



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: March 01, 2002	REVISED DATE: August 19, 2015	NO. PAGES: 1 of 14	NUMBER: 1.3.04
SUBJECT: <p style="text-align: center;">DEATH AND FUNERAL PROCEDURES</p>			
ASSOCIATED MANUAL:		RELATED ORDERS: <p style="text-align: center;">1.3.03</p>	
CHIEF OF POLICE: <p style="text-align: center;"><i>Calvin D. Williams, Chief</i></p>			

*Substantive changes are in italics*

**PURPOSE:** The purpose is to establish and ensure procedural uniformity for a life threatening injury, a Line of Duty Death (LODD), an active member's death, a retired member's death, a death related to active military service, or a member's family death.

**POLICY:** It is the policy of the Division to provide immediate assistance to the family of a member who dies in the line of duty or sustains a life threatening injury. Further, it is the policy of the Division that active and retired members receive appropriate courtesies at the time of their death and that Division personnel are notified upon the death of a family member.

**DEFINITIONS:**

**Line of Duty Death (LODD)** - is that which results from any action, purposeful or accidental, which claims the life of a member while performing a function that they are authorized or obligated to perform by law, rule, regulation, or condition of employment whether on or off duty.

**Survivor** - is an immediate family member of the deceased. The primary adult survivor will make decisions regarding arrangements and the person from whom the Family Support Officer (FSO) will take direction. Should a Division member be single/separated, the FSO will first coordinate with any adult children, then surviving parents or siblings.

**Immediate Family Member** - is defined as the spouse, child, parent, sibling, grandparent, or grandchild of a member of the Division.

**Division Liaison Officer (DLO)** - is the Deputy Chief of Field Operations or his designee. The DLO will ensure that the Family Support Officer (FSO), Employee Assistance Unit (EAU), Logistical Officer (LO), Ceremonial Team, and *Bureau of Traffic* perform their duties. The DLO will be responsible for coordinating all activities

PAGE: 2 of 14	SUBJECT: DEATH AND FUNERAL PROCEDURES	GPO NUMBER: 1.3.04
------------------	--	-----------------------

of the districts/units of the Division pertaining to funeral arrangements (e.g., media releases, relative reports) and updating Division members of plans and arrangements.

**Logistical Officer (LO)** - is the Ceremonial Team (CT) Coordinator. The LO will be responsible for meeting with the immediate survivor along with the FSO in order to explain what police honors are available and or appropriate; coordinating all aspects pertinent to the funeral based on the member's wishes as determined by those of the family; all matters related to appropriate honors (Color Guard, Honor Guard, Pipes & Drums, etc.); coordinating with the funeral home, clergy/church, Division's Districts/Units, other law enforcement agencies, military, etc. The LO will work closely with the FSO to ensure that the deceased member's/family wishes are carried out to the extent that they are possible and appropriate.

**Family Support Officer (FSO)** - is a member of the Cleveland Division of Police, preferably acquainted with the immediate survivor, who will be responsible for attending to the needs of the immediate survivor(s) of the deceased or seriously injured member, coordinating meetings with the LO regarding appropriate ceremonial honors pertaining to the funeral, assisting with selection of the funeral home and meeting with their representatives, arranging for visits to the funeral home and follow-up care/assistance for the family. The FSO shall be accessible to the family at all times for the duration of the funeral and thereafter as necessary. The FSO will ensure that the wishes of the family are followed throughout the funeral planning process and funeral. The FSO will work closely with the DLO, LO, Benefits Officer and EAU.

**Benefits Officer** - is the Benefits Officer/Bluecoats Liaison. The Benefits Officer shall be responsible for compiling all benefits due the survivor(s), work in conjunction with Bluecoats, Worker's Compensation etc., and provide pertinent information to the survivor(s). The Benefits Officer will prepare and file all applications on behalf of the survivor(s) and monitor the process until all benefits are received. The Benefits Officer, in the capacity of Bluecoats liaison, shall also assist outside law enforcement agencies as requested.

**Advance Team** - is a team consisting of the DLO, LO, and Bureau of Traffic supervisor that is responsible for planning and coordinating all Division activities regarding the funeral.

**Retired Member** - is defined as a sworn peace officer who served in the Division and received a pension from the Ohio Police and Fire Pension Fund.

**Residential Guard** - is a member assigned to the deceased member's home who ensures the safety and security of persons and property.

**Funeral Committee** - is the Division Liaison Officer (DLO), Family Support Officer (FSO), and Logistical Officer (LO).

## **PROCEDURES:**

### **I. Incident Protocol.**

- A. If a member is killed or sustains a life threatening injury in the line of duty, the following protocol should be followed as closely as possible.
  1. The name(s) of the officer shall not be used over any radio channel.
  2. The senior supervisor on-scene shall take command of the incident by:
    - a. Securing the scene.
    - b. Ensuring any arrests are handled in a professional manner.
    - c. Arranging for follow up by appropriate units.
    - d. Ensure that a residential guard detail is established as needed.
  3. The OIC of the officer's district/unit/bureau shall obtain the emergency information of the officer and relay that information to the on-scene supervisor.
- B. Timely notification is critical with a LODD or serious injury. It is preferred that the Chief, or designee, make the notification.
- C. If notification must be made by the district/unit/bureau, the most senior ranking supervisor shall accompany other members to the residence/ place of work to make notifications and convey family member(s) to the hospital.
- D. A minimum of two members and a supervisor shall make the notification; preferably one of the accompanying members shall be an acquaintance of the family.
- E. Supervisors shall be vigilant and sensitive to potential family reaction of unexpectantly seeing uniformed officers approach their home or work place. Supervisors shall:

1. Request admittance into the home or work place. **Do not make notifications at the door.**
2. Gather the appropriate adults in the home and ask them to sit, if possible.
3. Slowly and clearly inform the family of the incident stating only the facts as they are known at the time.
4. If the officer has died, advise them of that fact. Do not encourage unreasonable expectations of officer survival.
5. Use the words “died”, “dead”, or “killed” rather than “passed away” or “gone.”
6. If the officer has not been pronounced dead, promptly convey the immediate survivor to the hospital using an unmarked police car if available. Do not allow the survivor(s) to drive themselves.

F. The supervisor making the family notification shall:

1. Determine if any medical personnel (EMS/Fire) will be needed for any immediate family.
2. If children, dependants, and/or pets are on scene, assign a member to ascertain any immediate child care, dependant, or pet needs.
3. Assign a member to secure and protect the residence.
4. If the member has a surviving parent(s), assign two members to notify them if living within the Greater Cleveland area.
5. If immediate survivor(s) or parents live out of town, notify the law enforcement agency in that area for a personal death notification and assistance with transportation.

II. Hospital Protocol.

- A. The following members of the Division shall meet at the hospital with the family.

1. The Chief or designee, if not making the notification at the home.
  2. Police Chaplain.
  3. The Employee Assistance Unit *shall*:
    - a. Act as liaison between family members, the Division, and hospital staff.
    - b. *Receive information regarding the member's condition from the family/hospital staff and forward it to the Chief or designee for release to the Division.*
    - c. Assign a Family Support Officer (FSO) to the family.
- B. The family's needs/wishes at the hospital shall determine the Division's response.
1. Family members shall be afforded the opportunity to see the member immediately or as practical according to medical needs.
  2. If death occurs prior to arrival of the family, the family shall be permitted to view the body with the EAU liaison preparing the family for the condition of the member's body.
  3. In addition to the EAU liaison, a Police Chaplain and two Division members shall remain at the hospital until the family departs.
  4. If the member has not died, at least one uniformed officer shall be posted at the hospital as needed. This officer may be required to assist the EAU liaison, family members, or others who visit.
  5. When the family is ready to depart the hospital, the EAU liaison shall convey the family to their destination and remain with the family until relieved by the Family Support Officer.
  6. If not required as evidence, the family may receive the member's issued badge, ID, and uniform.

### III. Funeral Protocol.

- A. The Funeral Committee and the member's commander shall meet with the FSO and member's family within 24 hours to assist with the planning of the funeral.
- B. The Division Liaison Officer shall:
  - 1. Advise the family of the assistance available from the Cleveland Division of Police throughout the funeral process.
  - 2. Ensure that the Funeral Committee can perform their duties.
  - 3. Ensure a sufficient number of personnel are assigned to successfully execute all aspects of the funeral.
  - 4. Assist the deceased member's commander with maintaining service for the district/unit.
  - 5. Keep the Chief updated of all activities.
  - 6. Coordinate all activities of districts/units required for the funeral.
  - 7. Complete the Death and Funeral Notice for the Division.
  - 8. Send a state-wide teletype to all law enforcement agencies informing them of the death and funeral services.
  - 9. Keep the Public Information Officer (PIO) informed of any updates for media releases.
  - 10. Have the final authority in determining the extent to which the Division can handle all the family's requests or any issues with outside agencies.
- C. The *Family Support Officer* shall:
  - 1. Attend to the needs of the immediate family.
  - 2. Assist the family at all times throughout the funeral process and after as necessary.

- a. Assist with selection of the funeral home and meeting with their representatives.
  - b. Arrange for visits to the funeral home, follow-up care, or any assistance needed by the family.
3. Coordinate meetings with the Division Liaison Officer, Logistics Officer, Benefits Officer, and the Employee Assistance Unit.
  4. Ensure that the family's wishes are communicated to the funeral committee.
  5. Notify the Division Liaison Officer of complete funeral arrangements for the Death and Funeral Notice.
- D. The Logistics Officer shall:
1. Meet with the immediate family and FSO to explain the funeral process and police honors that are available and appropriate.
  2. Coordinate all aspects pertaining to the funeral ceremony (wake/memorial service) based on the member's wishes or member's family wishes as conveyed by the FSO.
  3. Coordinate the funeral home, church/clergy, CT, member's district/unit, other law enforcement agencies, military, etc.
  4. Follow CT procedures as found in the CT procedure manual.
- E. The Benefits Officer shall:
1. Compile all benefits due to the survivors.
  2. Work in conjunction with Bluecoats.
  3. Prepare and file all applications on behalf of the survivor's family.
  4. Monitor the process until all benefits are received.
- F. The Employee Assistance Unit shall:

1. Provide initial and continued assistance to the survivors.
2. Maintain daily contact with the family and FSO throughout funeral and grieving period.
3. Assist the FSO in his/her duties.
4. Assist the LO with planning and logistics of the funeral ceremony.
5. Inform survivors of all available services both through the Division and outside agencies.
6. Coordinate debriefing by the Cuyahoga County Critical Incident Management Team for:
  - a. All officers on scene.
  - b. On-duty dispatchers.
  - c. All members working the same platoon, other co-workers, and close friends.

#### IV. Mourning Protocol

- A. Flags shall be flown at half staff:
  1. On City Hall and all Division of Police buildings from the time of death until ten days after the funeral.
  2. On other city buildings from the time of death until the day after the funeral.
- B. Mourning Bands are ½ inch black elastic bands covering the center of the breast badge that shall be worn by Division members from the time of death until ten days after the funeral.
- C. Mourning Bunting may be displayed on the deceased member's building from time of death until ten days after the funeral.

## V. Funeral Logistics.

A. The DLO, LO, and the Bureau of Traffic Commissioner or designee (Advance Team) shall coordinate all of the logistics pertaining to the funeral.

1. An Advance Team representative shall meet with the funeral director to explain Division procedures.
  - a. Confirm dates, times, traffic escorts, traffic control, and parking control.
  - b. Determine primary routes from funeral home to church and church to cemetery.
  - c. Survey various venues for assembly areas.
2. Meet with clergy/church/cemetery staff to ensure that Division procedures do not interfere with church/cemetery policies.
3. Coordinate security sweeps of the funeral home, church, cemetery, and traffic routes.

## B. Funeral Home Viewing.

1. All members attending the wake shall attend in the designated uniform of the day.
2. An honor guard consisting of the deceased member's unit shall be posted at the casket during viewing hours.
3. The CT shall provide all necessary flags for the wake.

## C. Funeral Ceremony.

1. Members attending shall be in the designated uniform of the day.
2. Only the following personnel shall report to the funeral home on the day of the funeral.
  - a. Chief and Deputy Chiefs.

- b. The deceased member's district/unit.
    - c. Specified members of the CT. The pallbearers shall be members of the CT unless otherwise requested by the survivor.
    - d. Members responsible for traffic control.
  3. The Division members in attendance shall complete a pass in review and render a salute.
  4. Upon completion of the review, all members will assemble outside of the funeral home, as directed, while the casket is placed in the hearse. The assembly will then be ordered to "fall out" and report directly to their vehicles for immediate departure.
  5. The police motorcade shall follow the designated route to the church.
  6. The funeral motorcade shall follow the police motorcade in the following order:
    - a. Bureau of Traffic escort lead vehicle.
    - b. Bureau of Traffic Motorcycle Unit.
    - c. Deceased member's assigned vehicle (if applicable).
    - d. Pallbearer's vehicles.
    - e. Hearse.
    - f. Family limousine and immediate family vehicles.
    - g. Member's friends' vehicles.
    - h. Bureau of Traffic escort vehicle.
- D. Religious/Memorial Service.
  1. Only family, friends of the deceased, law enforcement personnel, and a limited number of public officials will be permitted inside the church.

2. The CT may pre-seat family and friends, command staff, and public officials not going to the funeral home.
3. News media access to Church or Memorial Service venues shall be at the discretion of the family.
4. The PIO shall designate staging areas for the media and ensure they are kept at a reasonable distance so as not to interfere with the family or funeral proceedings.

E. Cemetery Services.

1. The police motorcade will depart and drive directly to the cemetery. Exceptions may exist as the family may wish the motorcade to pass a location(s) that were of significance to the deceased member.
2. The funeral motorcade will follow the police motorcade with the same escort from the funeral home.
3. Upon arrival, the Logistics Officer will give the commands for all pallbearers, Ceremonial Team members, Honor Guards from other law enforcement agencies, and law enforcement members.
4. The Chief of Police shall present the flag to the deceased member's family representative.
5. The Logistics Officer will give the final command of the ceremony.

F. Upon conclusion of the funeral, the DLO shall schedule a meeting of involved Division units to critique the logistical proceedings.

VI. LODD of a member of another law enforcement agency.

- A. If a member of another law enforcement agency is killed within the city, members shall render appropriate assistance with the investigation.
- B. Members of the Pipes & Drums shall be detailed to the funeral service, if requested.

- C. Members of the Honor Guard shall be detailed to the funeral service, if requested. The DLO shall determine the appropriate number of Honor Guard members per request.
- D. Mourning Bands may be worn by members at the wake and funeral of a member of an outside agency.

## VII. Death of an Active Member.

- A. The district/unit supervisor receiving the information of the death shall make the following notifications.
  - 1. The Chief's Office.
  - 2. Communications Control Section, who shall notify the command staff via a page.
- B. The Death and Funeral Notice shall be completed by the deceased member's commanding officer.
- C. Members of EAU shall be responsible for:
  - 1. Serving as a liaison with the family.
  - 2. Arranging for any reasonable requests.
  - 3. Assist with setting up a meeting with the Benefits Officer.
- D. The Benefits Officer shall be responsible for preparing and filing all benefit reports due to the survivor(s).
- E. Mourning Period.
  - 1. Flags shall be flown at half-staff at all Cleveland Division of Police buildings from the time of death until the day after the funeral.
  - 2. Mourning bands shall be worn only for a Line of Duty Death.

F. Funeral Procedures.

1. Members of the deceased member's district/unit shall provide an honor guard to post at the casket during viewing hours.
2. Only the Chief, respective Deputy Chief, members of the deceased member's district/unit, specified members of the Ceremonial Team, and traffic escort personnel shall report to the funeral home.
3. The pallbearers shall be chosen by the family with the Ceremonial Team assisting if needed.
4. A maximum of twenty-one (21) members of the Ceremonial Team shall be detailed to any active member's funeral.

VIII. Death of an active member while on active military service.

- A. The same protocol shall be followed as a Line of Duty Death.
- B. The Ceremonial Team Coordinator shall work with military representatives to ensure that all appropriate courtesies are rendered.

IX. Death of a retired member.

- A. A member receiving information about the death of a retired member shall direct the survivor(s) to the Ceremonial Team Coordinator during normal business hours or to the Record Unit OIC after business hours.
- B. The Ceremonial Team Coordinator shall:
  1. Verify with the Personnel Unit that the deceased member was a Cleveland Police Officer.
  2. Complete the Death and Funeral Notice and forward it to the Record Unit for dissemination.
  3. Contact the family to explain the services that the Division can provide and ascertain if any such services are wanted or needed.
  4. Contact the funeral home to arrange Ceremonial Team participation.

- C. A maximum of sixteen (16) Ceremonial Team members shall be detailed to provide honors (pallbearer, bagpiper, Taps, etc.).
- X. Determination of Police Funeral Honors - The Chief has final authority to determine whether, and to what extent, a member will receive police funeral honors. Certain circumstances may exist whereby police funeral honors may not be appropriate for a member. These circumstances include but are not limited to a member's involvement in criminality or other actions that may reflect negatively upon the Division.
- XI. Family Death Notification.
- A. If a member so desires, the member may notify their immediate supervisor of the death of a family member.
  - B. The supervisor receiving the information shall complete a Family Death Notice form and forward the form to the Record Unit for dissemination.
  - C. *Members taking days off to attend the funeral of a family member shall provide proof of the family member death by an obituary, death certificate copy, or a copy of funeral home documentation.*
    - 1. *Members may take up to 5 death days for funerals occurring inside Ohio.*
    - 2. *Members may take up to 7 death days for funerals occurring outside Ohio.*