

## HEALTH AND SAFETY UNIT GUIDELINES FOR EMPLOYEE FUNERALS

The following guidelines are not all inclusive, but serve to assist the Health and Safety Unit staff in their participation with and/or planning and coordination of Departmental funerals.

### LINE OF DUTY DEATHS - SWORN PERSONNEL

Line of duty deaths are planned and coordinated by the Emergency Operations Bureau. The Operations Officer in Charge (OIC) is responsible for coordinating all phases of the operation and will act as liaison with the Health and Safety Unit.

- [ ] Contact the Emergency Operations Bureau (EOB) and advise of funeral plans. EOB is responsible for coordinating all phases of the operation including the logistical planning.

EOB Contact \_\_\_\_\_ Date/Time \_\_\_\_\_

EOB Contact \_\_\_\_\_ Date/Time \_\_\_\_\_

OIC: \_\_\_\_\_ Date/Time \_\_\_\_\_

### FUNERAL CEREMONIAL SERVICES AVAILABLE AND COORDINATED BY THE OIC.

- Honor guard / Pallbearers
- Flag folding and presentation to family
- Bugler - taps
- Rifle detail - "21" gun salute
- Motorcycle escort
- "Missing Man Formation" fly-by
- "Riderless Horse"
- Bag piper, upon request, \$300+ fee

### HEALTH AND SAFETY UNIT RESPONSIBILITIES:

- [ ] Refer to Appendix A, Death Notification Worksheet.
- [ ] Refer to Appendix B, Benefit Notification Form
- [ ] Refer to Appendix C, Bag Pipers list

- Ensure that family needs are met.
- Assist the family with planning.
- Determine from the family when and where services are to be held.
- Determine if family wishes a viewing/vigil. If so, assist the funeral director set up the viewing/vigil, i.e., pictures, flowers and sign-in books.
- Advise the Operations OIC with funeral plans as soon as possible.
- Meet with the family, minister and mortuary representative to discuss exact arrangements.
- Attend planning meeting.
- Update Operations OIC as needed.
- Escort family to seating area in church/chapel.
- Escort family to the limousine after service, if necessary.
- Escort family to seating area at grave site service.
- Identify widow or representative of family to department representative presenting U.S. Flag.

**NON LINE OF DUTY DEATHS - ACTIVE SWORN PERSONNEL**

The Unit Commander and/or OIC from the unit to which the deceased deputy was assigned will be responsible for the planning, organization and coordination of the funeral. The Health and Safety Unit will be a resource for the concerned unit.

OIC: \_\_\_\_\_ DATE: \_\_\_\_\_

**FUNERAL CEREMONIAL SERVICES AVAILABLE AND COORDINATED BY THE OIC**

- Honor guard / Pallbearers
- Flag folding and presentation to family
- Bugler - taps

**HEALTH AND SAFETY UNIT RESPONSIBILITIES:**

- Refer to Appendix A, Death Notification Worksheet.
- Refer to Appendix B, Benefit Notification Form

- [ ] Refer to Appendix C, Bag Pipers list
- [ ] Ensure that family needs are met.
- [ ] Assist the family with planning.
- [ ] Determine from the family when and where services are to be held.
- [ ] Determine if family wishes a viewing/vigil. If so, assist the funeral director set up the viewing/vigil, i.e., pictures, flowers and sign-in books.
- [ ] Advise the Operations OIC with funeral plans as soon as possible.
- [ ] Meet with the family, minister and mortuary representative to discuss exact arrangements.
- [ ] Attend planning meeting.
- [ ] Update Operations OIC as needed.
- [ ] Escort family to seating area in church/chapel.
- [ ] Escort family to the limousine after service, if necessary.
- [ ] Escort family to seating area at grave site service.
- [ ] Identify widow or representative of family to department representative presenting U.S. Flag.

#### **RETIRED SWORN**

The Health and Safety Unit, upon request, will coordinate the Department's participation in services for retired members unless the deceased deputy was a member of the Sheriff's Relief Association. The Sheriff's Relief Association will coordinate the funeral arrangements when one of its members passes away.

#### **FUNERAL CEREMONIAL SERVICES, UPON AVAILABILITY, AND COORDINATED BY THE OIC**

- Honor guard / Pallbearers
- Flag folding and presentation to family
- Bugler - taps

#### **HEALTH AND SAFETY UNIT RESPONSIBILITIES:**

- [ ] Refer to Appendix A, Death Notification Worksheet.
- [ ] Refer to Appendix B, Benefit Notification Form
- [ ] Refer to Appendix C, Bag Pipers list
- [ ] Ensure that family needs are met.
- [ ] Assist the family with planning.
- [ ] Determine from the family when and where services are to be held.
- [ ] Determine if family wishes a viewing/vigil. If so, assist the funeral director set up the viewing/vigil, i.e., pictures, flowers and sign-in books.
- [ ] Advise the Operations OIC with funeral plans as soon as possible.
- [ ] Meet with the family, minister and mortuary representative to discuss exact arrangements.
- [ ] Attend planning meeting.
- [ ] Update Operations OIC as needed.
- [ ] Escort family to seating area in church/chapel.
- [ ] Escort family to the limousine after service, if necessary.
- [ ] Escort family to seating area at grave site service.
- [ ] Identify widow or representative of family to department representative presenting U.S. Flag.

#### **ACTIVE RESERVE PERSONNEL**

Funerals for reserve deputies killed in the line of duty will follow the same guidelines as those of active regular deputies.

Funeral arrangements for reserve deputies who are active, but whose death was not service related will be coordinated by the Health and Safety Unit upon request.

#### **FUNERAL CEREMONIAL SERVICES AVAILABLE AND COORDINATED BY THE OIC WHEN DEATH OCCURS IN THE LINE OF DUTY.**

- Honor guard / Pallbearers

- Flag folding and presentation to family
- Bugler - taps
- Rifle detail - "21" gun salute
- Motorcycle escort
- "Missing Man Formation" fly-by
- "Riderless Horse"
- Bag piper, upon request, \$300+ fee

**FUNERAL CEREMONIAL SERVICES, UPON AVAILABILITY, AND COORDINATED BY THE HEALTH AND SAFETY UNIT WHEN THE DEATH WAS NOT SERVICE RELATED.**

- Honor guard / Pallbearers
- Flag folding and presentation to family
- Bugler - taps

**HEALTH AND SAFETY UNIT RESPONSIBILITIES:**

- [ ] Refer to Appendix A, Death Notification Worksheet.
- [ ] Refer to Appendix B, Benefit Notification Form
- [ ] Refer to Appendix C, Bag Pipers list
- [ ] Ensure that family needs are met.
- [ ] Assist the family with planning.
- [ ] Determine from the family when and where services are to be held.
- [ ] Determine if family wishes a viewing/vigil. If so, assist the funeral director set up the viewing/vigil, i.e., pictures, flowers and sign-in books.
- [ ] Advise the Operations OIC with funeral plans as soon as possible.
- [ ] Meet with the family, minister and mortuary representative to discuss exact arrangements.
- [ ] Attend planning meeting.
- [ ] Update Operations OIC as needed.
- [ ] Escort family to seating area in church/chapel.
- [ ] Escort family to the limousine after service, if necessary.

- [ ] Escort family to seating area at grave site service.
- [ ] Identify widow or representative of family to department representative presenting U.S. Flag.

#### **ACTIVE CIVILIAN PERSONNEL**

The responsibility for the planning and coordination of services for civilian personnel will essentially follow the same guidelines as those of active sworn members. However, civilian employees are not entitled to military honors unless they were a member of the Armed Forces. If an employee was a member of one of the Services, that Service will be responsible for providing a military contingent. Military funerals are not provided by the Sheriff's Department for civilian personnel. The Department will provide honorary pallbearers at military funerals only if requested to do so.

#### **RETIRED CIVILIAN PERSONNEL**

Funeral arrangements for retired reserve deputies will be coordinated by the Health and Safety Unit.

#### **FUNERAL CEREMONIAL SERVICES AVAILABLE, IF REQUESTED.**

- Honor guard / Pallbearers