



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

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937 – Formal Funeral Plan

AMENDS

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RESCINDS

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I. INTRODUCTION

The department provides formal funeral services to honor deceased members, either active or retired, in accordance with family preference.

II. NOTIFICATION OF DEATH

- *A. When an active department member dies, that member's supervisor will immediately notify the supervisor of the Personnel Records Section.
- *B. The supervisor of the Personnel Records Section will notify the Human Resources Division Director and the Employee Benefits Unit Commander of a department member's death. The supervisor of the Personnel Records Section will also notify the Employee Benefits Unit Commander of a retired member's death.

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James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2011.

Patrick A. McInerney
Board President

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STAFFING

The members below are selected to perform the various assignments, which are necessary for implementation of the Formal Funeral Plan. Once members are trained, they will perform their function until they are transferred.

***A. Funeral Coordinator**

The Employee Benefits Unit Commander will notify the Bureau Office of the captain or civilian director/manager who is designated as the Funeral Coordinator. The Bureau Office of the designated Funeral Coordinator will notify that person to contact the Personnel Records Section in order to receive pertinent information and the obituary worksheet. If the designated Funeral Coordinator is unable to fulfill their obligations, it will be their responsibility to find a replacement.

The Funeral Coordinator will ensure that the deceased member's family is made fully aware of appropriate department benefits (e.g., insurance, pension, etc.), as well as the requirements for receiving those benefits (e.g., death certificates). They will also ensure the separation clearance process is completed for an active deceased member.

The Funeral Coordinator will be charged with the overall responsibility for the formal funeral plan and will be rotated among all captains, except for the following:

1. Helicopter Unit Commander
2. Homicide Unit Commander
3. Intelligence Unit Commander
4. Internal Affairs Unit Commander
- *5. Media Unit Commander
6. Tactical Response Team Commanders (I, II, and III)
7. Traffic Enforcement Unit Commander
8. Watch I Assistant Division Commanders

B. Family Liaison Officer

This member, selected by the Funeral Coordinator, will serve as the liaison between the department and the family of the deceased. The selection will be based on their personal acquaintance with the deceased member and the family.

The Family Liaison Officer will assist the Funeral Coordinator with preparations for funeral services and assist the deceased member's family through the department's benefit procedures.

C. Pallbearers (Active and Honorary)

Tactical Response Team I will coordinate and handle these details unless otherwise requested by the family. Six officers and a Tactical Response Team sergeant will be used. The sergeant will give the commands to the pallbearers. This detail will be responsible for folding the colors from the casket and the sergeant will present the colors to the ranking police official for presentation to the family of the deceased.

D. Firing Detail

Tactical Response Team II will coordinate and handle this detail. Seven weapon bearers will be utilized at any given ceremony and the remaining personnel will be used as relief. One of the sergeants will be designated as the leader and will actively participate in the ceremony and will give the commands to the firing detail.

E. Color Guard

Tactical Response Team III will coordinate and handle this detail. The color guard will consist of four police officers. One officer will carry the United States flag, one officer will carry the Missouri state flag, and two officers will carry rifles. One officer will be designated to give the commands and the remaining personnel will be used as relief.

F. Bugler

This position will be filled by an officer with the ability to play military taps on a bugle.

G. Honor Guard

The honor guard will consist of officers selected from each patrol division and will be in addition to pallbearers.

*H. Police Chaplains

The services of the Police Chaplains will be offered to the family of the deceased and will be utilized only upon request of the family. Their use will be arranged by the Funeral Coordinator and the member who is designated by the Chief of Police to coordinate the Police Chaplain program.

*I. Traffic Escort

This will consist of officers from the Traffic Unit.

GUIDELINES FOR FUNERAL STAFFING

The following guidelines should be utilized by the Funeral Coordinator in planning the staffing level of the funeral detail. Since these are only guidelines, changes in staffing may be authorized at the discretion of the Chief of Police.

A. Law Enforcement Member – Active Duty/Reserve Officer

The funeral detail will consist of pallbearers, firing detail, bugler, color guard, traffic unit escorts, and honor guard.

B. Civilian Member – Active Duty

The funeral detail will consist of pallbearers, traffic unit escorts, and honor guard.

C. Retired Members – Law Enforcement, Reserve Officer, and Civilian

1. Within the city limits of Kansas City, Missouri – The funeral detail will consist of pallbearers or honorary pallbearers and a traffic escort.

2. Outside the city limits of Kansas City, Missouri – The funeral detail will consist of pallbearers or honorary pallbearers.

E. A formal funeral will not be provided to a member who dies while committing a criminal act or any other act that may bring discredit to the department unless directed by the Chief of Police.

***F.** A formal funeral will not be provided to a member who resigns or is terminated from the department unless directed by the Chief of Police.

DUTIES OF FUNERAL DETAIL ASSIGNMENTS

A. The Funeral Coordinator will:

- *1. Be responsible for the completion of the obituary worksheet obtained from the Personnel Records Section.
2. Contact the following people upon notification of a member's death:
 - a. All members who have direct responsibility for the implementation of the formal funeral plan.
 - b. The funeral home director, ceremony official, and personal clergy.
3. Review the physical layout of the church or funeral home to determine seating arrangements and the placement of appropriate functions.
4. Review the topography of the cemetery to determine placement of formations.
5. Give ceremonial commands to the leaders of the pallbearers, firing detail, and color guard, which will be relayed to the respective details.
6. Be responsible for securing the United States flag for the casket from the Supply Section, when the deceased is not a veteran.
7. Deliver the deceased member's badge to the Personnel Records Section as soon as practical after the funeral of an active member. It will then be presented to the family, as outlined in Personnel Policy – Retirement, Death, and Tenure Awards.

B. Pallbearers:

1. Active
 - a. The pallbearers will arrive at the funeral home or church at least thirty minutes prior to the service.
 - b. The pallbearers will be responsible for folding the flag from the casket. The Tactical Response Team sergeant in charge of the pallbearers will deliver the flag to the ranking police official present for presentation to the family of the deceased.
 - c. The pallbearers will be responsible for the movement of the casket at all funeral sites.

2. Honorary

- a. The honorary pallbearers will arrive at the funeral home or church at least thirty minutes prior to the service.
- b. The honorary pallbearers will not perform any actual handling of the casket.

C. Firing Detail and Bugler:

1. The firing detail and bugler will arrive at the funeral home or church at least thirty minutes prior to the service.
2. Upon completion of the graveside service, the firing detail leader will call the detail to attention and command them to "present arms" and fire three volleys. The detail will fire three volleys of blank cartridges and hold the position until completion of taps.
3. The bugler will sound taps immediately following the last volley of shots.

D. The Color Guard will:

1. Arrive at the funeral home or church at least thirty minutes prior to the service.
2. Consist of four members; two will carry rifles, one will carry the United States flag, and one will carry the Missouri state flag.
3. Be responsible for the ceremonial movements of the flags at the funeral home or church and the grave site.

E. Honor Guard:

The honor guard will be placed in position by the Funeral Coordinator and respond to his commands.

F. The Traffic Unit Escort will:

1. Be at the family gathering place in time to escort the family to the site of the services.
2. Conduct the funeral procession to the grave site upon leaving the site of the services.

G. Police Chaplains:

If so requested, the assigned Police Chaplain will participate in the service to the extent desired by the family of the deceased.

FORMAL FUNERAL EQUIPMENT

A. Special Items

1. The Tactical Response Team III Sergeant will be responsible for the maintenance, storage, and security of the special items of equipment for the Color Guard. These items will consist of the following:
 - a. Two British 30.06 chrome-plated rifles
 - b. One United States flag and standard
 - c. One Missouri state flag and standard
2. The Supply Section Supervisor will be responsible for the security and storage of the United States flag used to cover the casket.

B. Motor Vehicles

1. Automobiles

- a. The Funeral Coordinator will contact the Fleet Operations Unit Manager to obtain the necessary automobiles for transportation of personnel utilized in a formal funeral service.
- b. The Fleet Operations Unit Manager will ensure that the requested number of vehicles are serviced, cleaned, and made available at the department motor pool.

2. Motorcycles

The Funeral Coordinator will contact the Special Operations Division Commander to obtain the necessary motorcycles and traffic officers for escort and traffic control.

C. United States Flag

If the deceased is a military veteran, a United States Flag to cover the casket should be obtained by the funeral home. The Funeral Coordinator is responsible for ensuring that the funeral home has this information. If the deceased is a non-veteran law enforcement or civilian, the flag will be obtained from the Supply Section.

FORMAL FUNERAL ATTIRE

The attire for officers participating in a formal funeral service will be as follows:

- A. Funeral Coordinator – Class “A” uniform (department issued long-sleeve shirt, tie, and hat) will be worn on the day of the funeral. Either full dress uniform or business attire will be worn on days preceding the funeral.
- B. Family Liaison – Business attire.
- C. Active Pallbearers – Class "A" uniform, soft caps, white gloves, and white shoulder cords.
- D. Honorary Pallbearers
 - 1. If all are law enforcement officers, they will be attired in full dress uniform.
 - 2. If some are civilians, law enforcement officers may be dressed in business attire or full dress uniform.
- E. Firing Detail – Class "A" uniforms, soft caps, white gloves, and white shoulder cords.
- F. Color Guard and Bugler – Long sleeve uniform shirts with open collars, white ascots, white gloves, white shoulder cords, white helmets and black combat boots, with the uniform trousers bloused.
- G. Traffic Unit Officers – Uniform attire will be determined on a case by case basis by the Traffic Enforcement Unit Commander.
- H. Police Chaplains – Business attire.

COMMANDS GIVEN BY THE FUNERAL COORDINATOR

A. Prior to Service at the Chapel

1. Uniformed officers fall in at attention in three equal ranks at or near the entrance to the chapel. This formation will be called the Honor Guard.
 - a. The position of attention is eyes front, heels together with toes at a 45 degree angle. Hands will be at a natural curl with thumbs touching trouser seams and palms turned inward adjacent to each leg.
 - b. The location is designated by the Funeral Coordinator.
 - c. Sergeants are positioned at the beginning of each rank.

Command: "At Close Interval Dress Right (pause) Dress."

All officers (except the last one in each rank) place their left palm on their left hip and extend their left elbow. Each officer adjusts position so the right arm just touches the next officer's left elbow. All officers face to the right (except the first officer in each rank).

Command: "Ready (pause) Front."

All officers face the front and drop their arms to their sides, assuming a position of attention.

Command: "Cover."

Each officer in the second rank adjusts his position to stand exactly behind each officer in the first rank, then the third rank follows. This provides a uniform appearance and compensates for different arm lengths.

Command: "Parade (pause) Rest."

All officers remain facing front with their right foot in place. The left foot is moved to the officer's immediate left (12 to 15 inches). The officer's hands are placed in the small of the back with elbows bent. No talking or movement is permitted while at parade rest.

2. Shortly before the services begin, the Funeral Coordinator will bring the Honor Guard to attention and give them the appropriate facing movement which will allow them to proceed single file into the chapel.

Command: "Honor Guard (pause) Attention. Right (or left) (pause) Face."

B. Following the Services

1. The Funeral Coordinator will take a position where he can view the movement of the casket.

2. The Funeral Coordinator will command the Honor Guard to fall in at the previously designated area. Officers will remain at attention until the casket is placed in the funeral car. If the United States flag covers the casket, uniformed officers will salute during the time the casket is in motion. When the flag is present:

Command: "Present (pause) Arms."

Given as the casket passes through the chapel exterior doors.

Command: "Order (pause) Arms."

Given after the casket is placed in the funeral car.

3. The Honor Guard will be dismissed and instructed to report to the grave site where they will re-assemble at a designated position.

Command: "Honor Guard (pause) Dismissed."

C. At the Grave Site

1. The Honor Guard proceeds to the grave site and is positioned prior to casket movement from the car. At the grave site the commands are repeated to ensure uniform placement of all officers in the Honor Guard. The officers will be placed at parade rest and remain at that position until the funeral car arrives. They are then brought to a position of attention. Present arms is given only during the time a flag or Color Guard is present and in motion.
2. The officers remain at parade rest during graveside services. The only exception will be when the Honor Guard is brought to attention and given the "present arms" command during the folding of the flag.
3. The Funeral Coordinator will dismiss the Honor Guard at the conclusion of the ceremony.
4. Certain commands are unique to the Color Guard movement, Pallbearers and the Firing Detail; therefore, it is necessary for the Tactical Response Unit Sergeant in charge of each to give commands to the respective squads. The locations in which these squads are positioned make it impractical for them to receive direct commands from the Funeral Coordinator. They will key their movements on the commands given to the Honor Guard.
 - a. Pallbearers: Tactical Response Team I
 - b. Firing Squad: Tactical Response Team II
 - c. Color Guard: Tactical Response Team III