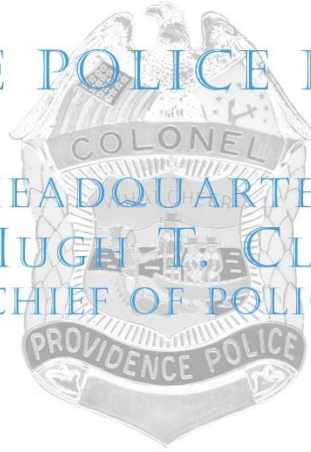


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	240.03	3/29/2021	4/2/2021
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Line-of-Duty Deaths and Serious Injuries		11/15/2016; 4/29/2014; GO# 60 1995; Memo #61 Series 1995; GO# 41 Series 1997	
REFERENCE		RE-EVALUATION DATE	
CALEA 22.2.4; 55.2.6		11/15/2022	
SUBJECT AREA		DISTRIBUTION	
Law Enforcement Operations		All Sworn Personnel	

PURPOSE

The purpose of this policy is to establish procedures for the Providence Police Department in the event of the death of or serious injury to an active, retired, or honorably discharged sworn Department member, and to aid the Department in providing proper support for the victim's immediate family members.

POLICY

It is the policy of the Providence Police Department to provide assistance to the immediate family of sworn Department members in the event of the member's death or serious injury. The procedures outlined in this policy should be followed as closely as possible unless they are not applicable to the specific incident at hand. In the case of a line-of-duty death, funeral arrangements are to be decided by the member's immediate family, with their wishes taking precedence over those of the Department.

DISCUSSION

For the purpose of this policy, the following definitions shall apply:

Line-of-Duty Death - The death of an active-duty sworn officer by felonious or accidental means during the course of performing police functions while on or off-duty.

Immediate Family Members - The spouse, children, parents, siblings, fiancé, and/or significant others, as identified by the family or otherwise known by the Department.

Department Liaison - A sworn officer who ensures the accomplishment of various tasks in support of the family, as described in this order.

Hospital Liaison – The first member of the Department’s Command Staff to arrive at the hospital, other than the Chief of Police, and charged with the responsibility of coordinating activities at the hospital as described in this order.

Funeral Liaison - An officer possessing good personal knowledge of the officer’s family relationships, and who serves as a facilitator between the family and the Department during the wake and funeral.

Benefits Coordinator - An officer responsible for coordinating with the City benefits staff, and who facilitates survivors in obtaining benefits and assistance from local, state, federal, and private organizations.

Family Support Advocate – An officer who advocates for the officer’s immediate family members as described in this order; however, this position cannot be filled by any officer who is or may be a principal witness in a related criminal trial.

Funeral Escort Coordinator - An officer who coordinates parking at the funeral; the funeral procession; parking at the cemetery; and any other traffic controls needed.

PROCEDURE

I. RESPONSIBILITIES

- A. The Chief of Police or his designee shall be responsible for:
 1. Designating officers to serve in the capacities of Department Liaison, Hospital Liaison, Funeral Liaison, Benefits Coordinator, Family Support Advocate, and Funeral Escort Coordinator.
 - a. An officer may be assigned to serve in multiple capacities.
 - b. These assignments will be made in writing to the Human Resources Bureau, and the family members will be informed of these designations.
 2. Ensuring that the Department’s Peer Support Unit is made available to assist family members in obtaining psychological services.
 3. Ensuring that Department employees are provided with the opportunity to participate in critical incident stress debriefings and informed of the availability of the Department’s Peer Support Unit.
 4. Determining the appropriate level of response for non-line-of-duty deaths/serious injuries of active members and the deaths of retired members.

5. Personally notifying sworn Department members, in group settings when possible, whenever the circumstances involve an active-duty officer.
 6. Providing security details for the protection of an injured officer and/or the officer's immediate family.
 7. Ensuring that continued support is provided to the immediate family members of a deceased officer long after the officer's death.
 - a. Immediate family members of the deceased should continue to feel that they are a part of the "Providence Police Family", and should be regularly invited to police functions.
 8. Annually observing the officer's date of death by sending flowers and/or a short note to the family.
- B. The Department Liaison will serve as a facilitator between the family and the Department. This individual will normally hold the rank of Division Commander or above in order to expedite the tasks of deploying Department resources and the delegation of assignments. This officer will work closely with the Funeral Liaison officer to ensure that the needs and requests of the family are fulfilled. This includes, but is not limited to, the following:
1. Providing oversight for the travel and lodging arrangements for out-of-town family members.
 2. Identifying churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family, who will make the final determination.
 3. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control, and liaison with visiting law enforcement agencies.
 4. Coordinating with the Department's Public Information Officer to provide assistance to the family in dealing with general media inquiries.
 5. Assisting the Department's Public Information Officer with the media to include coordination of any statements and press conferences. The Department liaison shall also ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.

6. Ensuring that security checks of the officer's residence are initiated immediately following the incident and for as long as necessary thereafter.
 7. Assigning officers to remain at the officer's residence twenty-four hours/day when requested by the officer's immediate family members, either until the time when emergency has passed or until the conclusion of the officer's funeral.
 8. Assigning an officer or officers to the hospital to provide security to the injured member.
 9. Ensuring that a teletype with information of the officers death be sent out as soon as reasonably possible. Furthermore as soon as details regarding the arrangements for officer's wake and funeral are planned, these arrangements are to be provided to surrounding Departments via another Teletype and posted on the Departments website.
 10. Setting-up a dedicated phone line to handle calls requesting information for wake or funeral arrangements and assigning additional staff to handle the increased call volume. All calls should be logged, allowing for a more accurate estimate of volunteers and persons attending.
 11. Recruiting assistance from outside agencies i.e. outside police departments for traffic control, National Guard or Military Reserve units for Buglers, and or Flyovers (when possible) .
- C. The Funeral Liaison acts as facilitator between the deceased member's family and the Department during the wake and funeral. The funeral liaison is responsible for:
1. Meeting with the family and explaining his responsibilities to them.
 2. Being available to the family prior to and throughout the wake and funeral.
 3. Ensuring that the needs and wishes of the family are addressed and take precedence over those of the Department.
 4. Assisting the family in working with the funeral director regarding funeral arrangements.
 5. Assisting the family in the selection of pallbearers.
 - a. Pallbearers will normally be officers who were friends of the deceased officer. The pallbearers will be notified of their

assignment through the Funeral Liaison. The uniform for pallbearers will be the Class A uniform with white gloves. Department members shall not contact the family and request to be assigned as a pallbearer.

6. Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the Department Liaison.
 7. Briefing the family on the procedures involved in the law enforcement funeral.
 8. Obtaining an American flag for presentation to family.
 9. Coordinating with the officers-in-charge of the Department Honor Guard and the Mounted Command.
 10. If the Family desires for the officer to be buried in a uniform, selecting and obtaining a uniform, all accessories and delivering them to the funeral home.
- D. The Hospital Liaison shall be responsible for coordinating the arrival of family members, Department personnel, the media and others; and shall assume the following responsibilities:
1. Coordinating the duties of the security detail at the hospital, including the screening of telephone calls and visitors.
 2. Providing an appropriate waiting area for the officer's family, and separate area for police officers and friends.
 3. Establishing a press staging area.
 4. Ensuring that pertinent information regarding the officer's medical condition is regularly relayed from medical personnel to the officer's immediate family members.
 5. Notifying appropriate hospital personnel that all medical bills related to the injured or deceased officer are to be forwarded to the Department's Human Resources Bureau. The officer's immediate family members should not receive any of these bills.
 6. Arranging for transportation of the family back to their residences, as necessary.
 7. Ensuring that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.

8. If it is possible for the family to visit the injured Division member before death they shall be afforded that opportunity. The family shall be prepared by the Hospital Liaison for what they might observe in the emergency room and accompany the family into the room only if requested. Medical personnel shall advise the family of their visitation policies and, in the event of death, explain why an autopsy is necessary.
 9. The sharing of specific information by the Hospital Liaison regarding how the officer was injured or killed, as well as allowing the family time with a deceased officer, is acceptable.
- E. The Family Support Advocate serves in a long-term liaison and support capacity for the officer's family. The duties of this individual include:
1. Providing contact with the officer's immediate family members in order to keep them informed of any criminal proceedings relating to the death of / serious injury to the officer.
 2. Accompanying surviving family members to criminal proceedings; explaining the nature of the proceedings; and introducing them to prosecutors and other persons as required.
 3. Identifying all support services available to the family and working on their behalf to secure any services necessary.
 4. Maintaining contact with the family to provide companionship and emotional support and maintaining an ongoing relationship between the Department and the immediate family.
 5. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, such as notifying Concerns of Police Survivors (C.O.P.S.) at (573)346-4911.
 6. Maintaining close communication with the Fraternal Order of Police.
 7. Ensuring the officers belongings are returned the family.
 8. Providing continued support for the family. Family members should be made to feel as part of the "Providence Police Family".
- F. The Traffic Coordinator is responsible for all traffic related activities involved with the funeral, including:
1. Coordinating parking at the services.
 2. Coordinating the route for the procession, including traffic control needed for the route.

3. Coordinating parking at graveside services.
4. Coordinating the assignment of patrol vehicles and other Department vehicles (i.e., motorcycles; Mounted Command trailers, etc.) used during the procession and service, including ensuring that the vehicles are clean and in good condition.

II. NOTIFICATION OF NEXT-OF-KIN

- A. In the event of the death, serious injury, and/or serious illness of a sworn officer of the Providence Police Department, the Patrol Bureau OIC or the member's Division Commander shall be responsible for notifying the following persons:
 1. Colonel/Chief of Police, who shall in turn notify the Commissioner of Public Safety.
 2. Commander/ Deputy Chief of Police.
 3. All other Division Commanders.
 4. Commanding Officer of the Office of Professional Responsibility.
 5. Administrative Coordinator of the Peer Support Group.
- B. The officer's Division Commander and a member of the Peer Support Group will make the next-of-kin notification.
 1. The Division Commander shall notify the Chief of Police if he is unable to make the notification. The Chief of Police shall then make the determination as to who shall make the notification.
 2. The method of notification shall be conducted in accordance with to General Order 330.21, "Next-of-Kin Notifications", for procedures pertaining to the method of notification.
 3. If there is knowledge of a medical problem with an immediate family member, medical personnel shall be summoned to the residence so as to be coincide with the death notification.
- C. The member of the Peer Support Group shall ensure that the following services are provided, as appropriate:
 1. Assisting the family at the hospital
 2. Supporting the family at the funeral and burial
 3. Assisting the family with legal and benefit matters

4. Counseling the family regarding finances and other possible problems.
 5. Providing support for the family during criminal proceedings.
 6. Maintaining long-term contact with the family, and keeping informed of family needs.
- D. The Commissioner of Public Safety and the Chief of Police, or their respective designees, shall meet with the officer's next-of-kin as soon as possible.
1. The Chief of Police, or designee, will inform the officer's next-of-kin of the details surrounding his/her death, serious injury, and/or serious illness.
- E. No information will be released to the member's next-of-kin that would jeopardize a criminal investigation.

III. FUNERAL CATEGORIES

- A. Funerals will be classified into one of five categories:
1. Category 1 - Death of a sworn police officer that is the proximate result of a traumatic injury sustained in the line of duty.
 2. Category 2 - Death of a sworn police officer in any other manner.
 3. Category 3 – May include the death of a police department civilian employee.
 4. Category 4 – May include the death of a retired or honorably separated police officer.
 5. Category 5 – May include the death of a police officer's family member.
- B. Category 1: Full military-style honors with full honor guard participation to include at a minimum:
1. Department Liaison, Funeral Liaison, Benefits Coordinator, and Family Support Advocate
 2. Full Honor Guard participation
 3. Rifle Volley
 4. Bagpipers, bugler, and/or other musical instruments

5. Flyover
6. Mourning Crepe for thirty (30) days
7. Department walk-through
8. Flag presentation
9. Full police escort
10. Mounted Command participation
11. Black bunting
12. Flag at Central Station and other police facilities flown at half-mast for 30 days.

C. Category 2: A reduced level of military style honors, to be determined by Chief of Police, but including at a minimum:

1. Department Liaison, Funeral Liaison, and Family Support Advocate.
2. Bagpipers, Bugler or other musical instruments
3. Honor Guard participation
4. Morning Crepe 30 days
5. Department walk-through
6. Flag presentation
7. Full police escort
8. Mounted Command participation

D. Category 3:

1. Funeral liaison and family support advocate
2. Bagpipers, Bugler or other musical instruments
3. Limited Honor Guard participation
4. Flag presentation
5. Limited police escort

6. Mounted Command participation

E. Category 4

1. Limited Honor Guard participation
2. Limited police escort

F. Category 5

1. Limited police escort

IV. **FUNERAL WITH FULL HONORS OPERATIONAL OUTLINE**

The following is a recommended policy and procedure in the event of a “line-of-duty death” of a member of the Providence Police Department. The funeral for a member who has died in-the-line-of-duty is a solemn and dignified occasion. It should be designed to bestow honor upon the member for making the SUPREME SACRIFICE for the citizens of the City of Providence and State of Rhode Island.

The information contained in this outline should serve as a general guide to assist in the planning of funerals for members that have died in the line-of-duty. Strict adherence to this outline is not required, nor anticipated, since the wishes of surviving family members take precedence and the individual location and availability of resources may render some aspects impracticable. However, due to the short time in which such a funeral must be planned, the information in this operational outline should be of value.

Overall ceremony protocol for the Wake, Funeral and Grave Side Burial will be the responsibility of the Department Family Liaison. The Department Liaison and Funeral Liaison will ensure that the needs and requests of the family are fulfilled.

A. Viewing/Wake.

1. If selected as part of the funeral protocol, the Honor Guard Commander and Casket Guards should make arrangements with the funeral home, or other location, for an arrival prior to the scheduled starting time of the viewing or prior to the arrival of the family, dependent on the funeral home’s , or other location’s, protocol. Arrangements should also be made for an adjacent room for the casket guards to prepare their uniform, drill practice, and arrange guard relief. The Honor Guard Commander and Casket Watch will select and review the Initial Set Up, Changing of the Guard, and Final Watch procedures in accordance to the layout of the funeral home or other location and Honor Guard Standard Operating Procedures (SOP).

- a. The Honor Guard members will watch over the casket of the fallen during the viewing or wake. In most cases these members take their positions at the foot and head of the casket at Attention/Stand at Ease. Depending on the duration of the viewing or wake, watch shifts are established. The Honor Guard Commander or a senior Honor Guard member will serve as the Watch Commander (WC) and will call out the commands. The Watch Commander will assure the proper uniform of the guards and direct the flow of attendees during the Changing of the Guard.
 - b. Initial Setup will be at the beginning of the first watch, two casket guards and the Watch Commander, will enter the room where the watch is taking place. All commands are subdued. Movements will be in accordance to the Honor Guard SOP.
 - c. Changing of the Guard will take place in accordance to the Honor Guard SOP. NOTE: When changing Casket Watch Guards, the guards should NOT salute each other, they are to salute the flag/deceased.
 - d. The Casket Guards will remain in place until the end of the viewing, or a designated time period. The Final Watch ceremony will take place in consideration of the family and to allow them the privacy of their last few moments with the deceased member. The Final Watch Ceremony will take place with all the Casket Guards and Honor Guard Commander paying their final respect to the deceased and/or the family and in accordance to the Honor Guard SOP.
2. The Casket Guards will remain in place until the end of the viewing. In consideration of the family, and to allow them the privacy of their last few moments with the deceased member.
- B. Law Enforcement Walkthrough.
1. A scheduled walk-through shall be conducted at the church or the funeral home as a form of paying tribute to the deceased. This should be coordinated with the Funeral Director and the Department Liaison. The formation shall file past the casket single file, stopping briefly to pay respects. The contingent then exits the chapel or funeral home.
 - a. The order of personal in the Law Enforcement walkthrough will be:

- i. Officer's Academy class including staff
 - ii. Command Staff
 - iii. Uniformed Supervisors by rank
 - iv. Uniformed Personal
 - v. Plain clothes Personal
 - vi. Retired officers
 - vii. Civilian Staff
 - viii. Outside police agencies, grouped together and positioned by rank
 - ix. Providence Fire Department
 - x. Outside fire departments and other agencies
- b. The Funeral Liaison shall take-up a position at the entrance of the viewing area. In order to ensure that the walk -through flows smoothly and provide additional direction to the officers participating.

C. Church Service.

1. The ceremony actually begins when the remains of the deceased are first received by the pallbearers. In general, the pallbearers receive the deceased at one of the following places:
 - a. The church, before the service, and then conduct the remains to the grave site, after the services.
 - b. The grave site.
 - c. Any designated place and conduct the remains to the location where services are being held and then to the grave site.
2. Each time the pallbearers move the remains of the deceased member the following will occur:
 - a. The Honor Guard and all uniformed personnel in attendance are brought to "ATTENTION" then immediately to

“PRESENT ARMS” by the Honor Guard Commander. The pallbearers will remain at attention.

- b. Non-uniformed personnel should remove their hats, if worn, and place their right hand over their hearts.
3. Reserved seating areas should be so marked in the church.
 - a. On the right side of the center aisle, seating for the family.
 - b. On the left side of the center aisle, seating for the pallbearers.
 - c. An area near the front of the church so that members may sit in a group.
 4. If the casket is scheduled to arrive immediately prior to the start of the service. Uniformed personnel should form a “Corridor of Honor” in which personnel line up on either side of the path that the casket will take from the hearse to the church. The Troop Commander (TC) upon seeing the Hearse approaching the last officer furthest away, the Troop Commander should call the formation to Attention and Present Arms. After the Hearse passes the formation, the TC should call the formation to Order Arms. The Honor Guard Commander could also call the commands in order to be in sync.
 5. The following protocol should be observed:
 - a. The Honor Guard Commander takes charge of the Honor Guard Contingent from other departments and set up in front of the church of location , as much the lay out and space allows. If possible an Honor Guard “Corridor of Honor” should be formed. The Honor Guard Commander (HG Cdr), upon seeing the Hearse approaching the front entrance to the church or other location, should call the formation to Attention and Present Arms. As the Hearse stops the Command Order Arms should be given and ALL officers should stay at Attention.
 - b. Once the casket is ready to be moved into the church, the pallbearers will approach in a formation of two lines of three (3) personnel.
 - c. The two closest pallbearers will pull the casket from the hearse to the remaining pallbearers. Once all pallbearers have a good grasp on the casket, the Pallbearer Commander will give the command “READY FACE” in a voice only loud enough for the pallbearers to hear. The pallbearers will face the direction they will need to go to

enter the church and begin to slowly walk the casket into the church. The casket should enter the church feet first.

- d. Upon the pall bearers opening the back of the Hearse, the HG Cdr will call the uniformed officers to Attention and upon view of the flagged covered casket being removed from the Hearse, the HG Cdr should give the Command of Present Arms.
 - f. Upon the casket's arrival at the door the Piper will stop playing and the Honor Guard Commander will give the command "ORDER ARMS".
 - g. The pallbearers will proceed to the front of the church.
 - h. Once the casket has passed through the doors of the church, the Honor Guard Commander will give the command "READY FACE". All uniformed personnel will turn toward the entrance to the church. Uniform personnel will enter the church in columns of two removing their hats as they pass into the church.
 - i. If the member is on point traffic control, the member shall salute when the hearse passes.
6. Due the length of the service and the distraction that can occur when formally relieving the casket guards, it is suggested that there not be any casket guards in place during the ceremony. The casket guards who are at the casket should be relieved immediately prior to the beginning of the service in the following manner:
- a. The Honor Guard Commander will approach the front of the church. The Honor Guard Commander will proceed to the center of the casket, approximately three to four feet out from the casket.
 - b. The Honor Guard Commander will face the casket and give a slow distinctive nod.
 - c. The casket guards will take one step forward and face the direction in which they will leave and proceed to a prearranged location. The location may be outside of the church or next to the pallbearers' seating area.
 - d. At the end of the service, the casket guards will march slowly to the front of the church and resume their positions at the head and foot of the casket.

D. Funeral Escort.

1. On occasions when the deceased officer requires an escort from a funeral home to a church/chapel, this procession will consist of (in order from front to rear):
 - a. Escort Commander
 - b. Providence Police Motorcycle units
 - c. Outside Agency Motorcycle units
 - d. Marked Providence Police motor vehicles
 - e. Hearse
 - f. Motor Vehicles belonging to family members
 - g. Uniformed Providence Police motor vehicles

E. AFTER THE SERVICE

1. At the end of the church service, everyone who was seated should exit the church.
 - a. Once everyone has exited the church the pallbearers will proceed to the casket, pick it up, and exit the church in the same fashion as entering. The casket should leave the church feet first.
 - b. As the casket exits the church, the Honor Guard Commander, will call everyone to by giving the command "ATTENTION", followed immediately by "PRESENT ARMS".
 - c. At the command "PRESENT ARMS", the pipers will begin playing a memorial song.
 - d. The pallbearers will place the casket back into the hearse.
 - e. Once the casket has been placed into the hearse, the pipers will stop playing and the Honor Guard Commander will give the command "ORDER ARMS" followed by "DISMISSED" (If there is to be no grave site service the order to dismiss will not be given at this time).

- f. At this time all personnel will proceed to their vehicles for the procession to the grave site.

VI. CREMATION OR OUT-OF-AREA BURIAL

A. Whenever a cremation or an out-of-area burial has been scheduled there will be no grave site service. Instead, the following will take place:

1. Once the casket has left the church and has been brought to the hearse in the fashion described above, it will be placed on the casket truck immediately behind the hearse.
2. There will be a rendering of the three volley rifle salute, as described in the grave site section. Three of the spent rounds will be presented to the family along with the flag.
3. Immediately after the rifle salute the bugler will play "Taps". During "Taps" the pallbearers will fold the flag and the Director or highest ranking member present will approach the rear of the casket and come to attention.
4. Upon completion of the folding of the flag, the flag will be handed to the Honor Guard Commander, who will ensure that it is properly folded and tucked, turn and present the flag to the Department Liaison. None of the red or white stripes should be showing when the flag is properly folded.
5. Once the Department Liaison has taken possession of the flag, the Honor Guard Commander will render a slow memorial hand salute to the Department Liaison. The Department Liaison will not return the salute.
6. At the conclusion of "Taps", the Pipers will play two choruses of "Amazing Grace".
7. Upon receiving the flag, the Department Liaison will proceed to the family and present the flag to them.
8. As this is transpiring, the pallbearers will remove another flag from the hearse and place it over the casket for its journey to the place of burial or cremation.
9. A flyover by a formation of military aircraft should occur at the conclusion of "Amazing Grace".

10. At the conclusion of “Amazing Grace”, the farewell radio transmission will be broadcast over the P.A. system:

Police Chief	“Car 1”
Dispatcher	“Go ahead Car 1”
Police Chief	“Raise (deceased officer’s call sign/car number, rank and name).”
Dispatcher	“(Deceased officer’s call sign/car number) to acknowledge”
Police Chief	“Car 1 to (deceased officer’s call sign/car number, rank and name).”
Police Chief	“Car 1 to (deceased officer’s call sign/car number, rank and name”
Dispatcher	“Car 1 – No response from (deceased officer’s name call sign/car number).”
Police Chief	“Car 1 to all units: (deceased officer’s name) is out of service - now and forever”.
11. The remains will then be loaded into the hearse, which will then depart.
12. After the broadcast a police vehicle from the member’s district/ bureau will leave the area with lights and siren back to Central Station.
13. This concludes the ceremony and the Honor Guard Commander will give the command “DISMISSED”.

VIII. THE PROCESSION

- A. On occasions where a Law Enforcement March/Procession is planned as part of the ceremony the Department Liaison or his or her designee will arrange the formation in the following order.
 1. Escort Commander
 2. Providence Police Motorcycle Units
 3. Outside Agency Motorcycle Units
 4. Providence Police Honor Guard

5. Outside Agency Honor Guard
6. Providence Police Officers in order by rank
7. Outside Law Enforcement Agencies
8. Providence Police Bag pipers
9. Providence Police Vehicle
10. Hearse
11. Providence Police Vehicle

IX. THE GRAVE SITE SERVICE

A. Upon arrival of the Honor Guard at the grave site, the Honor Guard Commander should ensure the proper positioning of the various components. The positioning of the components is flexible depending on the layout of the grave site. The following recommendation is provided for guidance only.

1. The Honor Guard should be to the right of the where the head of the deceased will lay or to the right of the Corridor of Honor
2. The Rifle Team should be placed away from the grave site, but where they can still be seen. Also, they should be so positioned that they will not be firing over the heads of the mourners.

B. Upon the procession arriving at the cemetery, the pallbearers should move into position behind the hearse and other uniformed members should form a Corridor of Honor leading from the hearse to the grave site as quickly as possible. Once the Corridor of Honor is in place the following protocol should be observed:

1. The Piper and Bugler should be positioned where they can be seen and heard and usually they should be to the left of the Honor Guard.

C. Upon the procession arriving at the cemetery, the pallbearers should move into position behind the hearse and other uniformed members should form a Corridor of Honor leading from the hearse to the grave site as quickly as possible. Once the Corridor of Honor is in place the following protocol should be observed:

1. When the funeral director opens the rear door of the hearse, the pallbearers will approach the hearse and remove the casket in the same manner as at the church.

2. Once the casket is out of the hearse, the Honor Guard Commander will give the command "ATTENTION" and "PRESENT ARMS".
3. The pallbearers will carry the casket to the grave site followed by the Clergy, immediate family and then other relatives.
4. The salute will be held until the casket has passed through the Corridor of Honor and placed on the lowering device at the grave site. At which time the Honor Guard Commander will give the commands "ORDER ARMS" and "PARADE REST".
5. The Clergy will then conduct the service.
6. At the conclusion of the service the Honor Guard Commander will give the command, "ATTENTION". He then gives the command, "PRESENT ARMS".
7. The Honor Guard Commander then turns to the Rifle Team and gives the command "RIFLE TEAM THREE VOLLEYS".
8. The Rifle Team Commander then puts the Rifle Team through the following loudly spoken commands:
 - a. "RIFLE TEAM PORT ARMS".
 - b. "HALF RIGHT FACE".
 - c. "READY-AIM-FIRE".
 - d. "READY-AIM-FIRE".
 - e. "READY-AIM-FIRE".
 - f. "RECOVER".
 - g. "HALF LEFT FACE".
 - h. "PRESENT ARMS".
9. The Rifle Team Commander will collect three spent cartridges. These cartridges will be presented to the family along with the flag.
10. After allowing the Rifle Team to assume the present arms position, the Bugler will play "Taps".
11. At the conclusion of "Taps" the Honor Guard Commander will give the command "ORDER ARMS".
12. At this time the Piper will play two verses of "Amazing Grace".

13. After the last note of “Amazing Grace” the pallbearers will raise the flag off of the casket and fold it. As the flag is being folded, an Honor Guard member in contact with the aircraft should give the go ahead for the flyover. (This allows enough time to get into position and accomplish the flyover as, or shortly after the Department Liaison or his or her designee presents the flag to the family.)
14. The flag is then presented to the Honor Guard Commander
15. The Honor Guard Commander presents the flag to the Department Liaison or his or her designee. As the Department Liaison or his or her designee takes the flag, the Honor Guard Commander will give a slow, memorial hand salute. The Department Liaison or his or her designee will return the salute in a similar manner.
16. The Department Liaison or his or her designee will then present the flag to the family. The Department Liaison or his or her designee will then give a slow, memorial salute to the family.
17. As the Department Liaison or his or her designee is presenting the flag to the family, the pallbearers under the command of the pallbearer Commander shall perform a facing movement and march away from the casket.
18. The Last Call: Immediately after the flyover, the farewell radio transmission will be broadcast over the P.A. system. The following message should be preceded by a tone alert:

Police Chief	“Car 1”
Dispatcher	“Go ahead Car 1”
Police Chief	“Raise (deceased officer’s call sign/car number, rank and name).”
Dispatcher	“(Deceased officer’s call sign/car number) to acknowledge”
Police Chief	“Car 1 to (deceased officer’s call sign/car number, rank and name).”
Police Chief	“Car 1 to (deceased officer’s call sign/car number, rank and name).”
Dispatcher	“Car 1 – No response from (deceased officer’s name call sign/car number).”

Police Chief "Car 1 to all units: (deceased officer's rank and name) is out of service - now and forever".

19. After the broadcast, a police vehicle from the officer's District/Bureau will leave the area with lights and siren back to Central Station.
20. The Department Liaison or his or her designee will call the funeral detail to attention and dismiss the funeral detail.

X. AFTER ACTION REVIEW

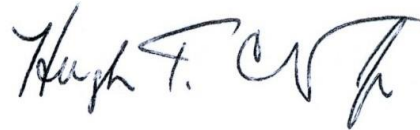
- A. An after action review is a structured review or de-brief process for analyzing what happened, why it happened, and how it can be done better, by the participants and those responsible for the project or event.
- B. The Department Liaison will call together and oversee a meeting to be attended by all persons who played a key role in the planning and/or the execution of the funeral. All analysis shall be documented, and along with any observations and/or recommendations, shall be forwarded to the Commanding Officer of the Administrative Division for review.
- C. All documentation related to the funeral shall be forwarded to the Human Resources Bureau.

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COLONEL
CHIEF OF POLICE