit will then form into the marching column, march back to where vehicles are parked, and prepare to leave for the grave site.

5. The vehicle procession will follow the family and hearse to the grave site. The Sheriff or his designee will lead the Sheriff's Office units. Upon arrival at the grave site, all personnel will form the marching column and march to the designated area in a unit and stand in formation. The unit will follow all commands given by the designated command person.
6. At the conclusion of the service, the unit will get into marching formation and march to their vehicles for dismissal from the grave location. Personnel may leave at their leisure.
7. The rifle salute team and the bugler will leave immediately upon the conclusion of the church service to be at the grave site and in formation prior to the arrival of the procession.

### III. Less Than Full Police Funeral

The Sheriff's Office funeral director will advise Sheriff's Office members via memorandum if the funeral is less than a full police service. He/she will outline the funeral plan approved by the family.

### IV. Other Agency Police Funeral

- A. Sheriff's Office members responding to another agency's funeral shall follow the below listed procedures:
  1. Shall wear the appropriate uniform specified by the Sheriff.
  2. Wear a black badge shroud as specified in procedure II, A, of this GO.
  3. All personnel will travel together.
  4. Upon arrival, the deputy in charge will contact the person responsible for police formations and determine where deputies will be placed.
  5. When moving from one location to another, Sheriff's Office members will form into marching columns of two and march to the new location.
  6. When standing as a unit, the unit should be at "parade rest".