

GREELEY POLICE DEPARTMENT

General Order 357.00

Reviewed: 12/23

357.00 LINE OF DUTY DEATH

357.01 Definitions:

- **Line-of-Duty Death:** Any action, felonious, accidental or natural, which claims the life of a Greeley Police Officer who is performing work-related functions either while on or off duty.
- **Survivors:** Immediate family members of the deceased officer: spouse, children, parents, siblings, fiancée, and/or significant others. In the broadest sense, this includes friends and co-workers.
- **Beneficiary:** Those designated by the officer as recipient(s) of specific death benefits.
- **Benefits:** Financial payments made to the family to insure financial stability following the loss of a loved one.
- **Funeral Payments:** Financial payments made to the surviving family of an officer killed in the line-of-duty, which are specifically earmarked for funeral expenses.
- **Chapel:** Interpreted to include the church, funeral home, or other inside location where a memorial or funeral service is held, other than the committal service.
- **Line-of-Duty:** Any action which an officer is obligated or authorized by law, rule, regulation, written condition of employment service to perform, or for which the officer is compensated by the public agency he or she serves.
- **Non-Line-of-duty Death/Off-Duty Death:** The death of an officer in other than that as defined under Line-of-Duty Death.

357.02 Policy

A. It is the policy of this department to provide liaison assistance to the immediate survivors of an active-duty officer who dies in the line of duty or a case of critically injured department member with poor prognosis of survival; and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family.

B. The Chief of Police may implement any portion of this general order in cases of death of an active duty or retired officer or department member which does not meet the criteria of "line-of-duty" death.

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- C. Prior to implementing any portion of this policy, all department members shall have a thorough understanding of this general order.

Those who might perform liaison, coordinator, or advocate duties shall also have a thorough understanding of all sections of the “Line-of-Duty Deaths and Critical Injuries Operations” policies.

- D. Immediately upon the line-of-duty death of an officer, or at the discretion of the Chief of Police, all uniform members shall shroud their metal and cloth badges and the Office of the Chief of Police will make arrangements to fly all flags at all City-owned facilities at half-staff.

Badges will remain shrouded, and flags flown at half-staff until after the conclusion of the internment.

- E. Officers who drive department vehicles should drive with illuminated headlights during daylight hours, from the time of death until midnight on the day of internment.

- F. The extent to which the agency participates in the funeral service or provides other support depends upon the expressed wishes of the family of the deceased.

- G. Each funeral is different by virtue of religion, personal desires of the fallen officer and survivors, and the configuration of the funeral home, church, and cemetery. Because of this, those serving in a liaison, coordinator, or advocate position must be flexible to adapt to the fluidity of each line-of-duty death and the needs and desires of the survivors.

357.03 Procedures and Responsibilities:

The following procedures should be adhered to in cases of line-of-duty deaths and in cases of critically injured department members with a poor prognosis of survival. These procedures should be followed whenever possible with the understanding that **the wishes of the family take precedence over the desires of the department**. Department members providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes and desires, but should not make promises to family members that they are not certain can be met.

A. DEATH NOTIFICATIONS

The Chief of Police or a division commander will designate a Notification Delegation to inform the immediate family of the officer’s condition or death. If not immediately available, the senior ranking supervisor available will make the appointment.

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1. **Members of the Notification Delegation shall immediately access and review the “Notification Delegation Guidelines” contained in this document prior to making notifications.**
2. The “principles of death notification” shall be followed:
 - a. In person
 - b. in time,
 - c. in pairs,
 - d. in plain language, and
 - e. with compassion.
3. The primary notifying officer should be as designated by the involved officer in the annual line of duty death notification paperwork, whenever possible. If those documents are not accessible due to the time of occurrence, the Police Chief or Division Deputy Chief will designate the primary notifying officer.
4. The partner or closest friend of the deceased officer should **NOT** be assigned to inform the immediate family nor to act as the liaison officer with the family. (In such cases, this officer is also a survivor and should be treated as such.)
5. At a minimum, the appointed officer and at least one other person such as a law enforcement chaplain or a victim advocate shall make notification of survivors in the immediate area in person.

NOTE: If, however, the opportunity to get the family to the hospital prior to the death of the officer presents itself, **do not wait** for the appropriate delegation to gather. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the departmental delegation to arrive.
6. Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications.
7. The Notification Delegation shall inform the officer in Charge (OIC) at the hospital and the Hospital Liaison that the family is on its way.

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8. The name of the deceased officer **shall not** be released to the media or other parties before immediate survivors living in the area are notified.
9. Whenever the health of immediate survivors is a concern, emergency medical services personnel shall be requested to stand by in the immediate area but out of sight.
10. The Notification Delegation shall make all possible provisions for child-care issues with the family, acceding to the family's wishes.
11. Communication of information concerning the officer and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others.

Should the media obtain the officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.

12. The Notification Delegation shall be responsible for identification of additional survivors outside the area and shall make any notifications **as desired by the immediate family.**

Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a **personal notification** be made.

13. The Notification Team shall keep documentation specifying the identity, time, manner and place of survivors notified. Such documentation shall be submitted to the Chief of Police upon completion.

B. ASSISTING SURVIVORS AT THE HOSPITAL

Whenever possible, the Chief of Police shall join the family at the hospital to emphasize the department's support. The next highest-ranking officer to arrive at the hospital shall serve as, or designate, a Hospital Liaison who shall be responsible for coordinating the arrival of immediate survivors, department personnel, the media, and others and assume the following responsibilities:

1. **The Hospital Liaison shall immediately access and review the "Hospital Liaison Guidelines" contained in this document.**
2. Arrange segregated areas reserved for:

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- a. immediate survivors, the Chief of Police, the Notification Team, and others only as requested by the immediate survivors.
 - b. fellow department members and friends; and
 - c. a press staging area.
3. Ensure that the family is updated regarding the incident as soon as the family arrives at the hospital and are provided with timely updates regarding the officer's condition.
 4. Ensure that medical personnel provide pertinent medical information about the officer's condition to **the family** before any other parties.
 5. Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.
 6. Ensure that immediate family members are provided with appropriate assistance at the hospital.
 7. Provide hospital personnel with all necessary information regarding billing for medical services.

The Hospital Liaison shall ensure that all medical bills are directed to the department and that they are not forwarded to the officer's family or other survivors. This may require the Hospital Liaison to re-contact the hospital later during normal business hours to ensure that proper billing takes place. (The bills should be directed to the Benefits Liaison by name.)

8. Arrange transportation for the family and other survivors upon their departure from the hospital.

C. APPOINTMENT OF DEPARTMENT COORDINATION PERSONNEL

1. Designated department members, appointed by the Chief of Police, shall begin serving in the following capacities:
 - a. Department Liaison
 - b. Funeral Liaison
 - c. Benefits Coordinator

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- d. Family Liaison Officer
 - e. Family Support Advocate
2. These assignments will be made in writing to department personnel; and the surviving family members will be informed of those designated and contact information.
 3. Department members assigned to one of the above capacities and who have a need to access portions of the “Emergency Information Form”, shall:
 - a. NOT divulge any information contained in the Form unless it is in the performance of their assigned duties and responsibilities, and
 - b. Shred their copy of the Form when it is no longer needed.
 4. **Department members assigned to one of the above capacities shall immediately access and review the applicable guidelines contained in the “Line-of-Duty Deaths and Critical Injuries Operations” orders.**
 5. The Chief of Police will:
 - a. make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel;
 - b. ensure that the Victim Assistance Supervisor is contacted to assist surviving family members and emphasize the immediate family's right to psychological services; and
 - c. ensure that all other department members are provided the opportunity to participate in critical incident stress debriefings.

D. DEPARTMENT LIAISON

1. The Department Liaison will serve as a facilitator between the family and the department. This individual should be a high-ranking officer in order to expedite the tasks of employing departmental resources and the delegation of assignments.
2. The Department Liaison has supervisory oversight of the Hospital Liaison, the Funeral Liaison, the Benefits Coordinator, and the Family Support Advocate; and is responsible for ensuring that their duties and assignment are carried out in accordance with this policy and associated

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“Guidelines”. Therefore, **the Department Liaison shall immediately access the Guidelines of those individuals and assist them in the accomplishment of their tasks.**

3. The duties and responsibilities of the Department Liaison include, but are not limited to, the following:
 - a. Oversee and coordinate the duties of the Funeral Liaison, the Benefits Coordinator, and the Family Support Advocate.
 - b. Assist family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.
 - c. Provide liaison with the media to include coordination of any statements and press conferences.
 - d. Provide assistance with travel and lodging arrangements for out-of-town family members.
 - e. Identify alternative churches and reception halls that will accommodate the law enforcement funeral.

The Department Liaison will present these alternatives to the family, who will make the final determination.

- f. Coordinate all official law enforcement notifications (NCIC/CCIC) and arrangements to include the Honor Guard, pallbearers, traffic control and liaison with visiting law enforcement agencies.
 - g. Ensure that department members are aware of restrictions regarding release of any information that might undermine future legal proceedings.
 - h. Ensure that two department members (sworn or non-sworn) known to the family remain with them throughout the entire day of the funeral and into the early evening.
 - i. Ensure 24 hours coverage at the survivor’s residence will be provided at the family’s request and department discretion.
 - j. Ensure that someone from the department visit the family at least once per month for the first three to six months following the death. Following this time period, family visits will continue as needed.

It is preferable that the Department Liaison or others close to the deceased and the family conduct these visits.

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E. FUNERAL LIAISON

The Funeral Liaison Officer acts as a facilitator between the decedent officer's family and the department during the visitation and funeral. This is not a decision-making position but works closely with the Department Liaison. The Funeral Liaison need not be a command officer, but the assignment is of critical importance. This person should be close enough to the deceased officer to be aware of the family dynamics (e.g., conflict within the family) but not so emotionally involved as to be ineffective. The duties and responsibilities of Funeral Liaison include, but are not limited to, the following:

1. Meeting with family members to explain his/her responsibilities to them.
2. Being constantly available to the family prior to and throughout the wake and funeral.
3. Ensuring that the needs and wishes of the family come before those of the department.
4. Assisting the family in working with the funeral director regarding funeral arrangements.
5. Relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation.
6. Determining the need for travel arrangements for out-of-town immediate family members and any other special needs of the family during the funeral and reporting this information to the Department Liaison.
7. Ensuring that the surviving parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession.
8. Briefing the family members on the procedures involved in the law enforcement funeral (e.g., three round volley, presentation of flag, playing of taps, etc.) if the family members elect to have such a ceremony.
9. Identifying music selections, if any, to be played at the funeral and/or gravesite services and handling the associated equipment logistics.

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10. Identifying eulogists (“Officer Reflections”), if any, and coordinating the presentations with the funeral director.
11. Ascertaining what the family’s involvement will be and what financial assistance they and the agency are willing to provide for out-of-town family travel, feeding the funeral attendees following the burial and other assistance.
12. Coordinating the transportation and delivery of floral arrangements following the funeral and gravesite service.

F. BENEFITS COORDINATOR

1. The Chief of Police designates a command officer to act as the Benefits Coordinator. The duties and responsibilities of Benefits Coordinator include, but are not limited to, the following:
2. Filing workers' compensation and Victim Compensation Fund claims and related paperwork.
3. Presenting information and informing the family of all available benefits.
4. Fielding and documenting inquiries and interest regarding public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate.

Notify the following organizations immediately following a line-of-duty death:

- ❖ Public Safety Officers’ Benefits Program, U.S. Department of Justice: (888)744-6513. Claims are filed online at psob.bja.ojp.gov/benefits/
 - ❖ Colorado Fallen Heroes: cofallenhero.org
 - ❖ National Law Enforcement Officers Memorial: (202)737-3400, nleomf.org
 - ❖ Fire and Police Pension Association: (303)332-3772
5. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office.
 6. Filing all benefits paperwork and maintaining contact with the family to ensure that benefits are being received. (A copy of benefits documentation should be provided to all survivors affected and explained to each of them.)

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7. Advising the surviving family of the role of law enforcement associations and organizations and the nature of support programs that they sponsor for survivors.
8. Coordinating contributions to the family through any agency-assistance fund.

G. FAMILY LIAISON OFFICER

- The selection of a FAMILY LIAISON officer is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the fallen officer and his/her family.
- This is not a decision-making position. This is a role of “facilitator” between the family and the Police Department. The Victim Assistance personnel will work closely with this designated officer to ensure that his/her responsibilities are covered.
- Responsibilities of the FAMILY LIAISON OFFICER
 - Ensure that the needs of the family come before the wishes of the Police Department.
 - Assist the family with funeral arrangements and make them aware of what the department can offer if they decide to have a police funeral. If they choose a police funeral, brief the family on funeral procedures (i.e., 21-gun salute, bagpipes, presentation of the flag, playing of taps). Victim Assistance personnel will be utilized to identify alternate church and reception facilities that could accommodate a law enforcement funeral. These alternatives will be presented to the family who will make the final determination.
 - Apprise the family of information concerning the death and any developments in a continuing investigation.
 - Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting childcare and transportation needs, etc.
 - Be constantly available to the family.
 - Determine what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out-of-town family travel, food for funeral attendees following the burial, etc.

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- Escort the family to any city, state, or national recognition ceremonies for the fallen officer. (It is the intent of this order for the FAMILY LIAISON officer to be available in this capacity for approximately one year following the officer's death. However, each situation will be evaluated independently to consider extending this availability)
- Escort the family to any support services, workshops, or seminars that the family elects to attend, should the family desire.
- The FAMILY LIAISON officer should carry a cell phone at all times during this assignment.

H. FAMILY SUPPORT ADVOCATE

The Family Support Advocate serves in a long-term liaison and support capacity for the surviving family; and should have extensive experience dealing with victims and witnesses. The duties and responsibilities of Family Support Advocate include, but are not limited to, the following:

1. Providing contact with surviving family members to keep them abreast of criminal proceedings relating to the death of their family member.
2. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings, answering any questions they have concerning the proceedings, and introducing them to prosecutors and other persons as required.
3. Identifying all support services available to family members and working on their behalf to secure any services necessary.
4. Maintain contact with family members to provide companionship and emotional support and maintain 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 and encouraging others to visit and help as necessary.
5. Perform all duties listed under "Continued Support for the Family."

I. CONTINUED SUPPORT FOR THE FAMILY

1. Members of the department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no

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timetable and survivors may develop a complicated grief process. Statistically, more than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.

2. Survivors should continue to feel a part of the “law enforcement family.” They should be invited to department activities to ensure continued contact.
3. Members of the department are encouraged to keep in touch with the family. Close friends, coworkers, and officials should make arrangements with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.
4. The Chief of Police should observe the officer’s death date anniversary with a short note to the family and/or flowers on the grave.
5. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
6. The Family Support Advocate acts as a long-term liaison with the surviving family who ensures that close contact is maintained between the department and the survivors; and -- to the extent possible -- that their needs are met for as long as they feel the need for support. This is especially important in instances of prolonged court proceedings or litigation.
7. If no court proceedings surround the circumstances of the officer’s death, the Family Support Advocate will relay all details of the incident to the family at the earliest opportunity.
8. If criminal violations surround the death, the Family Support Advocate will:
 - a. Inform the family of all new developments prior to press release.
 - b. Keep the family apprised of legal and parole proceedings.
 - c. Introduce the family to victim assistance specialists of the department and court.
 - d. Encourage the family to attend the trial and accompany them whenever possible; and

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- e. Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.
9. When plaques or memorabilia are given to the surviving spouse or significant other, consideration should be given to making the same available to surviving parents and children.
 - a. Memorabilia may consist of remembrance books and/or tapes containing anecdotes, photographs, newspaper clippings, and cases that the fallen officer worked on.
 - b. The department shall provide the survivors with two flag cases for display of the presentation flag (see "Law Enforcement Funeral Service Guidelines.")

357.04 Inter-Departmental Issues

- A. It may be necessary to request outside law enforcement assistance regarding a line-of-duty death. This may include requesting outside agency assistance in handling calls-for-service and traffic control with the city.
- B. Department members who work on a daily basis with one another should never be assigned the responsibility of working the death of an immediate coworker. A partner or close friend should never be allowed to assume an active role in the investigation of the death. However, these survivors should be kept completely apprised of case developments. These issues must be viewed as prudent for the department as well as for coworkers.
- C. Regarding the primary family liaison. This officer should be free to provide assistance to the family, upon the family's request, if the officer feels capable of carrying out this responsibility. This should be the officer's choice, not a responsibility assigned by the department. It must be understood that a partner or close friend of the dead officer may need to be placed on leave through the time of the funeral.
- D. Upon the death or injury of an officer, personal notification of any agency personnel known to be a close friend should be made by that employee's supervisor or by a department member who is close to the officer. This notification should be done as soon as possible after the incident occurs to prevent the possibility of the officer learning of the incident by a telephone call or through the news media.
- E. Notification of injury and/or death of an officer to other on-duty officers and department members should be made by a supervisor. This supervisor may be within the division of the deceased officer or a designated supervisor from another division. This notification should be done in person to all officers and department

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members on duty at the time of the incident. **Under no circumstances should this notification be done by radio.**

- F. As additional shifts report for duty, they should be notified by their supervisor of the injury and/or death of the officer.

- G. A preliminary debriefing of the incident as soon as practicable should be conducted by a trained team for all personnel involved at the scene of the incident, communications specialists, or others who feel in need of this debriefing. This meeting is not to be a critique of the incident—only a debriefing for those officers and department members involved.
 - 1. Partners, officers, or department members who provided assistance to the injured/deceased officer at the time of the incident should also receive mandatory psychological counseling. This counseling may be most beneficial two to four weeks following the incident and should continue for a period of at least six months.
 - 2. Initial counseling should be provided, in addition to the debriefing, for other officers, dispatchers, and department members directly involved in working the line-of-duty death. These individuals may also require further in-depth counseling.
 - 3. Family members of employees involved in the line-of-duty death should receive counseling on Post Traumatic Stress Disorder and its symptoms since they are also experiencing fear and stress.

- H. As the case progresses, department members will -- to the extent possible -- be made aware of the status of the case, progress of the investigation, court dates, and other information. Providing concise, factual information will preclude rumors from occurring within the department. This should be done for the well-being of the department members as well as for maintaining a direct line of communication that may provide information pertinent to the case.

- I. Officer Information Appendix: All officers, upon employment, shall fill out and maintain an Officer Information Appendix (Appendix 1)
 - a. Officers shall fill out Appendix 1 within 30 days of employment.
 - b. Appendix 1 shall be sealed by the officer.
 - c. It shall be kept in a secure place in the office of the Training Coordinator and opened only in the event of the death of the officer or in the event the officer is injured and not expected to survive.

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- d. Appendix 1 shall be updated annually by the officer, concurrent with the performance evaluation.

357.05 LINE-OF-DUTY DEATHS AND CRITICAL INJURIES OPERATIONS ORDERS

- A. The purpose of the “Line-of-Duty Deaths and Critical Injuries Operations” Manual is to provide immediately accessible guidelines and supplemental information to those department members providing liaison assistance in a line-of-duty death.
- B. The following personnel shall immediately access the general orders in the event of a line-of-duty death or a case in which a department member is critically injured and has a poor prognosis of survival:
1. On-duty Field Supervisor
 2. Watch Commander
 3. Command Staff
 4. Those appointed to a liaison, coordinator, or advocate position

357.06 HONORS ACCORDED

- A. Any officer who dies in the line of duty will be accorded full honors if desired by the survivors. This will include the Honor Guard, Casket Guard during viewing, pallbearers, Firing Team, taps, bagpiper(s), bugler(s), and flag presentation.
- B. The Honor Guard Commander is responsible for coordinating and directing the activities of the Honor Guard, Casket Guard, pallbearers, Firing Team, bagpiper(s), bugler(s), and flag presentation.
- C. CASKET GUARD
1. The Casket Guard is usually comprised of officers from the Honor Guard; however, volunteers may stand watch at the discretion of the Honor Guard Commander. Officers who are assigned to the Casket Guard must present an excellent uniform appearance and conform to all current grooming regulations.
 2. The “Class A” uniform, uniform hat, and white gloves will be worn by the Casket Guard. The watch will be divided into shifts with two officers standing 15 minutes at a time. (The number of shifts may be increased at the discretion of the Honor Guard Commander.)
 3. If the family wishes, an informal watch can take place after the viewing has been concluded for the day.

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4. All procedures contained in the “Law Enforcement Funeral Services Guidelines” shall be followed.

D. HONOR GUARD

1. Members of the Honor Guard will assemble at a location near the service (church, funeral home, or cemetery) for inspection by the Honor Guard Commander.
2. Commands will be executed by the Honor Guard Commander.

E. PALLBEARERS

If pallbearers are requested but not selected by the family, they will be selected by the Honor Guard Commander.

357.07 GENERAL FUNERAL PROCEDURES

A. UNIFORMS

1. All members will maintain an excellent personal appearance at any law enforcement funeral service; and uniforms and equipment must be in outstanding condition.
2. Uniforms for funeral attendance shall consist of the following:
 - a. “Class A” Uniform: Dark Blue Flying Cross pants (no Cargo pockets), dark blue Flying Cross shirt, Black tie, fully duty gear (minus any visible radio cords), Black polished shoes, and department issued dress hat¹.
 - b. Wearing of the department awards shall be the option of the individual officer while in a Class A uniform. If the awards are worn, they will be worn in accordance with the attached description and diagram (located at the back of this order). All awards earned may be worn with the Class A uniform. Any other authorized insignia will also be allowed to be worn while dressed in a Class A uniform, I.E. SWAT, CIT, Bomb, Traffic, etc...
 - c. If inclement weather is a factor during the funeral services, officers will only wear the issued “Horace Small” duty jacket, Generation 3, Style #HS3350.

¹ Cross Ref: Shared Manual: Uniform Manual

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- d. Metal and cloth badges will be shrouded
- e. White gloves will worn by all pallbearers, Honor Guard, Color Guard, Casket Guard and Firing Team members

B. FUNERAL SERVICES – GENERAL

1. Uniformed personnel who attend a law enforcement service will report to a pre-designated assembly point away from the place of services for inspection and briefing.
2. Uniformed personnel shall wear their departmental uniform hats at all times while outside, unless directed otherwise.
3. Upon entering the building, uniformed personnel will remove their uniform hats, place them under their left arm (with the hat brim forward and the top of the hat facing outward), and move in an orderly manner to the place reserved for them.
4. Officers will maintain a professional bearing throughout the service.
5. While passing by the deceased officer, uniformed personnel shall carry the hat in the right hand and place it over the badge. They will hold their hats in this position until they have passed the casket and exited the building.

Exemption

Sworn members assigned to dignitary protective service details are exempt from the above provisions.

C. RENDERING A SALUTE (PRESENT ARMS)

The following sequence is the proper manner to render a salute:

1. Raise the right hand smartly until the tip of the forefinger touches the lower part of the uniform hat (or forehead above the right eye when not wearing a hat).
2. Keep the thumb and fingers extended and joined, palm facing to the left.
3. Incline the forearm at about a 45° angle, keeping the hand and wrist straight.

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4. At the same time, look toward the person saluted.

5. When the salutation is answered, or a command given, drop the arm smartly to the side.

D. RENDERING HONORS TO THE FLAG AND TO THE NATIONAL ANTHEM

1. Indoors

Salutes are not rendered indoors to the flag or national anthem, regardless of the type of clothing worn.

a. Members in Uniform

- (1) Come to the standing position of attention and place the right hand over the heart.
- (2) Face the flag if it is visible; otherwise the music is faced.
- (3) The uniform hat will not be worn indoors unless the member is assigned to the Honor Guard detail.
- (4) During the national anthem, the hat may be set down, or if held, will be tucked under the left arm while the right hand covers the heart

b. Members In Civilian Clothing

- (1) Come to the standing position of attention and place the right hand over the heart.
- (2) Males with hats will have already removed the hat upon entering the building.
- (3) During the national anthem, the hat may be set down, or if held, will be held in the right hand and be placed near the left shoulder while the right hand covers the heart.
- (4) Females in civilian attire are not required to remove their hats.

2. Outdoors

a. Members in Uniform

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- (1) Come to the standing position of attention and render the military hand salute to the flag.
- (2) If the flag is not visible, the music is faced and saluted.
- (3) Hats will be worn outdoors while rendering the salute.

b. Members in Civilian Clothing

- (1) Come to the standing position of attention and place the right hand over the heart.

E. FUNERAL ATTENDANCE

Purpose

The department recognizes the importance of attending fallen officer funerals and those funerals where an officer has died but may not be duty related. This policy establishes the guidelines for funeral attendance for funerals of fallen Greeley Officers, Officers from other jurisdictions and attendance of funerals out of town by Greeley Police Officers.

Policy

Attendance of Out-of-Town Funerals:

- If an officer has an interest in attending an out-of-town funeral of a fellow officer who has died in the line of duty, or died due to a non-duty related circumstance, the Greeley Police Department will allow the officer(s) to attend the funeral on department time, dependent upon staffing levels and provide a department vehicle for the officer(s). This is limited to in-state funerals. If an officer wants to attend an out of state funeral, this will be at the discretion of the officer's Division Commander.

Department Representation at Outside Agency Funerals:

- It will be the policy of the Greeley Police Department to represent the department and the City of Greeley at outside agency funerals within the State of Colorado. The department Honor Guard will be the official agency representatives. The Honor Guard Sergeant(s) will be responsible for arranging a group of officers to attend the funeral.

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- At the direction of the Division Commander in charge of the Honor Guard, they may be directed to attend an out of state funeral depending on the location.
- The attendance of the Honor Guard at an outside agency funeral does not prohibit other officers of the department from attending the funeral.

Attending local funeral of Outside Agency Officer:

- Greeley Police Officers should be encouraged to attend local funerals of officers from an outside agency. Prior to the funeral the Patrol Division Commander will assign a supervisor to coordinate when and where GPD officers and employees will meet.
- The supervisor will be responsible for arranging the assignment of police department vehicles to be used in the funeral procession and coordinate this with the Traffic Unit Sergeant. He will also make arrangements for transportation of additional police officers and civilian police employees who wish to attend the funeral.
- Once the officers arrive at the funeral location, they will assemble in a column of two (2) officers, side by side. The column will start with highest ranking officers at the front. Once all officers are assembled, they will walk into the funeral location in a respectful and professional manner. When they enter the inside of the funeral location, the officers will remove their hats and hold them in their left hand, bill facing forward and the top of the hat facing to the outside.
- GPD family members who wish to attend a local funeral of an outside agency officer may do so but may not ride in a department vehicle. They have the option of wearing the department Class A uniform, or proper civilian attire and can choose to sit with their family.
- Civilian GPD employees may attend an outside agency funeral at their discretion. If they are uniformed, they may wear their Class A uniform and can be seated with the Sworn Officers. They may also choose to sit with family members.

GPD Family Members at a GPD Funeral Service:

- If the funeral service is for a GPD Officer, the department should encourage the participation of family members in the funeral

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service. Involvement of family members should be determined on a case-by-case basis.

357.08 GUIDELINES

NOTIFICATION TEAM GUIDELINES

These *Notification Team Guidelines* shall be utilized in conjunction with the "Death Notifications" procedures set forth in the general order.

DUTIES/RESPONSIBILITIES

- **DO NOT** delay the notification waiting for members of the notification team to arrive if a protracted response is anticipated.
- Notifications should be made in the following order:
 1. Spouse/significant other
 2. Minor children living with spouse/significant other or with biological parent, resulting from divorce or estrangement
 3. Adult children
 4. Spouses of the adult children
 5. Parents
 6. Siblings
 7. Grandparents
 8. Other relatives and friends listed in personnel records
 9. Spouse/significant other's relatives and friends (notify only with the spouse/ significant other's consent and recommendations)
 10. Clergy, if listed on personnel records or requested by spouse/ significant other
- Prior to responding to the family's residence, the Notification Team shall:

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- Access copies of the “Department Member”, “Spouse/Significant Other”, “Children”, “Death Notifications” and “Notifications” sections of the Emergency Information Personal Questionnaire” and learn the names of all family members and others to be notified.
- Ensure that the notification team has knowledge of the incident.
- **DO NOT** take any of the officer’s personal belongings with you when you make the notification. (These will be delivered at a later date by the Department Liaison.)
- As soon as the family sees you, they will know something is wrong. Ask to be admitted to the house. **NEVER** make a death notification on the doorstep. Indicate there is a medical emergency and that you have important information, but you would rather talk to them inside.
- Reactions of the family may include hysteria, anger, fainting, physical violence, shock, etc.
- Gather everyone in the home and ask them to sit down. Inform them slowly and clearly of the information you have regarding the incident, making sure you use the officer's first name during the notification.
- If the officer has already died, notification should be conveyed to the survivors in as forthright and empathetic manner as possible. Relay information using words like "died" and "dead", rather than euphemisms such as "gone away" and "passed away". **DO NOT** spark a false sense of hope.
- Answer any questions tactfully, but directly. Be prepared for a wide range of questions.
- The Notification Team will be seriously affected by the death and notification process. Understand that showing emotions is perfectly acceptable.
- If the family wants to go to the hospital, they should be transported via a law enforcement vehicle. (Even if the officer is already dead, the survivors should be given this option.) It is highly recommended that the family NOT drive themselves to the hospital. Should there be serious resistance and the family insists on driving, an officer should accompany them in the family car, if possible.
- Ensure that all agency radios are turned off during the notification and transport to the hospital. If the family does choose to go to the hospital, the Officer In Charge (OIC) at the hospital and the Hospital Liaison should be notified of this decision prior to the survivors' arrival.
- Help the survivors contact close relatives, friends or a member of the clergy, if they would like. **(Do not assume that a member of the clergy is welcome or will be**

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helpful.) Always check with the survivors about who they want to be with before you call anyone.

- The Notification Team should assist in making such decisions as to who could stay with the children if the survivor chooses to go to the hospital, contacting anyone the survivor would like to accompany them to the hospital or stay with them in the home, or transporting the survivor to another's home if the survivor so wishes.
- The Notification Team should be among those at the hospital in order to provide a feeling of continuity for the family.

Hospital Liaison Guidelines

These *Hospital Liaison Guidelines* shall be utilized in conjunction with the "Assisting Survivors at the Hospital" procedures set forth in the general order.

DUTIES/RESPONSIBILITIES

- The Chief of Police or a command officer should be present the entire time the family is at the hospital and should arrange whatever assistance the family may need.
- The Notification Delegation should be among those at the hospital in order to provide a feeling of continuity for the family.
- If it is possible for the family to visit their loved one prior to death, they shall be afforded that opportunity. IT IS THE FAMILY'S RIGHT to visit their loved one. The Officer in Charge or Hospital Liaison should prepare the family for what they might see in the emergency room and accompany the family into the room for the visit.
- Medical personnel should make the family aware of hospital policy regarding visiting a trauma patient or visitation with the remains.
- Ensure that the medical staff always updates the family **before** department members.
- The family should be asked if there are others that they would like to join them in the family waiting area.
- **Do not** be overly protective of the family. This includes the sharing of specific information on how the officer was killed, as well as allowing the family time to be with the deceased.

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- **Do not** make idle promises to the family (e.g., promises that the person who killed the officer will get the death penalty, that the officer will be posthumously promoted, etc.).
- **Do not** suggest that a survivor be sedated unless medication is requested by that survivor or recommended by a physician.
- **Do not** deny a survivor's request to view the body. (**NOTE:** If the survivors do not want to view the body, ensure that photographs are taken and saved in the case the survivors want to see them at a later date. When presenting the photographs, arrange them from the least offensive to the most offensive.)
- **Prior to viewing the body**, explain to the survivors what they will see and accompany them into the room if the family requests it.
- Explain to the family the reasons why an autopsy is required (among others, it is required to be eligible for federal death benefits).
- Allow coworkers to view the body when the survivors are absent and **after** the family has viewed it.
- The expression of raw emotion by anyone, including officers, under these circumstances is perfectly understandable.
- A doctor or hospital administrator should explain to survivors why an autopsy is necessary.

CHECK-LIST

- Access copies of the "Department Member", "Life Support", "Organ Donor" and "Physician" sections of the Emergency Information Personal Questionnaire.
- Arrange segregated areas reserved for:
 - immediate survivors, the Chief of Police, the Notification Delegation, and only others as requested by the immediate survivors.
 - fellow officers and friends; and
 - a press staging area.
- Ensure that the family is updated regarding the incident as soon as the family arrives at the hospital and are provided with timely updates regarding the officer's condition.

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- Ensure that medical personnel provide pertinent medical information about the officer's condition to the family before any other parties.
- Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.
- Ensure that immediate family members are provided with appropriate assistance at the hospital.
- Provide hospital personnel with all necessary information regarding billing for medical services.
- Arrange transportation for the family and other survivors upon their departure from the hospital.

FUNERAL LIAISON GUIDELINES

DUTIES/RESPONSIBILITIES

- Be constantly available to the family prior to and throughout the wake and funeral.
- Ensure that the needs and wishes of the family come before those of the department.
- Assist the family in working with the funeral director regarding funeral arrangements.
 - Newspaper death and obituary notices
 - Obtaining official, signed death certificates
 - Production of program cards for funeral
- Relay any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation.
- Ensure that the surviving parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession.
- Assist in funeral preparations, if a law enforcement funeral is requested.

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CHECK-LIST

- Access a copy of the “Funeral” section of the Emergency Information Personal Questionnaire.
- Ensure that all flags are flown at half-staff at all City/County facilities from the time of death through the end of the service.
- Ensure that COPS (Concerns of Police Survivors, Inc.) blue ribbons are affixed to the antennas of **all** department (marked and unmarked) and funeral home vehicles.
- Arrange for district officer to contact businesses within the City and request that they fly all flags at half-staff through the end of the service.
- Meet with family members and explain your duties and responsibilities to them.
- Give a pager and cellular telephone to the family to facilitate communication between the department and the family.
- Determine the type of funeral that the desire, if not specified in the “Emergency Information Confidential Questionnaire”:
 - Police
 - Military
 - Civilian
 - Fraternal
- If the family members elect to have a law enforcement funeral, brief them on the procedures involved in such a ceremony (e.g., three round volley, presentation of flag, playing of taps, etc.).
- Assist the family in the selection of the pallbearers.
- If the family desires a burial in uniform, designate an officer or department member to obtain a uniform and all accouterments and deliver them to the funeral home.
- Determine if the family wishes a flag presentation by the Chief of Police and notify that office. If so, obtain two, 5’ x 8’, cotton United States flags and two flag cases. The case can usually be obtained from the funeral home. (See Funeral Service Guidelines for details and uses.)
- Identify music selections, if any, to be played at the funeral and/or gravesite services and the logistics of the associated equipment.

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- Identify vocalist(s), if any.
- Identify organist and hymns.
- Coordinate the printing of a Memorial brochure.
- Make arrangements for a public address system:
 - Outside the church
 - At the cemetery
- Determine 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.
- Identify eulogists (“Officer Reflections”), if any, and coordinate the presentations with the funeral director.
- Ensure that a royal blue fabric bag is produced and available for the spent cartridges from the three-round volley.
- Obtain a Department Medal of Honor, if appropriate.
- Have the officer’s badge mounted for presentation.
- Obtain the officer’s uniform hat, if any, for display at the funeral and presentation to the family.
- Ascertain what the law enforcement association’s involvement will be and what financial assistance they are willing to provide for out-of-town family travel, feeding the funeral attendees following the burial and other assistance.
- Coordinate with investigating officers and prosecutors to ensure that the family receives as much information as is possibly allowable during the first few days.
- Make arrangements to have sufficient vehicles available for transporting family members and department personnel; and have the vehicles washed or detailed.
- Complete an itinerary for the day of the funeral services.
- Maintain a roster of all departments sending personnel to the funeral. (This roster will be provided to the Department Liaison who will draft letters of appreciation, for the Chief of Police signature, acknowledging visiting or assisting departments.)
- Develop appropriate parking plans for both the mortuary and cemetery with separate areas for family members, dignitaries, and officers.

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- Assign a parking coordinator and other at officer church and cemetery.
- Arrange a staging area for all officers to meet and be briefed on what is expected of them.
- Assign officers to usher duty at church and graveside services.
- Coordinate the assignment of all traffic posts with the Traffic Unit supervisor.
- Obtain assistance from Traffic Engineering as needed.
- Coordinate the involvement of other organizations participating in the services, if so requested or authorized by the deceased member's family.
- Arrange for assistance from other jurisdictions if the services extend beyond the affected jurisdiction.
- Arrange for a ladder archway with the fire department.
- Arrange for a dedicated radio channel for the funeral detail and inform all involved or participating officers and agencies.
- Arrange for reserved, predetermined seating for family, high-ranking police, and government officials.
- Determine the placement, positioning, and movement of personnel and vehicles in respect to related ceremonies.
- At the church, coordinate the following: parking, traffic cones, porta-potties, bottled water, energy bars, badge-masking (electrical) tape
- Plan the best route for the funeral procession.
- Identify the location for the officer's final sign-off.
- Brief the Chief of Police and Command Staff concerning all funeral arrangements.
- Arrange for district officers to drive the funeral procession route on the morning of the funeral to:
 - ensure that all flags, public and private, are lowered to half-staff;
 - confirm road closures; and
 - identify any other potential concerns.

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- Ensure that at least one marked patrol unit accompany the family limousine from its departure from the home to the funeral home and church.
- Coordinate the transportation and delivery of floral arrangements following the funeral and gravesite service.
- Secure a visitation facility and arrange for food and refreshments for the family members and guests.
- Secure a facility for a dinner after the funeral.

Benefits Coordinator Guidelines

These *Benefits Coordinator Guidelines* shall be utilized in conjunction with the "Benefits Coordinator" procedures set forth in the general order.

DUTIES/RESPONSIBILITIES

- Field and document inquiries and interest regarding public donations to the family and establish a mechanism for receipt of such contributions, as appropriate.
- Within a month following the death, visit the surviving family to discuss the benefits they receive, since the initial contact is clouded by the emotional numbness of the family during the first benefits meeting.
- Assist the family in obtaining an attorney and/or financial counselor and attempt to locate funding sources for these expenses.
- The attorney should not be affiliated with the affected city.
- Assist the family in opening a bank account into which donations may be directly deposited.
- Inform the survivor(s) that any joint bank accounts that were held with the deceased are automatically frozen and that no further deposits should be made into these accounts. The survivor should open a new account in his/her name and deposit the death benefit checks, earned income, and other monies received into this new account.
 - Urge the survivor(s) to **immediately** seek counsel or a competent and ethical investment counselor. (In doing so, it helps prevent them from spending the money foolishly and others are less prone to ask to borrow the money.)



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- Prepare all documentation of benefits and payments due to the survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of a contact person or facilitator at each benefit or payment office.
- File all benefits paperwork and maintain contact with the family to ensure that the benefits are being received. (A copy of benefits documentation should be provided to all survivors affected and should be explained to each of them.)
- Gather information on ALL benefits/funeral payments available to the family. Make a clear distinction between benefits (payments made to the family to ensure financial stability following the loss of a loved one) and funeral payments (funds specifically earmarked for funeral expenses).
- Provide hospital personnel with all necessary information regarding billing for medical services.
 - The Hospital Liaison shall ensure that all medical bills are directed to the agency's designated Benefits Coordinator and that these bills are not forwarded to the officer's family or other survivors. This may require the Hospital Liaison to re-contact the hospital later during normal business hours to ensure that proper billing takes place. (The bills should be directed to the Benefits Liaison by name.)
- Check with the funeral director before making the second contact with the survivor to determine what details he (the funeral director) is handling. (Many directors file claims for death benefits under Social Security and/or Veteran's Administration.)
 - Attempt to locate a public safety organization (e.g., Fraternal Order of Police, Colorado Association of Chiefs of Police, County Sheriffs of Colorado, etc.) or community support group (e.g., 100 Club, etc.) which will make an attorney/financial counselor available, at no charge, to the surviving family for whatever legal/financial counseling is necessary (e.g., establish trust funds, rewriting wills, obtaining educational funding, etc.). The attorney should not be affiliated with the affected city/county.
- Advise the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.
- Be aware of the problems with possible revocation of health benefits to the surviving family; and assist the survivors in whatever manner to deal with this.
- Check with the family in about three months, if not sooner, to ensure that the family is receiving, or has received, every benefit applied for.
-

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Do not rush matters with the survivors. They are under a terrible strain and need time to think things out.

REQUIRED REPORTING / NOTIFICATIONS CHECK-LIST

- FBI Uniform Crime Reporting Unit
U.S. Department of Justice
888.827.6427
- Concerns of Police Survivors (COPS) 
www.nationalcops.org
573.346.4911
- Public Safety Officers' Benefits Program (See under "Sources of Benefits Check List")
- Office of Workers' Compensation (See under "Sources of Benefits Check-List")
- Victim Compensation Fund (See under "Sources of Benefits Check-List")
- TASER International
- Colorado Law Enforcement Memorial
15055 Golden Road
Golden, CO 80401
- National Law Enforcement Officers Memorial Fund 
<http://www.nleomf.com/>
605 E Street, NW
Washington, DC 20004
202.737.3400
- Officer Down Memorial Page
<http://www.odmp.org/>

REQUIRED FORMS CHECK-LIST

The following forms will be needed for the various benefit applications:

- MARRIAGE LICENSE, if married at the time of death (certified copy).
- BIRTH CERTIFICATE(S) of surviving spouse **and** minor children (obtain at least five certified copies).

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Note: If birth certificates are not available, two other proofs of identification are needed. Marriage license/certificate, children's birth certificates that show the parent's age, life insurance policies (in effect for the last year), military papers, educational records, passport, family bibles and baptismal records are all acceptable.

- SOCIAL SECURITY CARD(S) of decedent, surviving spouse **and** minor children (copies).
- DEATH CERTIFICATE of deceased officer (obtain at least five certified copies).

Note: Request several copies at the time of death. These are all considered originals. Life insurance policies, pensions, etc., usually require originals.

- DIVORCE DECREE, if minor children are involved (obtain at least five certified copies).
- NEWSPAPER CLIPPINGS. Make photocopies of all related newspaper clippings.
- PHOTOGRAPH OF OFFICER. May be necessary in some cases.
- PAST THREE (3) YEARS OF TAX RECORDS. These are required for certain federal benefits.

SOURCES OF BENEFITS CHECK-LIST

Deceased Officer's City

- Personally deliver the final paycheck to the survivor. (Ensure that payment is also made for any accrued vacation time, compensatory time, and sick leave.)
- Life Insurance
- Accidental Death and Disability
- Workers' Compensation

Victim Compensation Fund

Complete application and attach copies of bills or estimates. Mail to your County District Attorney's Office

State of Colorado

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CRS 23-3.3-205. Dependents of deceased or permanently disabled national guardsman, **law enforcement officer**, or fireman.

Public Safety Officers' Benefits Program

Bureau of Justice Assistance
Public Safety Officers' Benefits Program
810 Seventh St., N.W.
Washington, D.C. 20531
1.888.744.6513
202.307.0635

www.ojp.usdoj.gov/BJA

Non-Federal Law Enforcement Officer Benefits Provided Under Federal Law

Under certain conditions, benefits may be provided to a non-Federal law enforcement officer killed in the line of duty as determined by the U.S. Department of Labor. Essentially, these benefits are provided if a state or local law enforcement officer is killed while engaged in the apprehension or attempted apprehension of a person who has committed a crime against the United States or who is being sought by a law enforcement authority of the United States.

The benefit is also extended to those killed while engaged in the lawful prevention or lawful attempt to prevent the commission of a crime against the United States. Further, the program encompasses those engaged in protecting or guarding a person held for the commission of a crime against the United States or as a material witness.

For Non-Federal Law Enforcement Officers, benefits are provided under § 5 USC 8101 ET SEQ. and as extended by § 5 USC 8191. If the officer is injured, sustains a disease, or is killed in connection with a person wanted by the U.S. Government, committed a crime against the U.S. Government, etc., the officer or survivors may qualify under this Federal Law.

This statute should be investigated in all cases where **firearms** caused the **death**, as it is possible that there may have been a violation of the Federal Firearms Act. Assistance can be obtained by contacting any Special Agent from Alcohol, Tobacco, and Firearms.

U.S. Department of Labor
Office of Workers' Compensation
Special Claims Office
800 N. Capitol St., NW #800

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Washington, DC 20211
202.513.6800

Public Safety Officers' Educational Assistance (PSOEA) Program

Provides educational assistance allowance to eligible survivors of public safety officers whose deaths or permanent and total disabilities are the direct and proximate result of a traumatic injury sustained in the line of duty. PSOEA benefits may be used solely to defray educational expenses including tuition, room and board, books, supplies, and education-related fees.

Public Safety Officers' Educational Assistance (PSOEA) Program
Bureau of Justice Assistance
810 7th St., NW
Washington, DC 20531

888.744.6513
Fax: 202.616.0314

www.ojp.usdoj.gov/BJA

Social Security Administration
(Contact Local Office)

NOTE: Benefits for officers working for agencies not under the Social Security System are subject to prior work eligibility. Social Security will pay death benefits when a law enforcement officer is killed in the line of duty. This claim must be filed in person at the Social Security Office and the following information will be needed at the time the claim is filed:

- Social Security number of the deceased
- Social Security number of the surviving spouse
- Social Security number of each minor child
- Birth certificate of surviving spouse
- Birth certificate of each minor child
- Marriage certificate
- Certified copy of death certificate (when available)
- W-2 forms of the officer for the previous year

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- W-2 forms of the officer for the current year (when available)


- Personal Life, Accidental Death and Disability, and Personal Vehicle Insurance**
 - Check the “Emergency Information Confidential Questionnaire”

 - Check with survivors

 - American Council of Life Insurance (1.800.942.4242) can search for policies on a person.

 - If the officer was killed in a vehicle accident, file a claim with the officer’s personal vehicle insurance company. (You may have to fight for it; however, it should pay the benefit.)

- Veterans Administration**
(Contact Local Office)
 - If a law enforcement officer is killed in the line of duty or off duty, is a veteran of the United States Armed Forces, and is currently receiving compensation from the Veterans Administration, the Officer's survivors are entitled to benefits.
 - Copy of the officer's military discharge papers and a copy of the officer's separation papers (entitled DD 214) are necessary to file a claim.

- Fraternal Order of Police** 
 - Accidental Death and Dismemberment Insurance is provided to all Colorado members free of charge.

 - Contact the following for available benefits:
 - Your FOP Colorado Lodge
 - FOP Colorado State Lodge
 - FOP Colorado Metroplex

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FOP Grand Lodge

Colorado Law Enforcement Officers Association (CLEOA)

6525 W. 52nd Ave.
Arvada, CO 80002
(303)420-4290 or (800) 247-2064
FAX (303) 420-7408



Colorado Police Protective Association

1485 Kelly Johnson Blvd, STE 230,
Colorado Springs, CO 80920, USA
Telephone: 800.320.2772 Fax: 719.884.1257
www.cppa.net



Credit Unions

(Contact)

Employees who bank in a credit union receive limited life insurance policies as part of their membership.

American Federation of Police and Concerned Citizens

American Police Hall of Fame

3801 Biscayne Blvd.
Miami, FL 33137
305.573.0070
305.573.6202 (Emergency 24-hour number)

ICMA-RC Vantage Point Memorial Scholarship Fund

National Rifle Association

FAMILY SUPPORT ADVOCATE GUIDELINES

These *Family Support Advocate Guidelines* shall be utilized in conjunction with the "Family Support Advocate" procedures set forth in the general order.

DUTIES/RESPONSIBILITIES

The Family Support Advocate acts as a long-term liaison with the surviving family to ensure that close contact is maintained between the Department and the survivors; and to the extent possible, that their needs are met for as long as they feel the need for support.

This is not a decision-making position but serves the role of "facilitator" between the family and the department.

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The Family Support Advocate should be chosen by the survivors; however, if the selected officer/department member is in crisis because of close association to the deceased, the family should be encouraged to select another officer/department member.

- Ensure that the needs and wishes of the family come before those of the department.
- Remember children from prior marriage(s).
- Meet with the family and tell them what your responsibilities will be during this time.
- Keep the surviving family abreast of the criminal proceedings. (The family should never learn of developments in the case from the media prior to being informed by the Department.)
- Accompany surviving family members to criminal proceedings, explain the nature of the proceedings, answer any questions they have concerning the proceedings and introduce them to prosecutors and other persons as required.
- Be constantly available to the family throughout this traumatic time.
- Know all information concerning the death and the continuing investigation that can be shared with the family.
- Identify all support services available to family members and work on their behalf to secure any services necessary.
- Maintain contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the immediate family.
- Ensure that the family does not feel isolated from or by the department and continues to receive support and invitations from the Chief of Police to attend police department activities (e.g., picnics, parties, awards, ceremonies, etc.). Survivors should continue to feel a part of the "police family."
- Relay the concerns and needs of the family to those individuals or organizations that may provide assistance and encourage others to visit and help as necessary.
- Encourage department members to make visits or assist with the needs of the surviving family. Do not make idle promises to the family and follow through on commitments.
- Do not set time limitations on when the family should "recover" from this traumatic event.

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- Perform all duties listed in the general order under “Continued Support for The Family”

CHECK-LIST

- Encourage the family to attend the trial and accompany them whenever possible.
- Should the family attend the trial, prepare them for the photographs, evidence and testimony that they might be exposed to.
- Prepare the family for trial related media coverage.
- Prior to trial, visit the courtroom with the family and explain where individuals sit, courtroom procedures, etcetera.
- If a plea bargain is to occur, involve the family in the decision-making process.
- Recommend that the family seek supportive services from a qualified mental health professional. (Coordinate this with the Department Liaison who is responsible for making these arrangements.)
- Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all of their questions.

The family should **never** learn of court proceedings through the media.

The family **must** know how the incident occurred, down to the smallest detail.

- Offer to assist the surviving family in contacting peer support groups (e.g.: Concerns of Police Survivors, Survivors of Homicide Victims, Parents of Murdered Children, etc.).
- Contact the family at least monthly by telephone throughout the first year, dwindling off as necessary. The needs of the survivors usually dictate the frequency of contact.
- Ensure that the anniversary date of the officer's death is observed with a note to the family and/or flowers sent to the grave by the office of the Chief of Police.
- Ensure that adequate support is given to the family:
 - during holidays,

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- on the officer's birth date, and
- on the anniversary date of the officer's death.
- Through the office of the Chief of Police, work with community groups and government leaders toward the establishment of any appropriate memorial, plaques, and/or memorabilia; and consider surviving parents with any presentations.

LAW ENFORCEMENT FUNERAL SERVICE **GUIDELINES**

HONOR GUARD

Upon request or consent of the family, participation of the Honor Guard at memorial or funeral services for active or retired personnel, or in any other activity, the Chief of Police will review the request and determine whether to authorize the use of the Honor Guard.

The Funeral Liaison will personally inform the Chief of Police of all activities involving the Honor Guard.

The uniform of the Honor Guard shall consist of the current uniform issued to all members of the Greeley Police Honor Guard.

If use of the Honor Guard is requested by the family and authorized by the Chief of Police, the Funeral Liaison will:

- Personally contact the spouse or next of kin regarding the function of the Honor Guard and inform them of the conduct of the law enforcement funeral.
- Coordinate all funeral/gravesite activities with the funeral home director.
- Coordinate all transportation needs of the spouse and/or next of kin.

PALLBEARERS

If not specified in the Confidential Personal Questionnaire or Will of the deceased officer, the family should designate the pallbearers, with the assistance of the Funeral Liaison.

"PRESENT ARMS"

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When uniformed members are indoors and the command "Present Arms" is given, they will place their right hand over their heart. When uniformed members are outdoors and the command "Present Arms" is given, they will render a hand salute, if they are wearing a departmentally approved dress uniform head covering. Members in civilian attire shall place their right hand over their hearts when the command "Present Arms" is given.

OFFICER IN CHARGE, UNIFORM CONTINGENT

The Chief of Police shall designate an appropriate Commander or ranking officer to attend the funeral and assume command of all Department uniformed personnel in attendance. The Officer in Charge (OIC) will be thoroughly briefed by the Funeral Liaison and the Honor Guard Commander prior to the services on all procedures to be followed by the uniformed contingent. Uniformed personnel in attendance from other jurisdictions will be requested to place themselves under the direction of the OIC. The OIC shall give all group commands ("Attention", "Present/Order Arms", "Parade Rest", "Dismissed", etc.)

FUNERAL TRANSPORTATION

The Funeral Liaison will coordinate the transportation needs of agency staff and command officers attending church/funeral services. The Funeral Liaison shall designate an officer to arrange and coordinate transportation needs for officers attending church/funeral services. This officer will post a memorandum instructing officers wanting to attend services. The assembly locations and the time for transportation will be determined by the officer.

FLAG COVERED CASKET

The casket may be draped with the flag of the United States. When doing so, the flag should be so placed that the union is at the head and over the left shoulder of the body within. The flag should not be lowered into the grave or allowed to touch the ground.

Two, 5 feet by 8 feet, cotton, United States burial flags should be obtained and pressed.

- One flag will be placed on the casket immediately, while the pallbearers can use the second flag as a practice flag.
- Once practice has been completed, this flag can then be placed on the casket and will become the actual flag folded during the funeral service and presented to the family.
- If there is a surviving spouse and surviving parents, it is recommended that a flag be presented to both.

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- One flag is placed on the casket while it is at the funeral home and then the second flag is placed on the casket before the memorial or funeral service. The first flag is pre-folded and presented to the surviving parents after the flag draping the casket is folded at the funeral service and presented to the surviving spouse.

CASKET GUARD AT THE FUNERAL HOME AND CHURCH

The Honor Guard Commander and Casket Guards should arrive at the funeral home, church, or other location at least 60 minutes prior to the scheduled starting time of the viewing/service or prior to the arrival of the family, whichever is earlier.

The detail will consist of two Casket Guards, standing at parade rest, one at each end of the casket.

Casket guard officers shall approach side-by-side in paired formation. They shall come to a halt two (2) feet from the casket's outer edge and assume the position of "Attention." The Honor Guard Commander shall give the commands, "Present Arms" and "Order Arms." This will be followed by the command, "Post."

The casket guard shall be positioned suitably near the head and foot of the casket, and they shall assume the "Parade Rest" position.

During the viewing or the memorial service, the Casket Guards will relieve each other every fifteen (15) minutes. Relief should be accomplished in the following manner:

- The relief guards will slowly march down the center aisle of the location to the casket. The relief guards proceed to the casket and to a position facing each of the two Casket Guards.
- As the relief guards face the casket guards, the casket guards come to attention.
- The two casket guards will take one step to the outside of the casket.
- The relief guards will then take one step forward putting themselves in the same place that the existing casket guards have moved from and do an about-face. Once the relief guards face the congregation, they become casket guards.
- The two relieved casket guards take one step forward, face each other, and march to a point where they meet, do a facing movement towards the rear of the funeral home, and march slowly to the rear of the chapel.
- The casket guards, now in place at the casket, then assume parade rest and remain for fifteen (15) minutes until relieved.

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- All changes in direction will be accomplished using military facing movements.

The Casket Guard will remain in place until the end of the viewing/memorial.

During the viewing, in consideration of the family and to allow them privacy in their last few moments with their loved one, the following procedures will take place to relieve the remaining casket guards:

- Relief Casket Guards will be the last persons to pass by the casket as a final farewell.
- One at a time, each member will approach the casket, stop, come to attention, and render a slow memorial salute, and then face the exit and leave.
- After each relief member has paid their respects, the Honor Guard Commander will proceed to the center of the casket approximately three to four feet out from the casket.
- The Honor Guard Commander will look towards the Casket Guard member at the foot of the casket and give a slow distinctive nod.
- The casket guard member at the foot of the casket will take one step forward and make a right face. The member will proceed to the center of the casket, face the casket, and render a slow memorial salute, then face the exit and leave.
- The Honor Guard Commander will look towards the Casket Guard member at the head of the casket and give a slow distinctive nod.
- The Casket Guard member at the head of the casket will take one step forward and make a left face. The member will proceed to the center of the casket, face the casket, and render a slow memorial salute, then face the exit and leave.
- The Honor Guard Commander will then move slowly to the casket and render a slow memorial salute.
- Upon completion, the Honor Guard Commander will face the family, take one step, stop and render a slow memorial salute to them, then exit leaving the family to pay their last respects.

PRIOR TO THE CHURCH SERVICE

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Reserved seating areas should be marked in the church in the following manner (also, see attached illustration):

- Family members on the left side of the center aisle in line with the head of the coffin and/or pulpit.
- Pallbearers on the left side of the center aisle.
- Uniformed department members in an area near the front of the church.

Uniformed personnel will be assembled in ranks outside the church as they arrive. While waiting in formation, members shall be placed at parade rest.

Detectives and other non-uniformed personnel shall form behind the uniformed officers, enter the church directly behind them, and sit collectively. The OIC will instruct them in the procedures.

Commanding officers, staff and other dignitaries will be ushered to reserved seating by Honor Guard personnel or uniformed personnel designated as ushers.

Normally, the casket will arrive well before the beginning of the service. 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 the casket will take from the hearse to the church. The following protocol should be observed:

- The Color Guard should be stationed directly at the front of the church and to the right side of the casket. It is optional whether they remain standing during the service or are seated after the posting of colors.
- 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.
- On approach of the hearse, the OIC will give the commands "ATTENTION" and "PRESENT ARMS". As the hearse stops the command "ORDER ARMS" will be given. The hearse stops in front of the Honor Guard, which is centered on the Church entrance.
- Once the casket is ready to be moved into the church, the pallbearers will approach in a formation of two lines of three (3).
- When the Pallbearers move to take the casket from the hearse, the OIC commands "Present Arms".

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- 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 commands, "READY, FACE" in a voice only loud enough for the pallbearers to hear.
- The pallbearers will face the direction that they will need to go to enter the church and begin to slowly walk the casket into the church. **NOTE: The casket should enter the church feet first.**
- Upon the first step of the pallbearers, the piper(s) will begin to play a memorial song. Upon the casket's arrival at the door of the church, the piper(s) will stop playing and the OIC will give the command, "ORDER ARMS".
- The pallbearers will proceed to the front of the church followed by two Casket Guards where they will place the casket. The Casket Guards will take their positions at the head and foot of the casket and stand at parade rest until relieved.
- Once the casket has been carried into the church, the OIC commands "READY, FACE". All uniformed personnel will turn toward the entrance to the church.
- All uniformed personnel will enter the church in columns of two removing their hats as they pass into the church.

DURING THE CHURCH SERVICE

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:

- The church (before the service) and then conduct the remains to the grave site after the services.
- The gravesite.
- Any designated place, and then conduct the remains to the location where services are being held and then to the gravesite.

Normally, there will be a casket truck available on which the pallbearers may place the casket when moving of the casket out of the view of survivors and mourners.

Each time the pallbearers move the remains of the deceased member, the following will occur:

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- The Honor Guard and all uniformed personnel in attendance are brought to “ATTENTION” then immediately to “PRESENT ARMS” by the OIC. The pallbearers will remain at attention.
- Non-uniformed personnel should remove their hats, if worn, and place their right hand over their hearts.
- Due to 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 where he will proceed to the center of the casket, approximately three to four feet from the casket.
 - b. The Honor Guard Commander will face the casket and give a slow, distinct nod. Following this, the Honor Guard Commander will be seated or proceed to a predetermined location.
 - c. The Casket Guard members 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.

AFTER THE CHURCH SERVICE

At the conclusion of the services, the OIC will give a signal to uniformed personnel to rise, file officers and guests past the casket, and exit the church commencing with those seated in the front and progressing to those seated in the back. Following this, the Chief of Police and command personnel proceed to the front of the church to pay their respects.

The OIC will direct the officers to form a Corridor of Honor from the church to the hearse. All other uniformed personnel shall form into ranks near the location where the casket will be brought from the church.

- 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.

NOTE: The casket should exit the church feet first.

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- Normally, there will be a casket truck available on which the pallbearers may place the casket when moving of the casket out of the view of survivors and mourners.
- As the casket exits the church, the OIC will call everyone to attention by giving the command, "ALL PERSONNEL, ATTENTION", followed immediately by "PRESENT ARMS".
- At the command, "PRESENT ARMS", the piper(s) will begin playing a memorial song.
- The pallbearers will place the casket back into the hearse.
- Once the casket has been placed into the hearse, the piper(s) will stop playing and the OIC will give the command, "ORDER ARMS". The Honor Guard will proceed to their vehicle(s) for advance convoy to the gravesite.
- Once the family has entered the hearse, the OIC will give the command, "DISMISSED". At this time, all personnel will proceed to their vehicles for the procession to the gravesite.
- The Honor Guard will immediately depart prior to all other persons to allow them time to stage at the cemetery and receive the motorcade as it arrives.
- The OIC will depart the church in a lead agency vehicle in the funeral motorcade so that he can assist in the coordination of the gravesite services.

NOTE: To successfully accomplish the move from the church to the gravesite by the Honor Guard personnel, certain things must be in place.

- The Honor Guard personnel must be parked in an area where they can quickly get to their vehicles and leave before the hearse. THIS MUST BE ARRANGED AHEAD OF TIME.
- The Honor Guard must leave before the hearse in order to arrive ahead of the procession to properly set up the gravesite. There will normally be enough time due to the slow movement of the procession.

FUNERAL MOTORCADE

When practicable, vehicles should be placed in the following order for the funeral procession either from the funeral home to church or church to the gravesite. This procedure should be coordinated with the funeral director and the Traffic Unit Sergeant.

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- A. Honor Guard, Firing Team, Bugler(s), and Bagpiper(s) (**NOTE:** This detail will depart **prior** to the funeral motorcade to allow them time to stage at the gravesite and receive the motorcade as it arrives.)
- B. Motorcycle escort (weather permitting) and/or several marked vehicles, one of which transports the Officer in Charge.
- C. Marked escort vehicles
- D. Funeral Director and Chaplains
- E. Hearse
- F. Family limousine(s)
- G. Chief of Police and Other Dignitaries
- H. Marked vehicles
- I. Family vehicles
- J. Unmarked agency vehicles
- K. Other Law Enforcement agencies' marked vehicles
- L. Fire, rescue, and ambulance vehicles (when applicable)
- M. Civilian vehicles
- N. Two (2) tail-end marked vehicles

All marked vehicles shall display full emergency lights, headlights, and four-way flashers. Unmarked vehicles shall display headlights, four-way flashers, and any available emergency lights.

Officers assigned to traffic control shall salute when the hearse passes.

CONDUCT OF GRAVESITE SERVICES

Upon arrival of the Honor Guard at the gravesite, the Honor Guard commander will ensure the proper positioning of the various components. The positioning of the components is flexible depending on the configuration of the gravesite. The following recommendation is provided for guidance only.

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- The Color Guard should be to the right of where the head of the deceased will lay or to the right of the corridor of Honor and to the right of the casket, as viewing it.
- The Firing Team should be placed away from the gravesite (usually to the left) 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.
- The piper(s) and bugler(s) should be positioned where they can be seen and heard and usually to the left of the Color Guard and near the Firing Team.
- Once the family is seated, the Firing Team shall proceed, in formation, directly to their position to the left of the casket.

Upon arrival at the gravesite, the OIC shall form the uniformed detail into ranks. Preferred position for the uniform formation is opposite and facing the grave and family and to either side of the family. If such positioning is impractical due to foliage, water, terrain, and/or other factors, the Honor Guard Commander will advise the OIC to select an alternate location for the formation. Consideration for forming the detail will be that of placing the Chief of Police as close as practical to the deceased's family.

The OIC will place all other command officers, staff, and dignitaries as outlined below under the heading, "Placement of Chief of Police, Command Officers, Staff, and Dignitaries".

The pallbearers should move into position behind the hearse and the OIC shall have all other uniformed members form a Corridor of Honor leading from the hearse to the gravesite as quickly as possible. Once the Corridor of Honor is in place, the following protocol should be observed:

- 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.
- Once the casket is out of the hearse, the OIC will give the commands "ATTENTION" and "PRESENT ARMS".
- The pallbearers will carry the casket to the gravesite, **feet first**, followed by the Clergy, immediate family, and then other relatives.
- The salute will be held until the casket has passed through the Corridor of Honor and placed on the lowering device at the gravesite. At this time, the OIC will give the commands "ORDER ARMS" and "PARADE REST".
- The clergy will then conduct the service.

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- At the conclusion of the service, the OIC will give the command, “ALL PERSONNEL, ATTENTION”. He then gives the command, “PRESENT ARMS”.
- The Firing Team Commander then turns to the Firing Team and gives the command, “FIRING TEAM, FIRE THREE VOLLEYS”.
 - All movements are executed quickly and smartly.
 - The volleys will be fired at five-second intervals.
 - The firing team shall follow the following sequence of movements.
 - Face half right
 - Move left foot 12 inches to the left
 - Legs are kept straight, and weight is distributed equally
 - Shotguns/rifles are fired at a 45° angle from the shoulder
 - Both eyes are kept open and looking over the front sight
 - After the last round has been fired, shotguns/rifles are brought to the position of Port Arms
 - The heel of the right foot is moved smartly against the heel of the left foot and the shotguns/rifles are moved to the Present Arms position
- The Firing Team Commander gives the Firing Team the following commands:
 - “FIRING TEAM, PORT ARMS”
 - “HALF RIGHT, FACE”
 - “READY – AIM – FIRE”
 - “READY – AIM – FIRE”
 - “READY – AIM – FIRE”
 - “RECOVER”

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- “HALF LEFT, FACE”
- “PRESENT ARMS”
- After allowing the Firing Team to assume the Present Arms position, the bugler(s) will play “Taps” (or “Echo Taps”).
- The pallbearers raise the flag from the casket and hold it in a horizontal position, waist high until conclusion of "Taps."
- At the conclusion of “Taps”, the OIC will give the command, “ORDER ARMS”.
- At this time, the piper(s) will play two verses of “Amazing Grace”.
- After the last note of “Amazing Grace”, the pallbearers will fold the flag.
- **FLY-OVER:** As the flag is being folded, an Honor Guard member in contact with the aircraft should give the go-ahead for the fly-over. (This allows enough time for the aircraft to get into position and accomplish the fly-over as, or shortly after, the Chief of Police presents the flag to the family.) The in-bound helicopter/airplane fly-over should proceed from **left to right or right to left in front of the family** so that; (1) the family can observe them and (2); the family is not startled by the noise; and (3) so that they can observe the missing man (if used) formation after the fly-by.
- The flag is then presented by the folder to the Honor Guard Commander.
- The Honor Guard Commander presents the flag to the Chief of Police. As the Chief of Police takes the flag, the Honor Guard Commander will give a slow, memorial hand salute to the flag. The Chief of Police, holding the flag horizontal and flat between his hands, will not return the salute.
- The Chief of Police will then present the flag to the most immediate survivor. The Chief of Police will then give a slow memorial salute to the family.
- The Chief of Police will deliver a short speech similar to:
 - “On behalf of every member of the _____ (agency name), for duty faithfully performed in the service of the United States, the State of Colorado, and the city of _____, it is with our deepest sympathy that we present this flag to you”; or

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- “May this flag serve as a constant reminder of Officer _____’s devotion to law enforcement and of our love and respect for him/her”; or
- “This flag is presented on behalf of a grateful city and state, as a token of our appreciation for the honorable and faithful service rendered by Officer _____.”
- As the Chief of Police presents the flag to the family, the pallbearers under the command of the Pallbearer Commander and the Honor Guard Commander do a facing movement and march away from the casket.
- Following the flag presentation, the Chief of Police returns to his original position. The OIC commands all personnel “PARADE REST”.
- Immediately after the fly-over, the farewell radio transmission will be broadcast over the primary police channel and P.A. system. The following message should be preceded by a tone alert:
 - “Attention all units, (Deceased Member’s Rank and Name) (Deceased Member’s Badge or Employee Number) is end of watch from the law enforcement service. May he/she rest in peace.”
 - “We ask for a moment of silence in honor of his/her dedicated service to the citizens of _____ (city) and to the _____(agency name).”
- The service will normally conclude at this point. If the family is to depart immediately, the OIC will call all uniformed personnel to “ATTENTION”. All uniformed personnel should remain in place until the family reaches the procession vehicles, at which time the OIC will give the command, “DISMISSED”. If the family has decided prior to remain at the gravesite after the service, the OIC will command “DISMISSED” and personnel will quietly exit the area forthwith.
- Prior to the family leaving their seats, the Firing Team Commander will retrieve all spent cartridges, place all but two or three in a royal blue fabric bag (see Funeral Liaison Guidelines) and approach the primary survivor. The Firing Team Commander will present the royal blue fabric bag containing the spent cartridges to the survivor and place the remaining two or three spent cartridges within the folded flag.

PLACEMENT OF COMMAND STAFF AND DIGNITARIES

- The **Chief of Police** shall be on the extreme right of the formation's front rank.

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- To the Chief's immediate left shall be the **OIC**, who will advise the Chief of Police on details pertaining to the family or services.
- To the left of the OIC shall be the **other agency commanders** followed by **dignitaries or representatives from other agencies or organizations** who wish to make official presentations to the family.
- The next position shall be the **Mayor** or his/her official representative, followed by **City Council Members**.
- **Remaining Command Officers** shall be positioned to the left of the **City Council Members** and will be requested to follow the voice commands of the OIC. These officers shall be positioned to the fullest extent possible in descending order of rank.
- To expedite the services and minimize confusion, command and staff officers arriving at the gravesite after the casket has been removed from the hearse shall be positioned in the front ranks in order of arrival.

CREMATION OR OUT-OF-AREA BURIAL

Due to a cremation or an out-of-area burial, there will be no gravesite service. If this occurs, the following will take place:

- 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.
- There will be a rendering of the firing salute as described above.
- Immediately after the firing salute, the bugler(s) will play "Taps" (or "Echo Taps"). During taps, the pallbearers will fold the flag and the Chief of Police or highest-ranking member present will approach the rear of the casket and come to attention.
- 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 Chief of Police.
- Once the Chief of Police has taken possession of the flag, the Honor Guard Commander will render a slow memorial hand salute to the Chief of Police. The Chief of Police will not return the salute.

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- Upon receiving the flag, the Chief of Police will proceed to the family and present the flag to them.
- At the conclusion of taps, the piper(s) will play two choruses of “Amazing Grace”.
- As this is occurring, 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.
- The fly-over should occur at the conclusion of “Amazing Grace”.
- Immediately after the fly-over, the aforementioned farewell radio transmission will be broadcast over the primary police channel and P.A. system.
- The remains will then be loaded into the hearse and will then depart.
- This concludes the ceremony and the OIC will give the command, “DISMISSED”.
- Prior to the family leaving, the Firing Team Commander will retrieve all spent cartridges, place all but two or three in a royal blue fabric bag (see Funeral Liaison Guidelines) and approach the primary survivor. The Firing Team Commander will present the royal blue fabric bag containing the spent cartridges to the survivor and place the remaining two or three spent cartridges within the folded flag.

NOTE: At least six royal blue fabric bags with gold drawstrings should be maintained by the Honor Guard Commander for the presentation of spent cartridges to the family.

- The funeral procession of a fallen Greeley Police Officer will be under the direction of the Traffic Sergeant and the Traffic Unit.
- The appropriate resources shall be allocated to the traffic unit to complete this assignment and those resources will be under the direction of the Traffic Unit Sergeant.
- If there is a funeral procession for a fallen officer from another jurisdiction; the Traffic Unit Sergeant will be the department liaison with the outside agency. The Greeley Police Department Traffic Unit will assist with the planning and execution of the funeral procession.

MEDALS / PERSONAL AWARDS

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Definition of an Award: An all-inclusive term covering any decoration, medal or attachment bestowed upon an individual.

Precedence: All medals must be mounted and worn in accordance to the precedence listed herein:

Medal of Honor
Police Cross
Medal of Valor
Meritorious Conduct
Commendation Award
Life Saving Award
Police Shield
Certificate of Merit
Civic Achievement
Safe Driving Award
Duty Award
Marksmanship Award
FTO Award

Wearing Medals: Wearing medals with the Class A Uniform is at the discretion of the individual officer. Those officers who elect to wear medals with the uniform will wear only medals to which they are entitled.

Medals are to be worn in rows of three. When more than one row of medals is worn, all rows except the uppermost will contain three medals. The top row (if less than three) will be centered over the row immediately below it.

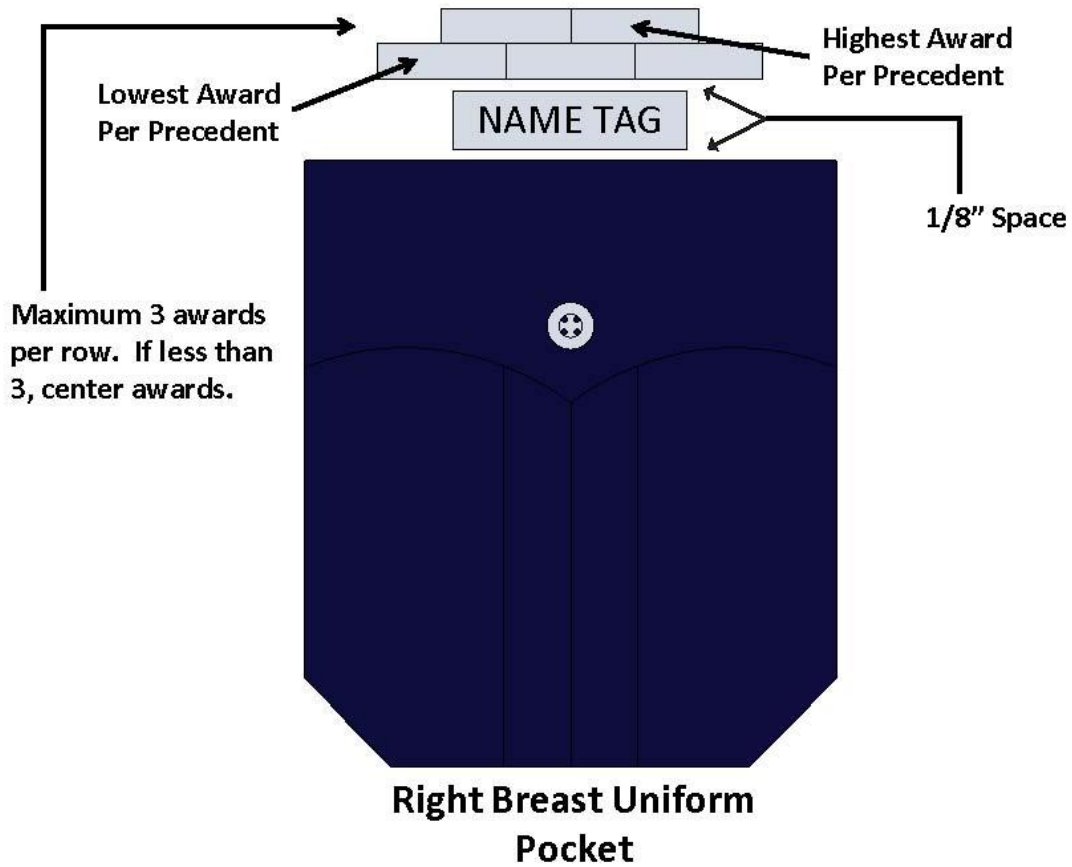
Medals are to be worn in a manner that the highest awards in accordance to the precedence are closest to the center of the body. In the event of multiple rows, the highest award is located on the highest row.

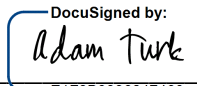
Medals will be centered and affixed to the uniform centered and 1/8 inch above the officer's name tag. The officer's name tag will be centered and 1/8 inch above, and parallel to, the top edge of the right shirt pocket of the uniform.

If an officer has been awarded the same award/medal for multiple events/incidents, the officer may affix the same medal type in multiple numbers to represent each event he/she received the award/medal.

SWAT, FTO, CIT and Bomb Squad Designation Pins will be affixed to the uniform, centered and 1/8 inch below and parallel to the top edge of the left shirt pocket of the uniform.

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General Order 357.00	<u>LINE OF DUTY DEATH</u>	Reviewed: 12/23
Authorized by Adam Turk, Chief of Police		
Effective Date: December <u>8</u>, 2023		
DocuSigned by:  <small>E1F3B9936247460...</small>	Date: <u>December 8, 2023</u>	
Signature		

GREELEY POLICE DEPARTMENT

APPENDIX 1

Officer Information for Line-of-Duty Death

This document is to be filled out by the employee within 30 days of employment, and it is to be updated annually on the anniversary date of the employee's hire.

This document is to be sealed by the employee and kept in the Training Coordinator's Office. All information is confidential and will not be disclosed except in the event of the death of the employee or if they are injured and have a poor prognosis for survival.

Please fill out the form as accurately as possible. In the event that you are killed or injured during the execution of your duty, the following information will become critical to your family and the Greeley Police Department in making proper, timely notifications, and in following your wishes. If you have alternate choices, or wish to add attachments, please do so with this document.

Name: _____ Badge #: _____
 Address: _____
 City, State, Zip: _____
 Home Phone: _____ SSN: _____

Family Information

Spouse/Significant Other: _____ DOB: _____
 Address & Phone (if different from above): _____
 Employer: _____ Phone: _____
 Address: _____

Children:

_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____
_____	DOB: _____

Children not living at home:

Name: _____	DOB: _____
Address: _____	Phone: _____
Employer: _____	Phone: _____
Address: _____	_____

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Name: _____ DOB: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____ Cell Phone: _____

Name: _____ DOB: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____ DOB: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____ DOB: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Names, addresses, and phone numbers (home & work) of key relatives (parents, siblings, & in-laws) ** use additional sheets if necessary

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

Name: _____
Address: _____ Phone: _____
Employer: _____ Phone: _____
Address: _____

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If you are divorced, please provide information about your ex-spouse(s):

Name: _____
 Address: _____ Phone: _____
 Employer: _____ Phone: _____
 Address: _____
 Do you want us to contact them? Yes No

Name: _____
 Address: _____ Phone: _____
 Employer: _____ Phone: _____
 Address: _____
 Do you want us to contact them? Yes No

Do you have a living will? Yes No
 If yes, please attach a copy.

Are you an organ donor? Yes No
 If yes, please provide documentation or if you would like to donate organs, specify below.
 Yes No

In the event you are unable to communicate after a serious accident, do you wish extraordinary efforts to be used to prolong your life? Yes No

Or, do you wish to leave this decision to a family member? Yes No
 If yes, who: _____ Relationship: _____

Per General Order 357.00, who would you like to have as your FAMILY LIAISON OFFICER?
 Name: _____

Are there any special requests or directions you would like followed upon your death?

Date: _____

Signed: _____

GPD 2151(7/07)