



Los Angeles Police Department

FUNERAL PROTOCOLS

QUICK REFERENCE GUIDE

EMPLOYEE ASSISTANCE UNIT

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Los Angeles, CA 90012
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(213) 485 – 7582 FAX

INDEX

<i>Description</i>	<i>Page</i>
• Line of Duty Death	3 - 4
• Active Officer Death	5 - 6
• Retired Officer	7
• Career Civilian Department Employee	8 - 9
• Family Member Death	10
• Contact Numbers	11
• Terms – Definitions	12

Line of Duty Death

Sworn • Level I and II Reserve Officers

- GENERAL DEATH NOTIFICATIONS
 - FAMILY
 - DEPARTMENT
 - OTHER
- INITIAL FUNERAL PLANNING (EAU PERSONNEL)
- EAU FACILITATES
 - CASKET ENGRAVING
 - FLAG CASE ENGRAVING
- DEATH & FUNERAL NOTICE & POSTING ON COP'S HOME PAGE
- ASSEMBLE / NOTIFY NEEDED RESOURCES INVOLVED IN THE FUNERAL
- COORDINATE & MANAGE INQUIRIES FOR
 - DEPARTMENT
 - OUTSIDE INQUIRIES
 - VIP'S / OTHER DIGNITARIES
- ORDER DEPARTMENT PHOTOS
 - SID PHOTOS - MOUNTED AND 8 X 10 PICTURES FOR FAMILY "FUNERAL PACKAGE"
- ENSURE UNIFORM FOR DECEASED (IF APPLICABLE) IS CORRECTLY DISPLAYED
- SET UP SERVICE LOCATION(S) – PILLAR FOR: PHOTO, GLOVES, HAT, BADGE, ETC.
- TRANSPORTATION / PARKING CONTROL - SES MOTORS
 - EAU MAKES INITIAL CONTACT / NOTIFICATION TO SES MOTORS
 - HANDLE OTHER AGENCY NOTIFICATION & LIAISON
 - FAMILY ESCORT FROM RESIDENCE OR STAGING LOCATION TO SERVICE(S)
 - CHURCH PARKING PLAN
 - DEVELOP MOTORCADE TO CEMETERY
 - CONDUCT MOTORCADE
 - CEMETERY PARKING PLAN
 - ESCORT FAMILY PKG. TO RECEPTION FOLLOWING GRAVESIDE
- NOTIFY RIDERLESS HORSE DETAIL
 - METROPOLITAN DIVISION – MOUNTED UNIT
- NOTIFY HONOR GUARD DETAIL
 - RIFLE VOLLEY
 - TAPS
 - FLAG FOLDING
 - FLAG CASE PRESENTATION
- NOTIFY AIR SUPPORT DIVISION
 - GROUND SUPPORT PERSONNEL
 - MISSING MAN FORMATION
- NOTIFY BAG PIPE PLAYER
 - GENERALLY – ONLY GRAVESIDE
- DEVELOP END OF WATCH BROADCAST
 - DIGITALLY RECORD "EOW" BROADCAST
- NOTIFY TV PHOTO AND SOUND UNIT
 - VIDEO & STILL PHOTOS OF ALL EVENTS
 - VIEWING / VISITATION
 - ROSARY (IF APPLICABLE)
 - FUNERAL SERVICES
 - BURIAL SERVICES
 - RECEPTION (OPTIONAL)

Line of Duty Death

Sworn • Level I and II Reserve Officers

- PREPARE AUDIO EQUIPMENT FOR GRAVESIDE SERVICES – POSSIBLY UTILIZE GENERAL SERVICES AUDIO DEPARTMENT
 - P/A SYSTEM
 - MIC STAND
- CONDUCT “WALK THRU” FOR ALL CONCERNED ENTITIES
 - AT SERVICE SITE
 - AT CEMETERY / INTERMENT SITE
- DEVELOP “ORDER OF SERVICE” FOR ALL CONCERNED ENTITIES
- EAU PAPERWORK
 - FILE RELATED GRANTS / BENEFITS
 - FEDERAL
 - STATE
 - COUNTY
 - CITY
- NOTIFY NATIONAL LAW ENFORCEMENT OFFICERS MEMORIAL
 - WALL ENSCRIPTION
 - ADDITIONAL PAPERWORK
- NOTIFY LA CITY PERSONNEL FOR LAPD ENSCRIPTION
 - ARTC FACILITY
 - NEW LAPD ADMINISTRATION BUILDING / MONUMENT
- EAU – FOLLOW UP
 - LOCKER CLEAN OUT
 - EQUIPMENT TURN – IN
 - POLICE EQUIPMENT INVENTORY AND TURN - IN
 - BENEFICIARIES NOTIFIED
 - FAMILY SUPPORT GROUP NOTIFICATION
 - GRIEF ASSISTANCE TO SURVIVORS
 - FINANCIAL COUNSELING REFERRAL
 - BLUE RIBBON TRUST ACCOUNT – REFERRAL
 - WIDOW / WIDOWER ASSISTANCE (ON-GOING)
 - GRIEF BOOKS
 - MAIL OUT PERIODICALLY

CRITERIA

1. OFFICER “ON-DUTY” STATUS
2. ACTIVELY INVOLVED IN APPREHENDING CRIMINAL(s)
3. CONFRONTING ACTUAL OR POTENTIAL CRIMINAL
4. DIES AS A RESULT OF CRIMINAL ACTIVITY
5. PROTECTING OTHERS FROM SERIOUS HARM
6. PROTECTING ANOTHER OFFICER, EMERGENCY PERSONNEL OR CITIZEN WITHIN CALIFORNIA
7. “OFF-DUTY” ASSISTING CITIZEN OR EMERGENCY PERSONNEL OR LAW ENFORCEMENT OFFICER OR AGENCY WITH CRIMINAL ACTIVITY.

Active Officer Death

Sworn • Level I and II Reserve Officers

- GENERAL DEATH NOTIFICATIONS
 - FAMILY
 - DEPARTMENT
 - OTHER
- INITIAL FUNERAL PLANNING (EAU PERSONNEL)
- EAU FACILITATES
 - CASKET ENGRAVING
 - FLAG CASE ENGRAVING
- DEATH & FUNERAL NOTICE & POSTING ON COP'S HOME PAGE
- ASSEMBLE / NOTIFY NEEDED RESOURCES INVOLVED IN THE FUNERAL
- COORDINATE & MANAGE INQUIRIES FOR
 - DEPARTMENT
 - OUTSIDE INQUIRIES
 - VIP'S / OTHER DIGNITARIES
- ORDER DEPARTMENT PHOTOS
 - SID PHOTOS - MOUNTED AND 8 X 10 PICTURES FOR FAMILY "FUNERAL PACKAGE"
- ENSURE UNIFORM FOR DECEASED (IF APPLICABLE) IS CORRECTLY DISPLAYED
- SET UP SERVICE LOCATION(S) – PILLAR FOR: PHOTO, GLOVES, HAT, BADGE, ETC.
- TRANSPORTATION / PARKING CONTROL - SES MOTORS
 - EAU MAKES INITIAL CONTACT / NOTIFICATION TO SES MOTORS
 - HANDLE OTHER AGENCY NOTIFICATION & LIAISON (IF APPLICABLE)
 - FAMILY ESCORT FROM RESIDENCE OR STAGING LOCATION TO SERVICE(S)
 - CHURCH PARKING PLAN
 - CEMETERY PARKING PLAN
 - ESCORT FAMILY PKG. TO RECEPTION FOLLOWING GRAVESIDE
- NOTIFY HONOR GUARD DETAIL
 - RIFLE VOLLEY
 - TAPS
 - FLAG FOLDING
 - FLAG CASE PRESENTATION
- NOTIFY AIR SUPPORT DIVISION
 - GROUND SUPPORT PERSONNEL
 - SOLO AIRSHIP FLYOVER – DEPLOYMENT PERMITTING
- NOTIFY BAG PIPE PLAYER
 - GENERALLY – ONLY GRAVESIDE
- DEVELOP END OF WATCH BROADCAST
 - DIGITALLY RECORD "EOW" BROADCAST
- EAU TO SECURE PHOTOGRAPHER (EITHER DEPT. OR EAU PERSONNEL)
 - STILL PHOTOS OF ALL EVENTS
 - VIEWING / VISITATION
 - ROSARY (IF APPLICABLE)
 - FUNERAL SERVICES
 - BURIAL SERVICES
 - RECEPTION (OPTIONAL)
- PREPARE AUDIO EQUIPMENT FOR GRAVESIDE SERVICES – POSSIBLY UTILIZE GENERAL SERVICES AUDIO DEPARTMENT
 - P/A SYSTEM
 - MIC STAND

Active Officer Death

Sworn • Level I and II Reserve Officers

- DEVELOP "ORDER OF SERVICE" FOR ALL CONCERNED ENTITIES
- EAU PAPERWORK
 - FILE RELATED SERVICE / DEPARTMENT PAPERWORK
- EAU – FOLLOW UP
 - LOCKER CLEAN OUT
 - EQUIPMENT TURN – IN
 - POLICE EQUIPMENT INVENTORY AND TURN - IN
 - BENEFICIARIES NOTIFIED
 - FAMILY SUPPORT GROUP NOTIFICATION
 - GRIEF ASSISTANCE TO SURVIVORS
 - FINANCIAL COUNSELING REFERRAL
 - BLUE RIBBON TRUST ACCOUNT – REFERRAL
 - WIDOW / WIDOWER ASSISTANCE (ON-GOING)
 - GRIEF BOOKS
 - MAIL OUT PERIODICALLY

CRITERIA

1. ACCIDENTAL DEATH
2. NATURAL DEATH
3. SUICIDE
4. LONG TERM SICK OR IOD
5. LEAVE OF ABSENCE – WITH OR WITHOUT PAY
6. SUSPENSION – CASE BY CASE EVALUATION (REQUIRES CHIEF OF POLICE OR ASSISTANT CHIEF AUTHORIZATION)

SPECIAL NOTE

NO ASSISTANCE PROVIDED WHEN THE MANNER OF DEATH IS A DIRECT RESULT OF SERIOUS MISCONDUCT OR CRIMINAL ACTIVITY

Retired Officer Death

Sworn

- GENERAL DEATH NOTIFICATIONS
 - FAMILY
 - DEPARTMENT
 - OTHER
- DEATH & FUNERAL NOTICE & POSTING ON COP'S HOME PAGE
- EAU FACILITATES
 - CASKET ENGRAVING
 - FLAG CASE ENGRAVING
- TELEPHONIC FUNERAL PLANNING / ARRANGEMENT ASSISTANCE
- EAU TO ASSIST OR FACILITATE
 - SECURE BAG PIPE PLAYER – POSSIBLE FEES / COST TO FAMILY
 - ONE HONOR GUARD MEMBER TO PRESENT PRE – FOLDED US FLAG (IF APPLICABLE)
 - LIMITED TO 100 MILE RADIUS OF DOWNTOWN LOS ANGELES
- EAU TO ASSIST WITH SERVICES
 - ONLY IF REQUESTED BY FAMILY
 - NO OTHER PENDING COMMITMENTS

SPECIAL CIRCUMSTANCES

LAPD MEDAL OF VALOR RECIPIENTS

- FULL HONOR GUARD
 - RIFLE VOLLEY
 - TAPS
 - FLAG FOLDING
 - FLAG CASE PRESENTATION
 - BAG PIPER
 - SINGLE AIR SHIP FLYOVER – DEPLOYMENT/ WEATHER PERMITTING
 - EAU PHOTOGRAPHS OF EVENTS – DEPLOYMENT PERMITTING
- SES MOTOR ESCORT (MAX. 100 MILE RADIUS)
 - PARKING PLANS AS NEEDED

CHIEF OF POLICE IN GOOD STANDING

- FULL HONOR GUARD
 - RIFLE VOLLEY
 - TAPS
 - FLAG FOLDING
 - FLAG CASE PRESENTATION
 - BAG PIPER
 - SINGLE AIR SHIP FLYOVER – DEPLOYMENT/ WEATHER PERMITTING
 - EAU PHOTOGRAPHS OF EVENTS – DEPLOYMENT PERMITTING
- SES MOTOR ESCORT (MAX. 100 MILE RADIUS)
 - PARKING PLANS AS NEEDED

CRITERIA

1. DEPENDANT UPON AVAILABILITY OF DEPARTMENT RESOURCES
2. ADEQUATE TIME TO PLAN / PREPARE
3. LOCAL SERVICES ONLY – 100 MILE RADIUS FROM DOWNTOWN LOS ANGELES
4. PARTICIPATION REQUESTED FROM FAMILY

Career Civilian Department Employee

Active Career Civilian • Civilian C/O's

- GENERAL DEATH NOTIFICATIONS
 - FAMILY
 - DEPARTMENT
 - OTHER
- INITIAL FUNERAL PLANNING (EAU PERSONNEL)
- EAU FACILITATES
 - CASKET ENGRAVING
 - FLAG CASE ENGRAVING (IF APPLICABLE)
- DEATH & FUNERAL NOTICE & POSTING ON COP'S HOME PAGE
- ASSEMBLE / NOTIFY NEEDED RESOURCES INVOLVED IN THE FUNERAL
- COORDINATE & MANAGE INQUIRIES FOR
 - DEPARTMENT
 - OUTSIDE INQUIRIES (IF APPLICABLE)
 - VIP'S / OTHER DIGNITARIES
- ORDER DEPARTMENT PHOTOS
 - SID PHOTOS - MOUNTED AND 8 X 10 PICTURES FOR FAMILY "FUNERAL PACKAGE"
- ENSURE UNIFORM FOR DECEASED (IF APPLICABLE) IS CORRECTLY DISPLAYED
- SET UP SERVICE LOCATION(s) – DEPT. PHOTO, ETC.
- TRANSPORTATION / PARKING CONTROL - SES MOTORS
 - EAU MAKES INITIAL CONTACT / NOTIFICATION TO SES MOTORS
 - FAMILY ESCORT FROM RESIDENCE OR STAGING LOCATION TO SERVICE(S)
 - CHURCH PARKING PLAN
 - CEMETERY PARKING PLAN
 - ESCORT FAMILY PKG. TO RECEPTION FOLLOWING GRAVESIDE
- EAU TO SECURE PHOTOGRAPHER (EITHER DEPT. OR EAU PERSONNEL)
 - STILL PHOTOS OF ALL EVENTS
 - VIEWING / VISITATION
 - ROSARY (IF APPLICABLE)
 - FUNERAL SERVICES
 - BURIAL SERVICES
 - RECEPTION (OPTIONAL)
- PREPARE AUDIO EQUIPMENT FOR GRAVESIDE SERVICES
 - P/A SYSTEM
 - MIC STAND
- PRESENTATION OF CITY FLAG TO FAMILY
- EAU – FOLLOW UP
 - GRIEF ASSISTANCE TO SURVIVORS
 - FINANCIAL COUNSELING REFERRAL
 - BLUE RIBBON TRUST ACCOUNT – REFERRAL (IF APPLICABLE)
 - GRIEF BOOKS
 - MAIL OUT PERIODICALLY

Career Civilian Department Employee

Active Career Civilian • Civilian C/O's

CRITERIA

1. CAREER CIVILIAN EMPLOYEES ARE DEFINED AS CIVILIANS ASIGNED TO THE DEPARTMENT WITH SEVEN OR MORE YEARS OF CONTINUOUS SERVICE
2. ACCIDENTAL DEATH
3. NATURAL DEATH
4. LONG TERM SICK OR IOD
5. LEAVE OF ABSENCE – CASE BY CASE EVALUATION

SPECIAL NOTE

NO ASISTANCE PROVIDED WHEN THE MANNER OF DEATH IS THE DIRECT RESULT OF SERIOUS MISCONDUCT OR CRIMINAL ACTIVITY

Family Member Death

Active Sworn • Active Career Civilian • Civilian C/O's

- GENERAL DEATH NOTIFICATIONS
 - FAMILY
 - DEPARTMENT
 - OTHER
- INITIAL FUNERAL PLANNING (EAU PERSONNEL)
- EAU FACILITATES
 - CASKET ENGRAVING (IF APPLICABLE OR REQUESTED)
 - FLAG CASE ENGRAVING (IF APPLICABLE)
- DEATH & FUNERAL NOTICE & POSTING ON COP'S HOME PAGE
- COORDINATE INVOLVED ENTITIES
- COORDINATE & MANAGE INQUIRIES FOR
 - DEPARTMENT
 - OUTSIDE INQUIRIES (IF APPLICABLE)
 - VIP'S / OTHER DIGNITARIES
- SET UP SERVICE LOCATION(S) – PHOTO, ETC.
- TRANSPORTATION / PARKING CONTROL - SES MOTORS
 - EAU MAKES INITIAL CONTACT / NOTIFICATION TO SES MOTORS
 - FAMILY ESCORT FROM RESIDENCE OR STAGING LOCATION TO SERVICE(S)
 - CHURCH PARKING PLAN
 - CEMETERY PARKING PLAN
 - ESCORT FAMILY PKG. TO RECEPTION FOLLOWING GRAVESIDE
- EAU TO SECURE PHOTOGRAPHER (EITHER DEPT. OR EAU PERSONNEL)
 - STILL PHOTOS OF ALL EVENTS
 - VIEWING / VISITATION
 - ROSARY (IF APPLICABLE)
 - FUNERAL SERVICES
 - BURIAL SERVICES
 - RECEPTION (OPTIONAL)
- PREPARE AUDIO EQUIPMENT FOR GRAVESIDE SERVICES
 - P/A SYSTEM
 - MIC STAND
- EAU – FOLLOW UP
 - GRIEF ASSISTANCE TO SURVIVORS & DIVISIONAL PERSONNEL (AS REQUESTED BY C/O)
 - FINANCIAL COUNSELING REFERRAL
 - BLUE RIBBON TRUST ACCOUNT – REFERRAL (IF APPLICABLE)
 - GRIEF BOOKS
 - MAIL OUT PERIODICALLY

CRITERIA

1. FAMILY MEMBER DEATH IS DEFINED AND LIMITED TO A SURVIVING SPOUSE, DOMESTIC PARTNER OR MINOR DEPENDANT CHILD
2. NO CRIMINAL ACTIVITY INVOLVED
3. ACCIDENTAL DEATH
4. NATURAL DEATH
5. SUICIDE

SPECIAL NOTE

NO ASISTANCE PROVIDED WHEN THE MANNER OF DEATH IS THE DIRECT RESULT OF SERIOUS MISCONDUCT OR CRIMINAL ACTIVITY

Contact Numbers

REALTIME ANALYSIS AND CRITICAL RESPONSE (RACR)	(213) 978 - 6500
EMPLOYEE ASSISTANCE UNIT	(213) 485 - 0703
BEHAVIORAL SCIENCE SERVICES	(213) 485 - 2620
CHAPLAIN COORDINATOR	(213) 473 - 6386
DEPARTMENT WELLNESS COORDINATOR	(213) 216 - 7009
POLICE PROTECTIVE LEAGUE	(213) 251 - 4554
POLICE RELIEF ASSOCIATION	(213) 674 - 3701
POLICE MEMORIAL FOUNDATION	(213) 847 - 4239
LAPD - RETIREMENT COUNSELOR	(213) 485 - 4054
ALL CITY BENEFITS - CIVILIANS	(213) 473 - 7200
EMPLOYEE BENEFITS - CIVILIANS	(213) 978 - 1655

Terms / Definitions

Career Civilian Employee

Defined as a City employee assigned to the Police Department with seven or more consecutive years of active employment

Civilian C/O

Defined as any Police Department civilian employee holding the position of Commanding Officer. No minimum time limit is required to be eligible for assistance

Family Member

Defined as a surviving spouse, registered domestic partner, minor dependant child

