



# Funeral Details

Section: 1.410  
Effective Date: February 25, 2011  
Amended: January 21, 2021

---

## 1.410 Funeral Details

- A. Police funeral services may be provided, upon request and approval of the Captain, to any active or retired employee of this agency. Consideration for services rendered in accordance with this directive will be commensurate with family wishes and based on the employee's status as sworn or civilian, active or retired, and line of duty or non-duty related death.
- B. **Support Services to Surviving Families of Line-of-Duty Death**, a Public Safety Agency Handbook, *Concerns of Police Survivors (C.O.P.S.)*, Suzanne F. Sawyer, 1992, serves as an agency recognized resource when dealing with deaths of agency personnel.
- C. The agency's logistical responses to employee deaths may be modified by the Captain taking into consideration staffing levels, unusual sizes of the funerals, types of services, physical arrangements of service locations, and etc.
- D. Any additional honors accorded to deceased officers or employees of the agency, or to deceased officers of other agencies, will be at the discretion of the Captain of Police.

### 1.410.05 Notifications

- A. The Office of the Captain will be immediately notified and provided with all pertinent details on the death of active agency employees.
- B. The on-duty ranking officer will make notifications to the Captain upon deaths of active employees.
- C. Any member having knowledge of the death of retired employees may make notifications to the Office of the Chief.

### 1.410.10 Active Employee Deaths

- A. The Captain or a specifically designated staff member will respond to the deceased employees' family to determine family wishes regarding agency participation in funerals or services, and to render all possible assistance.
- B. The Captain will assign a liaison officer to assist surviving family members for a reasonable period of time.
- C. The Captain will convene meetings to coordinate the agency's responses to line of duty deaths. Meetings may include, but not limited in attendance to:
  - 1. UBPD Captain;
  - 2. UBPD Lieutenant
  - 3. Baltimore Police or USM Honor Guard representative;
  - 4. Deceased employees' Shift Supervisor; and
  - 5. Vice President of Capital Planning and Campus Operations

### 1.410.15 Coordination Meeting Task Assignments

- A. The Captain or a designee will discuss with appropriate agency personnel the wishes of surviving family members regarding agency participation in funerals or services.
- B. The Captain is responsible for the overall planning and command of funeral operations, drawing upon the resources of the agency for necessary assistance.
- C. Administrative tasks that should be considered and performed, as appropriate, during coordination meetings are:
  - 1. Designating appropriate phone numbers to be used for contacts with this agency;
  - 2. Obtaining American flags and determining if families wish flags be presented by the Chief;
  - 3. The Lieutenant will be responsible for making lists of:

- a. Names and addresses of agencies sending personnel to funerals;
  - b. Names of Chiefs of police of agencies sending personnel to funerals;
  - c. Numbers of officers projected to attend funerals;
  - d. Numbers of officers projected to attend post funeral receptions; and
  - e. Numbers of vehicles projected to take part in processions and ensuring acknowledgments are sent to visiting or assisting agencies;
4. Locating and obtaining areas for post-funeral receptions;
  5. Preparing and delivering burial uniforms to funeral homes;
  6. Removing, for return to surviving family members, personal effects from offices, desks, and lockers, paying particular attention to wedding rings, religious medals, and other jewelry items;
  7. Releasing appropriate information to the media, via the University Relations Media Person.
  8. Sending emails containing names of deceased, dates / times of deaths, funeral arrangements, uniform to be worn, if services will be private or open; and preferred expressions of sympathy;
  9. Preparing eulogies; and
  10. Coordinating donations for surviving family members.
- D. Burial attire for sworn employees will be the dress uniform. Burial attire for non-sworn employees will be business attire. Badges and/or other uniform accouterments may be retrieved prior to burial for eventual presentation to the family.
- E. Operational tasks that should be considered during funeral coordination meetings include, but are not limited to:
1. Designating BPD or USM honor guard detail commanders to coordinate the movements of officers, death watches, pallbearers, honor guards, color guards, and alignment of vehicles;
  2. Meeting with persons, such as funeral directors, clergy, and cemetery directors, to coordinate funeral activities and establish itineraries;
  3. Completing funeral day itineraries;
  4. Designating reception committees for parking direction, control, and security during and after funerals and receptions;
  5. Selecting staging areas;
  6. Designating greeting committees for staging areas;
  7. Ensuring adequate restroom facilities at staging areas;
  8. Gathering information on all agencies reporting to staging areas;
  9. Designating funeral ushers;
  10. Assigning details to escort surviving family members to funeral homes, escort body from funeral homes to service locations, and escorting family members home following services;
  11. Working with local law enforcement in requesting officers to reconnoiter procession routes;
  12. Arranging for any necessary assistance from other jurisdictions specifically traffic detail.
  13. Ensuring deployment of traffic cones, as appropriate;
  14. Arranging for "crossed ladders" at cemeteries;
  15. Working with BPD or USM in ensuring sufficient patrol staffing before, during, and after funerals, and tow trucks are available during processions; and
  16. Ensuring agency officers are wearing black badge shrouds and white gloves.

#### **1.410.20 Death Watches**

- A. Death watches may be provided only for officers who die in the line of duty.
- B. The BPD or USM honor guard commander can coordinate staffing of death watches if insufficient UB Police Officers are available.
1. Honor guard officers and non-honor guard officers may staff death watches.
  2. Non-honor guard officers staffing death watch will be attired in dress uniform. Notebooks, pens, and other items that protrude from pockets will not be worn.
- C. Death watch officers will be posted at or near the head and feet of deceased officers.
1. Death watches will be divided into shifts with two officers standing 15 minutes at a time.
  2. In accordance with family wishes, informal watches may be set in place after viewing hours.
  3. Death watches move at a slow, death cadence for marching, moving, and saluting.

**1.410.25 Pallbearers**

- A. Pallbearers will be selected by the Lieutenant. Pallbearers will report to funeral directors for instructions and seating arrangements.
- B. Pallbearers will be attired in dress uniforms. Notebooks, pens, and other items that protrude from pockets will not be worn.

**1.410.30 General Funeral Procedures**

- A. Officers will report at a predestinated assembly points for inspection and briefing.
- B. Officers' arrivals from assembly points to service locations will be timed in order to permit immediate entries.
- C. The honor guard is responsible for ensuring proper facing and movement commands are issued during funeral details.

**1.410.35 Retired Officer Deaths**

- A. If services are held within reasonable distances, funeral procedures for retired officers will be the same as outlined for active officers.
- B. The Captain or a specifically designated liaison will contact the employee's family, determine the wishes of the family regarding agency participation in funerals or services, and render all possible assistance.

**1.410.40 Civilian Employee Deaths**

- A. The Captain or a specifically named commander will contact the employee's family, determine family wishes regarding agency participation in funerals or services, and render all possible assistance.
- B. Liaison officers will be assigned by the Captain to assist surviving family members.
- C. The Captain will convene meetings to coordinate the agency's responses to line of duty deaths. Meetings may include, but not limited in attendance to:
  - 1. UBPD Captain;
  - 2. UBPD Lieutenant;
  - 3. Baltimore Police or USM Honor Guard representative;
  - 4. Deceased employees' Shift Supervisor; and
  - 5. Office of Human Resources.
- D. Funeral coordination meeting agendas may include, but are not limited to coordinating benefit processing and operational responses to funerals.
- E. Operational responses are limited to:
  - 1. Patrol vehicle escort for funeral processions;
  - 2. Pallbearers who will serve either in uniform or civilian clothing; and
  - 3. Other reasonable requests of the family.