

	POLICY & PROCEDURE	SERIES # 1906	PAGE 1 OF 3
	SUBJECT POLICE FUNERALS		EFFECTIVE DATE 04/15/04
			OVERSIGHT Support Services
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #1906 dated 5/01/93	

I. PURPOSE:

To establish policy and procedure for police personnel representing the Hampton Police Division during funerals of an active or retired Hampton Police Officer. This policy also establishes direction to Division personnel to provide assistance and comfort to the immediate family of the deceased officer.

II. POLICY:

The Hampton Police Division will provide a final and fitting tribute to an active duty or retired Hampton Police Officer, as well as officers serving in other jurisdictions.

III. PROCEDURE:

A. Hampton Police Officer

1. Upon notification of the death of a Hampton Police Officer, active or retired, the senior watch supervisor will go to the officer's residence and determine the circumstances surrounding the death. Tact and courtesy are most important at this time. The Chief of Police will be notified as soon as possible.
2. Within twenty-four (24) hours a senior staff member, Captain or above, will visit the family to determine what role, if any, the family wishes the Division to play.
3. The officer-in-charge of the police honor guard will plan an appropriate vigil, to meet the family's request, that includes the funeral home, the wake, the funeral service and internment.
4. The honor guards services include guards, active pallbearers, honorary pallbearers, and special requests of the family.
5. The Hampton Police Division services include escorts, traffic control, final salutes, and other such special participation which may be requested by the family. Officers attending the funeral are expected to go to the grave site unless:

APPROVED:
CHIEF OF POLICE



- a. duty precludes; or
 - b. burial is out of town/state
6. The appropriate attire of the staff and honor guard at the funeral will be the dress uniform which includes the blouse and necktie. All other officers will wear the appropriate seasonal uniform. Hats will be worn to the grave site. Black badge bands that indicate a deceased officer should be worn from the day we receive official notification of 2400 hours the date the officer is buried, if the officer is retired. If the deceased officer is on active duty, a ten day mourning period will be observed.
 7. If the deceased member was a military veteran, appropriate salutes and other military courtesies will be observed. Officers will stand at attention and salute during the playing of Taps.
 8. Appropriate intersections will be controlled by a stationary police officer, police cadet, police service officer, or auxiliary police officer between the church/chapel and the grave site.
 9. Within seventy-two (72) hours after the funeral a follow-up visit by the senior staff officer to the deceased's family will be made. At this time any other appropriate assistance to include referral to other city agencies will be made.

B. Federal, State and Local Law Enforcement Personnel

The Hampton Police Division, when practical, will be represented at funerals for federal, state and local law enforcement personnel within the Commonwealth of Virginia.

1. All teletypes received by the Communications Section concerning deceased Officers will be forwarded immediately to the Operations Branch Commander with a copy to the Community Relations Unit.
2. If the teletype indicates that the funeral service is scheduled to occur imminently, the Operations Branch Commander or his designate should be contacted by phone and informed of the service details, allowing sufficient time to coordinate representation.
3. Attendance by representatives from the Hampton Police Division is appropriate in the following circumstances:
 - a. Funeral services for officer killed in the line of duty within the Commonwealth of Virginia.
 - b. Funeral services for officer killed in the line of duty outside the Commonwealth of Virginia that are within reasonable driving distance.
 - c. Funeral services for officers or retired officers dying of accidental or natural causes within the immediate Hampton Roads area; or

- d. Funeral services involving multiple police deaths within two days travel.
- 4. Officers will attend funeral services in an on-duty status when manpower permits. Necessary expenses will be reimbursed in accordance with existing policy.
- 5. Officers representing the Hampton Police Division will wear the dress blouse and the uniform hat during the funeral services.
- 6. The Operations Branch Commander or his designate will be responsible for assessing the impact such attendance will have on the delivery of police service.

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