



DEPARTMENTAL  
GENERAL  
ORDER

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B-10

Index as:

Funeral Procedures  
Deceased Personnel, Funeral  
Procedures for

Ref: CALEA Standards  
22.2.5; 22.2.6; 55.2.6;  
61.3.3

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## FUNERAL PROCEDURES

The purpose of this order is to set forth procedures for the official participation of the Department in funeral services for members, employees, reserve officers, and members of other law enforcement agencies. Pertinent provisions of Departmental Training Bulletin V-I, Line-of-Duty Death (20 Dec 95) are incorporated herein and contains specific steps to be followed, identifies personnel required, and provides a checklist to be utilized.

### **I. FUNERALS FOR ACTIVE MEMBERS, RESERVE OFFICERS, AND EMPLOYEES WHO ARE KILLED ON DUTY (LINE-OF-DUTY DEATH)**

#### **A. Flag**

Whenever a member, reserve officer, or employee is killed on duty, the Bureau of Field Operations (BFO) Watch Commander shall notify the City Manager's Office and request approval to lower the City flag outside the Police Administration Building (PAB) to half staff each day until the day of the funeral. If approval is granted, a Building Maintenance supervisor will instruct the custodial foreman at the PAB to lower the flag. If the death occurs during a weekend or at another time when the City Manager's Office is closed, the BFO commander shall request that the flag be lowered at the start of the next business day.

#### **B. Departmental Participation in Services**

If a member of the family of the deceased, or someone acting on behalf of the family approves, the Department shall participate officially in the funeral services as provided for in Sequence 3 of Departmental Training Bulletin (T.B.) V-I, Line-of-Duty Death.

If the services and burial take place within the Bay Area, the Department shall provide, as requested:

1. An honor guard.
  2. Pallbearers.
  3. Motorcycle escort.
  4. Any and all other services as articulated in T.B. V-I.
  5. Any other appropriate services with the approval of the Chief of Police
- C. Responsibilities of the Departmental Liaison Officer, who shall normally be a Patrol Division Commander appointed by the Chief of Police:
1. Directs the Unit Commander of the deceased to form the Notification Team.
  2. Ensures all Departmental responsibilities are fulfilled and performs duties in accordance with the pertinent provisions of Sequences 1 through 5 of T.B. V-I.
  3. Coordinates Departmental resources and staff to meet the needs of the deceased officer's family.
  4. Directs the funeral arrangements.
  5. Directs Departmental personnel (and personnel of visiting law enforcement agencies) at the funeral.
- D. Responsibilities of the Unit Commander of the Deceased
1. Directs the notification of next of kin, as provided for in T.B. V-I.
  2. Forwards all pertinent information to the BFO Deputy Chief, including:

- a. Date of death.
  - b. Whether the family wishes the Department to participate in the services.
  - c. Name and address of funeral home.
  - d. Date, time, location, and type of funeral service.
  - e. Name and address of cemetery.
  - f. Name, address, and telephone number of next of kin.
3. May recommend members to serve in the motorcycle escort and act as pallbearers, as appropriate.

E. Responsibilities of the Family Liaison Officer

As appointed by the Chief of Police, or as indicated on the Emergency Information Record (TF-1001)\*, the Family Liaison Officer assists the family to fulfill its immediate needs and functions and as a liaison to communicate the family's needs to the Department throughout the period following the officer's death.

\* *Oakland Police Officer's Association (OPOA) members may make their needs known by voluntary completion of the OPOA Emergency Notification and Personal Request Packet.*

F. Honor Guard

1. The Honor Guard Detail shall be composed of up to 10 members and a Sergeant of Police who shall be the Detail Leader.
2. The Detail Leader's responsibilities are to:
  - a. Confer with the Departmental Liaison Officer regarding the time of arrival at the services, seating arrangements, and other pertinent details.

- b. Designate the assembly point near the location of the services to inspect the members of the Honor Guard on the day of the funeral and brief them on the proper procedures.
  - c. Command the Honor Guard and pallbearers and direct their movements and gestures of respect.
3. Honor guard members shall wear the uniform prescribed in Departmental General Order B-21, HONOR GUARD.

G. Pallbearers

1. Six pallbearers shall be designated by the Unit Commander if requested by the family of the deceased.
2. Pallbearers shall wear the full dress uniform including white gloves and pistols; however, items which make noise or protrude visibly from pockets, including: keys, whistles, batons, OC holders, pens, pencils, notebooks, and flashlights, shall not be worn.
3. In the event the deceased was an employee, the pallbearers shall be either members or employees and shall wear appropriate civilian clothing.
4. Pallbearers shall be under the direction of the Honor Guard Detail Leader and shall report to the funeral director for instructions at the designated place and time.

H. Motorcycle Escort

The Departmental Liaison Officer shall assign and direct the motorcycle escort. The number of members assigned shall be determined by the size of the funeral procession.

**II. FUNERALS FOR ACTIVE AND RETIRED MEMBERS, OR  
EMPLOYEES WHO DIE OFF DUTY**

- A. Funeral procedures for active members who die off duty and for retired members shall be the same as for members who expire on duty, except that the City flag shall not be lowered.
- B. In the case of retired members, the Departmental Liaison Officer appointed by the Chief of Police shall assume the responsibilities assigned to commanders of active members.
- C. In the case of active employees who expire off duty:
  - 1. The City flag shall not be lowered.
  - 2. The employee's commander or his/her representative shall: contact the family to offer the Department's sympathy, make all proper arrangements and, cause the information to be published in the Daily Bulletin.
  - 3. If requested by the family, the Department shall furnish pallbearers and a motorcycle escort, provided the funeral and interment take place within the Bay Area. Pallbearers shall be either members or employees and shall wear appropriate civilian attire.

### **III. FUNERALS FOR RESERVE OFFICERS WHO DIE OFF DUTY**

- A. If a reserve officer dies off duty, the Special Operations Division (SOD) commander, or his/her representative, shall: contact the officer's family to extend the Department's sympathy, make all proper arrangements and, cause the information to be published in the Daily Bulletin. The City flag shall not be lowered.
- B. If requested by the family, the Department shall furnish an honor guard, pallbearers, and a motorcycle escort, provided the funeral and interment take place in the Bay Area.

**IV. FUNERALS FOR MEMBERS OF OUTSIDE LAW ENFORCEMENT AGENCIES**

- A. No more than four uniformed members shall be assigned to attend the funeral of a member of another law enforcement agency, except as indicated below.
  - 1. Uniformed pallbearers, members of the Departmental Honor Guard, and/or the Chief of Police or his/her designated representative may attend.
  - 2. No more than 2 marked vehicles, or 1 marked vehicle and 3 motorcycles shall be assigned.
  - 3. The approval of the deceased member's agency shall be required before participation greater than that set forth above is authorized.
- B. Requests from the agency for reduced participation shall be honored. Requests for increased participation or special assistance shall be honored to the maximum extent possible, with the approval of the BFO Deputy Chief.
- C. The designated BFO commander shall make all necessary arrangements for Departmental participation in corporation with the deceased member's agency.

By order of

Richard L. Word  
Chief of Police