

CHAPTER 7
MEMORIALS
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CHAPTER 7

MEMORIALS

1. MEMORIALS AND MONUMENTS. A memorial or monument in honor of a deceased employee is often a desirable and appropriate remembrance. As such, the deceased employee's command, family, friends, or organizations may wish to donate a tree, a bench, a monument, or some other form of memorial commemorating the service of the employee killed in the line of duty. After a memorial or monument is placed, a dedication ceremony should be arranged. Every effort should be made to locate the survivors of employee(s) being honored and invite them to attend.

2. ACADEMY BELL TOLL TRIBUTE. This brief ceremony is designed to be a simple, straightforward acknowledgment by the Academy commander, or designee, of an employee's line of duty death (LODD). The average length of the ceremony is five minutes, conducted by two speakers. The Academy commander introduces the Commissioner, who speaks about the reason for the gathering, the history of the fallen uniformed member, the incident that claimed the uniformed member's life, and the time and date the uniformed member lost their life. The purpose of the tribute is to immediately recognize and honor the loss of fallen uniformed members. The Bell Toll Tribute is organized and carried out by members of the Academy, Administrative Services Unit.

3. CALIFORNIA HIGHWAY PATROL HEADQUARTERS MEMORIAL. A memorial to the uniformed members killed in the line of duty is located in the lobby of headquarters, Building A. This memorial contains photographs of all California Highway Patrol (CHP) uniformed members killed in the line of duty and a synopsis of each incident. This information is provided on a large screen television set in continuous scroll mode.
 - a. When a uniformed member is killed in the line of duty, the lieutenant assigned to the Office of Assistant Commissioner, Field, will ensure a written synopsis of the incident is prepared and forwarded electronically to the lieutenant assigned to the Office of Assistant Commissioner, Staff (ACS).

 - b. The lieutenant assigned to ACS will forward the electronic synopsis to the appropriate staff in Information Management Division (IMD). The IMD staff will obtain a photograph of the uniformed member from the Academy and update the memorial to include the uniformed member's photograph and incident synopsis. The IMD will ensure the screen on the memorial is frozen on this incident until memorial services have taken place. In addition, IMD staff will update the CHP Intranet site with this information following the employee's death.

c. The lieutenant or designee assigned to ACS will be responsible for placing a wreath at the lobby memorial once the information has been placed on the screen by IMD. The wreath will be removed by close of business on the day memorial services take place.

4. LOCAL SERVICES.

a. Many local communities hold a memorial service each May, during National Police Memorial Week. Some uniformed members unable to travel to the State Capitol or Academy Memorial attend local services. Commanders should ensure the CHP is appropriately represented at the local services.

b. Apparel. Uniformed members, unless dictated by extreme weather, should wear the following:

(1) Formal uniform.

(2) Campaign hat (or Basic Cap for Assistant Chiefs and above).

(3) Duty belt.

5. ACADEMY MEMORIAL SERVICES.

a. During National Police Memorial Week, a departmental memorial service honoring those CHP employees killed in an LODD the previous year is held at the Academy.

b. The Commissioners Support Unit creates an invitation for all current and past year's survivors, dignitaries, and retired Top Management to attend the annual ceremony in Sacramento, which is signed by the Commissioner.

c. Immediate surviving family members, typically accompanied by the deceased employee's commander or other departmental representative, travel to West Sacramento for the memorial service at the Academy outdoor quad area.

d. At the conclusion of the ceremony, the survivor places the engraved, brass nameplate of the deceased on the Academy Memorial Fountain. Additionally, the Commissioner, accompanied by various other dignitaries, places a memorial wreath in front of the fountain.

e. In the event there is no departmental employee LODD during the period of remembrance, the service is still held with an overall recognition of those honored during previous services.

f. Apparel. As determined by the Office of the Commissioner, uniformed members in attendance shall wear:

- (1) Work or formal uniform, as directed.
- (2) Campaign hat (or basic cap for Assistant Chiefs and above).
- (3) Duty belt.
- (4) Uniformed members **participating** in the service (e.g., Commissioners, Academy commander) should wear the formal uniform (aiguillette as required).

6. CAPITOL PEACE OFFICERS' MEMORIAL SERVICES.

a. Each year during the second week of May, Californians gather at the State Capitol to recognize National Police Memorial Week. This ceremony honors the California law enforcement officers who have died in the line of duty during the preceding year.

b. The events in Sacramento begin the evening before the ceremony, which is hosted by the California Peace Officers' Memorial Foundation (CPOMF). Surviving family members and friends of officers killed the previous year, past police survivors, and members of the law enforcement community have the opportunity to interact.

c. The CPOMF and the California Association of Highway Patrolmen (CAHP) provide financial assistance to families to attend the Memorial.

d. Invitation. The CPOMF extends an invitation to all surviving family members and the law enforcement community to attend the annual ceremony in Sacramento.

e. Candlelight Vigil. A dinner and a candlelight vigil for honored families, past survivors, and coworkers are held on the Thursday evening following the Academy's ceremony.

f. State Capitol Ceremony. The State Capitol Ceremony is held on the Monday prior to the CHP Academy Memorial.

g. Private Ceremony. The surviving **immediate families**, their escorts, Department officials, and labor representatives are invited to attend a private ceremony in the State Capitol which generally includes the presence of the Governor, Assembly and Senate members, and the Attorney General of California. The Governor and Attorney General present plaques purchased by the CPOMF to the surviving spouses, parents, and/or CHP representatives.

NOTE: Immediate family includes spouses, registered domestic partners, children, stepchildren, brothers, stepbrothers, sisters, stepsisters, parents, stepparents, grandparents, and/or any person serving as a parent or significant other. Other persons claiming "immediate family" status will be assessed on an individual basis. If you wish to provide a roster of family members wishing to attend, please contact the CPOMF at (916) 443-1797.

h. Ceremonial Walk. Surviving family members are escorted on a ceremonial walk, lined with police officers representing California police agencies, from the State Capitol to the site of the Memorial Monument. During the Memorial Ceremony, the names of the police officers who were killed in the line of duty during the previous year are announced and added to the monument. As each officer's name is announced, the family members are recognized and their escort is presented a rose, which is placed where the officer's name is inscribed on the Memorial.

i. Luncheon. Following the ceremony, a luncheon for guests is hosted by the CPOMF. A guest speaker from one of the fallen officer's agencies is featured. The families have an opportunity to have pictures taken in front of the Memorial Book containing the name of their loved one. The events of the ceremony are videotaped and copies are provided to the families.

j. Apparel.

(1) Formal uniform.

(2) Campaign hat (or basic cap for Assistant Chiefs and above).

(3) Tribute of mourning ribbon.

7. NATIONAL LAW ENFORCEMENT OFFICERS' MEMORIAL SERVICES.

a. Each May, the names of officers killed in the line of duty nationwide are added to the National Law Enforcement Officers' Memorial (NLEOM) in Washington, D.C. Officers killed in the line of duty during the preceding year are honored at the National ceremony.

b. Each survivor receives an invitation directly from NLEOM. At least one member from the Department should accompany family members of the officer to be honored.

c. There are many events that occur during National Police Week.

(1) Events include, but are not limited to:

- (a) Candlelight vigil.
- (b) National Memorial.

1 Uniformed members attending the National Memorial on the Capitol Lawn in uniform shall have the Concerns of Police Survivors (C.O.P.S.) security pass, state-issued identification card, and California driver license.

- (c) The C.O.P.S. survivors' seminars.
- (d) Luncheons.
- (e) Tour of the Capitol for current year survivors.

d. Transportation, hotel, and per diem expenditures for family members of the honored officers are the responsibility of the family members.

e. Ground transportation upon arrival is initially provided by National C.O.P.S.

f. The National Headquarters for C.O.P.S. telephone number is (573) 346-4911. Assistance is available, if needed, in obtaining local hotel and transportation information in the Washington D.C. area.

g. Departmental personnel who are attending the National Memorial may contact the Office of Employee Safety and Assistance at (916) 843-3320 for details and guidance regarding the week's various events.

h. Apparel.

- (1) Formal uniform.
- (2) Campaign hat (or basic cap for Assistant Chiefs and above).
- (3) Duty belt.
- (4) Tribute of mourning ribbon.

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