

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order <input checked="" type="checkbox"/> Special Order <input type="checkbox"/> Personnel Order <input type="checkbox"/>		ORDER NUMBER 213
Subject Honors Funeral Protocol		
Date of Issue January 29, 2020	Effective Date January 29, 2020	Expiration Date Until Amended or Rescinded
Issued by: Michael Jackson, Chief of Police		
Amends		Rescinds All Previous Orders
Standard Number:		
Distribution 1. General Order Manuals 2. Records Manual 3. Reading Verification to all Personnel		

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for conducting an honors funeral for a deceased member of the Department.

II. POLICY

An honors funeral involves participation of the Police Department in honoring the officer's service to the Township. It is the policy of the Department to conduct and participate in an honors funeral if so requested by the deceased officer's family. This request may be granted regardless of whether the officer at the time of death was an active or pensioned member.

A. Request for an Honors Funeral

Upon the death of an active sworn or pensioned member:

1. The Chief's designee will consult the officer's family concerning an honors funeral. The procedure and Department participation will be explained to the family.
2. Upon the family's request for an honors funeral, the Chief's designee will plan the funeral with the family. The Chief's designee will supervise the Department members who participate.

B. General Funeral Procedures.

1. All Department members will maintain the highest standard of personal appearance. Uniforms and equipment **MUST** be in excellent condition. The assigned supervisor will conduct a line inspection of all involved personnel and equipment to ensure that Department Standards are met.
2. The uniform for sworn members will be determined by the Chief of Police.
3. A black mourning band will be worn across the badge.
4. Neighboring jurisdictions will be requested to assist with traffic control for vehicle processions if warranted.

5. The Chief's designee will direct that a message be sent to neighboring jurisdictions advising of the death of a Department member, visitation and funeral arrangements, and any requests for marked vehicles to be included in the procession.

C. Wake and Visitation

1. Department members who attend the wake as part of the honors detail will report to a pre-designated assembly point away from the place of services for inspection and briefing.
2. Upon entering the building, Department members will remove their uniform hats, place them under their left arm, hat brim forward, and form a single line in preparation for filing past the casket.
3. The assigned supervisor will approach the casket, render a salute to the casket and then exit the funeral parlor. Each officer in the line will do the same when it is their turn to approach the casket. Plainclothes personnel do not salute. All officers will follow the instructions of the Chief's designee.

D. Funeral Services – Funeral Home or Church

NOTE: The Chief's designee will give bold commands.

1. Department members who attend the funeral services as part of the honors detail will report to a pre-designated assembly point away from the place of services for inspection and briefing.
2. Upon entering the building, Department members will remove their uniform hats, place them under their left arm, hat brim forward, and move in an orderly manner to the place reserved for them.
3. If adequate seating is provided, Department members will remain standing until all members are in their places and the command, "**BE SEATED**" is given.
4. Department members will sit with their hats upright in their laps, maintaining a military bearing throughout the service.
5. At the end of the service, Department members, upon receiving the command "**OFFICERS RISE,**" will rise in unison and place their hats under their left arm, hat brim forward. The Department members will then exit the building in an orderly manner.
6. Upon leaving the building, Department members will replace their hats and assemble in formation.
 - a. Two equal ranks will be formed facing each other leaving an aisle through which pallbearers and the casket may pass.
 - b. They will normally be dressed at extended intervals but may be dressed at closer intervals if space is limited.
 - c. While waiting in formation, Department members will stand at parade rest.
7. When the casket comes into view, the formation will be called to attention. The next command will be "**PRESENT ARMS,**" All Department members will salute and hold the salute until the casket is placed into the hearse. At this time the command "**ORDER ARMS**" will be given and members will return their hands to their sides.
8. The last command given at the funeral home or church will be, "**OFFICERS DISMISSED.**" The Department members will break ranks and leave in a quiet and orderly manner.
9. Department members will then take their assigned places in the motorcade and proceed to the cemetery or church.

E. Graveside Services

NOTE: The Chief's designee will give bold commands.

1. Upon arrival at the graveside, Department members will form two ranks facing each other at the rear of the hearse, leaving an aisle through which the pallbearers and casket may pass.
2. When the casket is ready to be removed from the hearse, the command "**PRESENT ARMS**" will be given. All Department members will salute and holds the salute until the casket is at the graveside opening. At the command "**ORDER ARMS,**" the Department members will return their hands to their sides. At the command "**OFFICERS DISMISSED,**" Department members may break ranks in an orderly manner and assume a position to observe the graveside service.

3. If indoors, Department members will remove their hats and hold them under their left arm. All Department members will sit with hats in laps, maintaining a military bearing throughout the services. If services are held outdoors, Department members will wear their hats.
 4. If the casket has been draped with an American flag, members of the police Honor Guard will fold the flag and present it to a pre-designated Department member. The Department member will then present the folded flag to the deceased officer's spouse or other designated survivor.
- F. Honor Guard During Viewing
1. The Honor Guard is comprised of volunteer officers from the Department. Officers who stand as Honor Guards must present an excellent uniform appearance and conform to Department grooming standards.
 2. The uniform of the day, including hat, white cotton gloves and gold shoulder cords will be worn for the Honor Guard.
 3. The Honor Guard will consist of two officers standing watch for twenty (20) minutes at a time. The officers will position themselves, standing at attention, at the head and feet of the deceased officer.
- G. Honors Accorded
1. Any Police Officer who is either an active sworn or pensioned member of the Department may be accorded full honors if requested by his or her survivors.
 2. Full honors shall include Honor Guard during viewing, Honor Guard detail, pallbearers, flag presentation and motorcycle escort.
 3. The Chief's designee is responsible for coordinating and directing the honors activities.
 4. Pallbearers
 - a. If the family requests Department member pallbearers, they will be selected by the assigned supervisor following the family's specific request.
 - b. Pallbearers will be under the direction of the funeral home directors and will report to the funeral home for instructions and assignments.
- H. Honor Guard Unit Assignment
1. The Lower Providence Honor Guard Unit is a selected group of officers that serve under the direction of the Chief of Police and are supervised by the Lieutenant.
 2. The Honor Guard Unit shall be assigned to funeral details at the discretion of the Chief of Police.
- I. Procedural Variations
1. The procedures as outlined shall be followed in most cases. Any changes made necessary by a shortage of personnel, the unusual size of the funeral, the type and location of services, the physical arrangement of the place of service or for any other reason shall be made by the Chief of Police. Montgomery County Lodge Number 14, Fraternal Order of Police maintains an Honor Guard that is available for the funeral services of both members of the Lodge and non-members of the Lodge. Additionally, the Fraternal Order of Police Honor Guard is available for consultation on proper protocol for law enforcement funerals.
 2. Any additional honors to be accorded to deceased members of the Department shall be at the discretion of the Chief of Police.

Michael Jackson

Michael Jackson
Chief of Police