

PERSONNEL POLICY

5-26-95

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937-2

SUBJECT

AMENDS

**Policy Series 900: General
937 - Formal Funeral Plan**

REFERENCE

RESCINDS

Department Memorandum

Policy 937-1, Formal Funeral Plan

I. INTRODUCTION

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

II. POLICY

- A. When an active 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 Personnel Division Commander of a department member's death.
- c. The Personnel Division Commander will designate a captain or civilian manager as Funeral Coordinator and will consult with the Chief of Police to determine the extent of department involvement, when necessary.
- D. The Funeral Coordinator will determine the department member best acquainted with the deceased member's family, and may request that member be placed on special assignment as Family Liaison Officer.
- E. The Media Relations Office will assist the Funeral Coordinator as necessary.
- F. The Funeral Coordinator will ensure that the deceased member's family is fully aware of appropriate department benefits (i.e., insurance, pension, etc.) This information will be provided by the supervisor of the Personnel Records Section.
- G. All divisions will provide the necessary officers to staff the required details associated with formal funeral services when requested by the Personnel Division Commander or his designee, the Funeral Coordinator.

III. PROCEDURE

- A. Funeral Coordinator's Responsibility
 - 1. Overall responsibility for formal funeral plans.

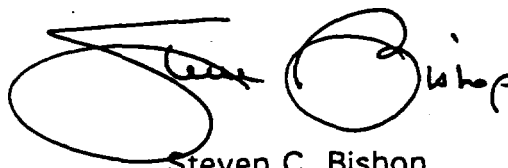
2. Completion of the Obituary Worksheet which is obtained from and returned to the Personnel Records Unit.
3. Notification of division and unit commanders for the necessary officers to staff funeral details.
4. Coordination with the Operations Support Bureau and the Personnel Division to ensure completion of all requirements of a formal funeral.
- 5. Ensure that the deceased member's family is fully aware of appropriate department benefits as well as the requirements for receiving them.
- * 6. Ensure that the separation clearance procedures are completed for a deceased active member.

B. Family Liaison Officer's Responsibility

1. Coordination of available funeral services with the wishes of the deceased member's family.
2. If requested by the Funeral Coordinator, ensure that the deceased member's family contacts the Personnel Division for department benefit procedures and, if requested, accompany and assist the family through those procedures.
3. Assist the Funeral Coordinator with preparations for the funeral services.

C. Personnel Division's Responsibility

1. Designation of a captain or civilian manager as Funeral Coordinator.
- 2. Consult with the Chief of Police, when necessary, to determine the extent of the department's involvement in the funeral, based *on* the circumstances of the death, current status of the deceased, and family wishes.
3. Upon receipt of the Obituary Worksheet, preparation and distribution of the obituary or the obituary teletype.
- 4. Provide the Funeral Coordinator with all of the necessary information regarding appropriate department benefits for the deceased member's family.

A handwritten signature in black ink, appearing to read "Steven C. Bishop". The signature is stylized with large loops and a cursive-like flow.

Steven C. Bishop
Chief of Police