

CALIFORNIA HIGHWAY PATROL



HPM 10.13 Employee Memorial Planning Manual

Safety, Service, and Security



An Internationally Accredited Agency

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

EMPLOYEE MEMORIAL PLANNING MANUAL

THIS PUBLICATION MAY BE PURCHASED FROM THE
CALIFORNIA HIGHWAY PATROL.

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HPM 10.13

FOREWORD

The California Highway Patrol must prepare for the possible death of an employee. During these difficult times, the Department has a responsibility to provide every possible means of assistance to employees, employees' families, and the law enforcement community. It is imperative the Department remain visible and available to assist; to that end, this manual provides information and direction.

This manual provides policy on planning services, organizing events, and assisting the family and friends of the deceased employee. In the event of an off-duty employee death, or severe injury with the possibility of imminent death, management may modify memorials/events as needed.

This policy was developed to establish administrative roles and responsibilities, update information, and to assist commands in managing employee deaths.

OFFICE OF THE COMMISSIONER

OPI: 016

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