



FUNERAL PROCEDURES **GENERAL ORDER #9.07**

Adopted: 08/04/2006

Replaces: Sheriff's G.O. #3215

POLICY

The families of deceased *Stanford University Department of Public Safety* personnel will be afforded assistance and support in the planning and coordination of a dignified and secure memorial and/or gravesite funeral service.

PROCEDURE

- A. The *Stanford University Department of Public Safety* and/or the Sheriff's Office shall participate officially at the funeral of any *SUDPS* employee only after requesting and receiving the approval of the family member, domestic partner, or other person responsible for funeral arrangements for the deceased.
- B. The *Director of Public Safety* will designate an administrative aide or other *Department* representative to handle all administrative contacts with the deceased's family and/or domestic partner, and act as liaison between the deceased's family and/or domestic partner and the *University*.
- C. The *SUDPS Administrative Services Lieutenant* shall be in charge of all arrangements for *SUDPS* participation in funerals, including issues involving personnel and equipment. The *Administrative Services Lieutenant* shall discharge the duty in coordination with the administrative aide or other department representative, and the deceased's family and/or domestic partner.
- D. **PROCEDURE FOR STANFORD UNIVERSITY DEPARTMENT OF PUBLIC SAFETY AND/OR SHERIFF'S OFFICE INVOLVEMENT IN EMPLOYEE FUNERALS**

1. When the family member and/or domestic partner or other person arranging the funeral requests *SUDPS* or Sheriff's Office's participation in the funeral, such participation may include the following:
 - a. Color guards: Special ceremonial detail to handle chapel or gravesite flag and/or other ceremonies.
 - b. Honor guards: All uniformed deputies and officers participating. May consist of deputies and/or uniformed members of other police agencies.
 - c. Pallbearers: Uniformed or in civilian clothing, depending on request of the deceased's family. Pallbearers will handle the casket flag ceremony, if requested; however, color guards can be used when this task is not handled by pallbearers.
 - d. Firing party: Ceremonial 21-gun salute.
2. Responsibilities of deceased's commanding officers.
 - a. The *Director of Public Safety* or his or her representative shall, immediately upon being notified of an employee death or as soon as practical, personally visit the home of the deceased. He or she shall give condolences *on behalf of the Department of Public Safety and Stanford University*, and offer *SUDPS* and Sheriff's Office resources to assist the bereaved family in any reasonable manner.
 - b. He or she should inquire briefly as to the family's wishes concerning departmental participation in the funeral, but not in detail. For the details of these arrangements he or she should refer the family to the administrative aide or designated department representative, who will later act as liaison between the family and the department.
3. Responsibilities of administrative aide or designated *SUDPS* representative.
 - a. The administrative aide or designated *SUDPS* representative's primary role is to act as liaison between the deceased's family and/or domestic partner, *the Department*, the Sheriff's Office, and the *Director of Public Safety*.
 - b. As soon as possible after notification of the death, the administrative aide or designated *SUDPS* representative shall make personal contact with the deceased's family, domestic partner, and/or other person responsible for funeral arrangements. He or she will arrange the details and will describe the services the *SUDPS* and/or *the Sheriff's Office* can provide.

- c. He or she shall convey to the *Director of Public Safety* all pertinent information such as:
 - 1). Date and circumstances of death.
 - 2). Name, address, and phone number of the funeral home.
 - 3). Date, time, location, and type of funeral service.
 - 4). Date, time, and cemetery of interment.
 - 5). Name, address, and phone number of next of kin and/or domestic partner or their representative.
 - 6). Anticipated attendance, both civilian and law enforcement.

4. Responsibilities of *SUDPS Administrative Services Lieutenant*

- a. The *SUDPS Administrative Services Lieutenant* shall be in charge of all arrangements when involvement by the *Department or the Sheriff's Office* has been requested. This will include personnel assigned, transportation vehicles, traffic control, and security (if necessary). He or she shall coordinate these efforts with the administrative aide or designated *SUDPS* and *Sheriff's Office* representatives.
- b. He or she shall issue notification of the death, and of the details of the services to other police agencies.
- c. He or she shall see that the proper number of members have been selected for the color guard assigned for the honor guard and selected as pallbearers, if requested.
- d. He or she shall confer with the administrative aide or designated *SUDPS and Sheriff's Office* representatives and the funeral director regarding necessary arrangements, including whether selected members shall attend only the services, or both the services and the interment.
- e. He or she shall ensure that ample patrol vehicles are available for the detail.
- f. He or she shall establish a pre-funeral gathering point for law enforcement personnel (such as the chapel parking lot), determine where vehicles will

park, and determine the procession/route of travel for those attending the funeral services. He or she will assign deputies to direct arriving officers to specific area for formation.

- g.** He or she shall arrange for a security check of the funeral locations and the surrounding area.
- h.** He or she will work with the person or persons responsible for the funeral to establish seating arrangements and a sign-in log.
- i.** He or she shall arrange for assignment of traffic escorts at “control points,” if necessary.
- j.** He or she will ensure plans are made for motorcycle escort. This may be made through the funeral home or with the assistance of other law enforcement agencies having motorcycle details.
- k.** He or she shall confer with the sergeants who have been designated commanders of the color guard, honor guard, and firing line.
- l.** He or she shall arrange to return the deceased's personal property to the family and for the return of the employee’s equipment belonging to the *Department* from the family.

E. NATURAL OR ACCIDENTAL DEATH - OFF-DUTY, OF ACTIVE STANFORD UNIVERSITY DEPARTMENT OF PUBLIC SAFETY DEPUTIES

- 1.** When an active *SUDPS* deputy dies off-duty, the *SUDPS and/or the Sheriff’s Office*, upon request, shall provide a color guard, an honor guard, pallbearers, and a firing party.

F. RETIRED STANFORD UNIVERSITY DEPARTMENT OF PUBLIC SAFETY DEPUTIES

- 1.** When a retired *SUDPS* deputy dies, the *SUDPS*, upon request, shall provide an honor guard *and* pallbearers. No color guard *or firing squad* will be provided unless specified by the *Director*. *The Director of Public Safety* shall determine the size of the honor guard based on the distance of the funeral service from Santa Clara County.

G. CIVILIAN EMPLOYEES OF THE STANFORD UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

1. When a civilian employee of the *SUDPS* dies, the *Department*, upon request, shall provide an honor guard and pallbearers.
2. The *Director of Public Safety* should designate a *department* representative to handle any press release, official notification, or any other necessary duties.
3. Departmental involvement shall be limited to Santa Clara County.

H. DEATH IN THE LINE OF DUTY OF PEACE OFFICERS OF OTHER LAW ENFORCEMENT AGENCIES

1. In the event of the death of a fellow peace officer from another agency who has been killed in the line of duty, the *Stanford University Department of Public Safety's* participation shall be determined by the *Director*.
2. The *Director of Public Safety*, or a designated department representative, will contact the local agency and offer assistance and obtain information to be distributed to the *SUDPS* in regards to services.
3. The *SUDPS Administrative Services Lieutenant* will confer with the *Director* to determine the agency's response.
4. Information received will be sent to the *Administrative Services Lieutenant*. A memorandum will be initiated and sent to all sections of the *SUDPS*, listing the following:
 - a. Date of service
 - b. Time of service
 - c. Location
 - d. Assembly time and location
 - e. Uniform
 - f. Transportation to be provided.
5. The *Director* and members of his or her staff may elect to participate in such services depending on the circumstances resulting in the death or upon the rank of the deceased officer.

I. SPECIAL FUNERAL DETAILS

1. *Sheriff's Office* Color guard
 - a. The supervisor of the color guard will be a *Sheriff's Office* sergeant.
 - b. The supervising sergeant will perform the following duties:
 - 1). Confer with the *SUDPS Administrative Services Lieutenant*.
 - 2). Be responsible for the conduct of color guard members, ceremonial drills, color guard commands, and the execution of all movements.
 - 3). Arranging the assembly and transportation of the color guard. At the assembly point, the sergeant should conduct a uniform inspection of the color guard and brief them on any procedures peculiar to that detail or service.
 - c. Color guard uniform.
 - 1). The color guard uniform shall, weather permitting, consist of full uniform including dress jacket, tan shirt, tie, white gloves, class A uniform pants, authorized head gear, and sidearm but excluding keys, whistles, and items such as batons, o.c., pens or pencils, notebooks, flashlights, or any other item(s) of equipment that protrude visibly from pockets.
 - 2). Note: In the case of extremely hot weather, the dress jacket may be omitted. In this case, the color guard must wear the long-sleeve shirt with a black tie.
2. *SUDPS or Sheriff's Office* Honor guard.
 - a. The supervisor of the honor guard will be a sergeant.
 - b. The supervising sergeant will perform the following duties:
 - 1). Confer with the *Administrative Services Lieutenant* and the *Sheriff's Office* color guard sergeant to ensure coordination between the color guard and the honor guard.
 - 2). Be responsible for the conduct, commands and execution of honor guard movements.
 - 3). Arrange the assembly and transportation of the honor guard. At the assembly point, the sergeant will conduct a uniform inspection of

the honor guard and brief them on any procedures peculiar to that detail or service.

- c. Honor guard uniform.
 - 1). The honor guard uniform shall, weather permitting, consist of full uniform including dress jacket, tan shirt, tie, white gloves, and sidearms but excluding keys, whistles, and items such as batons, o.c., pen or pencils, notebooks, flashlights, or any other items of equipment that protrude visibly from pockets.
 - 2). To ensure uniformity of shirts, the following should be specified prior to the detail: If long-sleeve shirts are worn, black ties must be worn. In extremely hot weather, a short-sleeve shirt with no tie may be worn.

3. *Sheriff's Office* Firing line.

- a. The supervisor of the firing line will be a *Sheriff's Office* sergeant.
- b. The supervising sergeant will perform the following duties:
 - 1). Confer with the *SUDPS Administrative Services Lieutenant* regarding the location and time of service.
 - 2). Select seven deputies for the firing party.
 - 3). Arrange for weapons and blank ammunition.
 - 4). Select time and location for training.
 - 5). Arrange for transportation.
 - 6). Supervise ceremony.
 - 7). Return of weapons, safety and security.

J. **BENEFIT INFORMATION FOR SURVIVORS/FAMILIES OF PEACE OFFICERS KILLED IN THE LINE OF DUTY**

The following address should be used in contacting the federal Department of Justice for information about the Public Safety Officers Benefit Program:

United States Dept. of Justice
Law Enforcement Assistance Administration
Public Safety Officers Benefit Program
Washington, D.C. 20531

A handwritten signature in black ink that reads "Laura Wilson". The signature is written in a cursive, flowing style.

LAURA WILSON
DIRECTOR