

DEKALB POLICE DEPARTMENT

Subject: **Line of Duty Deaths / Honors for Deceased Members**
202.6

Policy #:

Effective Since: 8-21-03 (numbered 202.5 prior to 1-1-19)

FTO

Training Task: NA

Revision Effective: 1-1-19

Reference Manual: NA

ILEAP Standards Covered: ADM.23.04

Page 1 of

6

PURPOSE: The purpose of this policy is to sets forth department procedures and guidelines for:

1. Defining categories of duty and non-duty related deaths of sworn members.
2. Honoring sworn members who are killed in the line of duty or who die in the performance of duty.
3. Services provided by the Department Honor Guard and Color Guard.
4. Providing an honors funeral for a deceased member.

POLICY: It is the policy of the department to provide honors services for deceased department employees as provided for in this policy.

DEFINITIONS:

1. Killed in the line of duty - A sworn member who is killed as a direct result of an act of violence committed by another and such act is related to the member's performance of duties as a law enforcement officer, either on or off duty.
2. Died in the performance of duty - A sworn member who dies as a result of a non-violent incident (e.g., traffic accident, heart attack, etc.) while on duty and in direct performance of duty as a law enforcement officer.
3. Died while on duty - A sworn member who dies while on duty and such death resulted from a condition, injury or illness that was not directly related to the member's performance as a law enforcement officer.
4. Died while off duty - A sworn member who dies while off duty and such death does not relate to the officer's duties as a law enforcement officer.
5. Honor Guard - Department members who are specifically trained and uniformed for ceremonial services.
6. Color Guard - Selected members of the Honor Guard whom, in parade fashion, carry the National, State, or City colors.
7. Honors Coordinator - a designated officer assigned to coordinate the Honors Funeral.

PROCEDURES:

I. Departmental Responsibilities

- A. The department will provide officers with training regarding line-of-duty death benefits as established by the Illinois Compiled Statutes, United States Code, and the City of DeKalb. See Illinois Line of Duty Compensation Act, 820 ILCS 315/1. [ILEAP ADM.23.04(a)]
- B. It is the responsibility of the Chief of Police to authorize an honors funeral for a deceased member.
- C. Officers killed in the line of duty, died in the line of duty, or died while on duty (as defined above) will typically be granted an honors funeral.
- D. Officers who die while off duty, as well as retired or former officers, may be granted an honors funeral upon the decision of the Chief of Police.
- E. Upon notification of the death of a police officer that is killed in the line of duty, died in the performance of duty, or died while on duty, the Shift Commander should ensure that the following items take place, or designate personnel to perform them:
 1. Contact the Chief of Police and on-call Commander.
 2. Respond to the scene of the incident or hospital, depending on where the victim officer is located.
 3. Gather the immediate facts leading to the officer's death.

DEKALB POLICE DEPARTMENT

Subject: **Line of Duty Deaths / Honors for Deceased Members**
202.6

Policy #:

Effective Since: 8-21-03 (numbered 202.5 prior to 1-1-19)

FTO

Training Task: NA

Revision Effective: 1-1-19

Reference Manual: NA

ILEAP Standards Covered: ADM.23.04

Page 2 of

6

4. Recover the officer's badge and weapon.
5. Whenever possible, a police chaplain or other designated religious official will accompany the command staff officer when making death notifications to family members of the deceased officer. Death Notification procedures are outlined in more detail in Policy 402.8.
6. Upon arriving at the home(s) of the immediate survivor(s), the notifying officer will meet inside the home to:
 - a. Notify the family that their loved one has died of wounds received while on or off duty, giving a brief description of the facts leading to the death.
 - b. When requested by family members, escort them to either the hospital or other location.
 - c. Provide further escorts as needed or requested.
 - d. Assist as needed at the hospital.
7. Notify all Police Department members, City Manager, and Human Resources.
8. A command staff member will arrange for an officer to be assigned to the residence of the deceased officer or the residence of the immediate family if the family so desires.
9. A command staff member will order and ensure that a memorial bunting is placed on the Police Department building. When possible, the memorial bunting will be placed on the day following the officer's death for (7) seven days.
10. The Chief of Police will authorize that mourning bands be worn on the badge of sworn officers and uniformed civilian members during the 7-day mourning period, usually beginning the day after death.
11. After the dates and times for the visitation and funeral are confirmed with the family, funeral home, and church, the information will be disseminated to all department members.
12. Prepare the following messages on behalf of the Chief of Police:
 - a. Death notifications to local agencies and the media.
 - b. LEADS message to outside agencies.
13. Request from the City Manager's office permission to issue a directive for City flags to fly at half-staff.

II. Funeral Planning

- A. A command staff member will meet with family members to present the format of an Honors Funeral.
- B. Explain to the family that an Honors Funeral consists of an Honor Guard and pallbearers comprising of uniformed police officers.
- C. Explain the ceremony and that an Honor Guard will stand at the casket.
- D. Explain to the family that a bagpiper can be available at the church and at the cemetery.
- E. If the deceased was an Armed Forces veteran, determine if the family would like a Veteran's Association to participate in the funeral ceremony and to arrange for any applicable veteran's honors.
- F. The Chief may designate an officer to coordinate the Honors Funeral, referred to in this policy as the Honors Coordinator. The Honors Coordinator may be the Chief himself, a command staff member, Honor Guard member, or other police officer.
- G. When a funeral home has been chosen, the Honors Coordinator may assist the family in meeting with the funeral director.

Subject: **Line of Duty Deaths / Honors for Deceased Members**
202.6

Policy #:

Effective Since: 8-21-03 (numbered 202.5 prior to 1-1-19)

FTO

Training Task: NA

Revision Effective: 1-1-19

Reference Manual: NA

ILEAP Standards Covered: ADM.23.04

Page 3 of

6

- H. Inquire from family if they have a minister and a church where they would like services to be held, reminding them that size is important due to the potential large number of police participants at an Honors Funeral.
- I. When the family has chosen the funeral home, church, and cemetery, the Honors Coordinator should visit each site for planning purposes and speak with both the funeral director and the minister to coordinate times and dates.
- J. Arrange to provide the funeral home with a complete dress uniform for the deceased officer.

III. Visitation Service Procedures

- A. The Honors Coordinator will ensure of the following:
 - 1. Take an American flag and City flag with pole to the funeral home or visitation site. Place American flag at head of casket and City flag at foot of casket. A baton, white gloves and uniform hat are to be placed on top of the coffin.
 - 2. Ensure that any family members needing transportation are provided for.
- B. The Honors Coordinator will arrange for and coordinate a watch officer to stand guard near the casket on a rotating basis for the duration of the visitation.
- C. The Honors Coordinator remains at the funeral home until the last person has passed and the family is prepared to leave.

IV. Funeral Service Procedures

- A. The Honors Coordinator will visit sites and prepare necessary sketches of the funeral home, interior of the church, and the cemetery to facilitate seating arrangements for family, command staff, and other dignitaries.
- B. The Honors Coordinator will assist in the following:
 - 1. Arrange to videotape and photograph the funeral and cemetery services.
 - 2. Ensure that adequate seating is available.
 - 3. Establish an estimate of the number of vehicles that may be present and prepare a plan for parking vehicles.
 - 4. Ensure that audio and/or video equipment is provided to broadcast the service outside the church, if necessary.
 - 5. Assist in coordination for a brunch following the funeral services.
 - 6. Arrange with funeral home to set aside a room for use by the Honor Guard.
 - 7. Ensure that a list of attending outside agencies in attendance at the funeral services. Within two weeks following the funeral, this list is to be used to prepare thank-you letters on behalf of the Chief of Police to all outside agencies in attendance.
 - 8. Ensure that both City and American flags and poles are available for the visitation and the funeral service.
 - a. An officer will transport these items to the funeral home prior to the service.
 - b. The American flag is to be placed at the head of the casket and the City flag placed at the foot of the casket and remain there until after the service at the funeral home and on the morning of the funeral and burial.
 - c. Also ensure that a baton, uniform cap and a pair of white gloves are placed on the top of the coffin prior to the service. When possible, ensure that the deceased officer's baton and cap are used.
- C. The service details will be arranged in conjunction with the family, minister, and Honors Coordinator.

DEKALB POLICE DEPARTMENT

Subject: **Line of Duty Deaths / Honors for Deceased Members**
202.6

Policy #:

Effective Since: 8-21-03 (numbered 202.5 prior to 1-1-19)

FTO

Training Task: NA

Revision Effective: 1-1-19

Reference Manual: NA

ILEAP Standards Covered: ADM.23.04

Page 4 of

6

- D. As the casket exits the church, the detail unit is brought to "Attention, Present arms" by an officer. The bagpipe plays and a drum roll begins. Once the casket has been placed in the hearse, the detail is brought to Order Arms and dismissed by an officer.
- E. The family is then escorted to the limousine or funeral home vehicle, and the processional to the gravesite begins.
- F. Squad cars with the Chief and command staff, followed by a squad car(s) with the Honor Guard and Honors Coordinator, lead the processional. Generally, the hearse, funeral home car, and immediate family follow, then additional squad cars and other vehicles. Other squad cars may be positioned in advance to protect busy intersections.

V. Cemetery Procedures

- A. Upon arrival at the cemetery, the Honors Coordinator meets with pallbearers, Honor Guard, bagpiper, the bugler and flag folders, and other participants.
- B. As the pallbearers begin to remove the casket from the hearse, the detail is brought to attention and the bagpipe plays a hymn as the officers carry the casket headfirst to the gravesite.
- C. All members are given the command "Present arms." Once the pallbearers place the casket on the rollers, they stand with a pause, face the foot of the casket, and march off. All members are given the command "Order arms" at which time the interment prayer by the minister begins.
- D. When the service is concluded, an officer signals the flag folders to begin folding the draped flag. Once the flag is folded, it is presented to the Chief of Police. The Chief of Police then presents the flag to the family. The Chief of Police then return to their positions.
- E. When the Chief of Police has returned to his positions, the bagpiper typically plays Amazing Grace. At the conclusion of Amazing Grace, the detail is brought to "Present Arms," and then bugler plays Taps.
- F. At the conclusion of Taps, the detail is brought to "Order Arms." The funeral director then steps forward and announces that the service has ended and provides information about a luncheon to follow if one is planned.

VI. Retirement of Service Badge and Other Family Services

- A. An officer's service badge will typically only be retired if the officer was killed in the line of duty or died in the performance of duty.
 - 1. If an officer's badge is retired, a plaque with the officer's badge will be displayed in a position of prominence in the Police Department.
 - 2. One identical plaque as described above will be presented to the family of the deceased officer.
 - B. Department command staff will assist the family with any legal or benefit matters.
 - C. The department will also support the family during any criminal proceedings.
 - D. The department will maintain ongoing long-term contact with the family.
- [ILEAP ADM.23.04(b)]

ALL OF THE PROTOCOLS LISTED IN THIS POLICY ARE INTENDED AS BASIC PROCEDURES THAT ARE TYPICALLY FOLLOWED BY THE DEPARTMENT. FAMILY WISHES ARE ALWAYS THE FIRST CONSIDERATION AND CAN AFFECT SOME DECISIONS. OTHER FACTORS WHICH MAY AFFECT DECISIONS ARE PRACTICES OF SOME CHURCHES, RELIGIOUS DENOMINATIONS, MINISTERS, FUNERAL HOMES, AND CEMETERIES. ALL PROCEDURES ARE SUBJECT TO CHANGE

DEKALB POLICE DEPARTMENT

Subject: **Line of Duty Deaths / Honors for Deceased Members**
202.6

Policy #:

Effective Since: 8-21-03 (numbered 202.5 prior to 1-1-19)

FTO

Training Task: NA

Revision Effective: 1-1-19

Reference Manual: NA

ILEAP Standards Covered: ADM.23.04

Page 5 of

6

DEPENDING ON FAMILY AND RELIGIOUS PREFERENCES, AS WELL AS LOCATION, SIZE, CONFIGURATION, AND NUMBER OF EXPECTED MOURNERS.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.

DEKALB POLICE DEPARTMENT

Subject: **Line of Duty Deaths / Honors for Deceased Members**
202.6

Effective Since: 8-21-03 (numbered 202.5 prior to 1-1-19)

Training Task: NA

Revision Effective: 1-1-19

Reference Manual: NA

ILEAP Standards Covered: ADM.23.04

Policy #:

FTO

Page 6 of

6