

1.02-16

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
FUNERAL RESPONSE POLICY**



RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE

REV. 3/14

POLICY STATEMENT

The Dayton Police Department recognizes the poignant circumstances surrounding the death of a fellow employee or their family member. How we respond as an organization can be extremely important to the persons grieving their loss. The Funeral Response Policy is designed to provide guidelines for the Dayton Police Department when these tragic events occur.

I. Departmental Response

As soon as practical after the notification of death, the Funeral Unit Commander will make contact with the Peer Support team and a designated member of the Command Staff to review the notification. Based upon that meeting, they will provide recommendations on how the department will proceed as noted below.

II. Classification of Decedents

- SWORN: those sworn to enforce laws;
- NON-SWORN: all other employees, including volunteers;
- RETIRED: those sworn and non-sworn who honorably retired from service or disability pensions;
- IMMEDIATE FAMILY MEMBERS: spouse, children, parents, siblings of all employee classifications.

III. Classification of Events

- Class I - Death of a sworn employee that is the proximate result of a traumatic injury sustained in the line of duty.
Class II - Death of a sworn employee in any other manner.
- Class III - Death of a Non-Sworn Employee.
- Class IV - Death of a Sworn Retiree
- Class V - Death of a Non-Sworn Retiree
- Class VI - Death of an Employee's Family Member

IV. Class I - Death of a Sworn Employee

The Class I ceremony will be conducted for an active member of the Department who has died while performing police activities either on or off duty. Other Class I ceremonies may be designated by the Director and Chief of Police. The Class I ceremony will be attended by the entire funeral unit subject to availability of personnel.

V. Class II - Death of a Sworn Employee other than line of duty

The Class II ceremony will be conducted for active members who have died other than in the line of duty. The Class II ceremony will be attended by a six-man honor guard and pallbearers and others as may be necessary.

VI. Class III - Death of a Non-sworn Employee on duty/off duty

The Class III ceremony may be conducted for non-sworn members of the Department that died while on duty. A static presence of Honor Guard Officers away from the casket may be an option at the behest of the decedent's family and at the discretion of the Director and Chief of Police.

VII. Class IV - Death of a Sworn Retiree

The Class IV ceremony may be conducted for retired sworn members of the Department. The Class III ceremony will be attended by a six-man honor guard who will also function as pallbearers and others at the behest of the decedent's family.



VIII. Class V - Death of a Non-Sworn Retiree

The Class V ceremony may be conducted for retired non-sworn members of the Department. A static presence of Honor Guard Officers away from the casket may be an option at the behest of the decedent's family and at the discretion of the Director and Chief of Police.

IX. Class VI - Death of an Employee's Immediate Family Member

There is no official ceremony for immediate family members. Resources to be considered are activation of the Critical Incident Response Team, Peer Support Officers, Clergy, FOP Chaplin, etc. The employee's supervisor will discuss with command staff any additional resources available to assist with the employee's bereavement if the employee is in obvious need.

IX. Memorial Ceremony for Police Canines

The only time that it would be appropriate to hold a memorial ceremony for a deceased canine is if the canine died while in active service and in the line of duty and/or performing official duties.

XI. Funeral Assistance for Persons Outside of the Agency

Requests from organizations outside the department from individuals who had no direct affiliation or involvement with the Dayton Police Department typically cannot be fulfilled due to the desire of the agency to reserve such actions expressly for our personnel. Any such requests must be approved by the Director and Chief of Police.

XII. Funeral Escorts

Funeral escorts will be provided for Class I and Class II Events. Funeral escorts may be provided for Class III-VI events at the discretion of the Director and Chief of Police.

XIII. Officer Participation

The participation of any officer in uniform, whether off duty or on duty in any type of ceremony, requires the expressed approval of the Chief of Police or their designee. This shall also apply to the use of any departmental vehicles or motorcycles. Whenever the Dayton Police Department officially involves itself in any memorial service or funeral, the Honor Guard will be utilized. If non-Honor Guard officers wish to participate in one of the ceremonies previously stated, the coordination of such participation shall come from the Honor Guard Commander. This step is required in order to ensure that non -- Honor Guard officers adhere to the same uniform requirements and grooming standards that active Honor Guard members adhere to and that this response policy is followed. Funeral Escorts will be provided for Class I/II Funerals and may be provided with Class III/VI Funerals.

XIII. Support Programs for Departmental Employees - See General Order 1.02-17