

CHAPTER 2
FUNERALS AND SPECIAL CEREMONIES—CALIFORNIA HIGHWAY PATROL
PARTICIPATION

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CHAPTER 2

FUNERALS AND SPECIAL CEREMONIES—CALIFORNIA HIGHWAY PATROL PARTICIPATION

1. PURPOSE. Departmental representation at funeral services and other special ceremonies is a manner of expressing respect and bereavement for the deceased, and extending sympathy toward the surviving family and close associates. The purpose of this manual is to establish the following:

- a. Presentation of a California State Flag and memorial certificate as directed by Government Code Section 14613.5, in the event a California Highway Patrol (CHP) uniformed member or any California peace officer is killed in the line of duty.
- b. Presentation of a California State Flag and letter of condolence in the event of a line of duty death (LODD) involving a state law enforcement officer in any other state, or a federal agent LODD which occurs in California.
- c. Presentation of a California State Flag upon the death of an active or retired uniformed member of the Department.
- d. Departmental participation at funerals and special ceremonies, including responsibilities and procedures for honorary assignments, and attendance at the National Peace Officers' Memorial event in Washington, D.C.
- e. Procedures for the Department's Special Honors Detail.

2. POLICY.

a. Funerals. The representation of the CHP at funeral services expresses the Department's respect and sympathy to families and friends of deceased officers or public figures. Departmental representation and/or Special Honors Detail functions may be requested for the funeral/memorial service of the following personnel:

- (1) All active or retired departmental employees.
- (2) Immediate family members of all active departmental employees.
- (3) Other law enforcement officers.
- (4) Public officials.
- (5) Other official requests.

b. State Flags and Memorial Certificates.

(1) California Peace Officers Killed in the Line of Duty. The Department shall present a California State Flag and memorial certificate to the families of CHP uniformed members or any California peace officers killed in the line of duty.

(2) Other Law Enforcement Officers Killed in the Line of Duty.

(a) State Law Enforcement Officers Outside of California. It is the policy of the Department, when receiving information that a state law enforcement officer from any other state has been killed in the line of duty, to assign (when practicable) a CHP uniformed member to attend the funeral services and present a California State Flag and letter of condolence from the Commissioner to the family or employing agency of the fallen officer. The representative shall be selected by the Commissioner. In the event presentation of the California State Flag cannot be accomplished, the flag and letter of condolence shall be shipped to the employing agency or family.

(b) Federal Agents Killed within the State of California. If requested or otherwise deemed appropriate by the local CHP commander, and upon approval of the Commissioner, a California State Flag and letter of condolence from the Commissioner may be provided to the employing agency or family of the fallen agent.

(3) Death of a California Highway Patrol Retiree. At the direction of the Commissioner, the Academy, Administrative Services Unit (ASU), shall fold and prepare a California State Flag to be presented to the retiree's family at the funeral/memorial service.

(4) Death of an Active California Highway Patrol Employee. At the direction of the Commissioner, the Academy, ASU, shall fold and prepare a California State Flag to be presented to the family at the funeral/memorial service of an active CHP employee. This may include work-related illness, off-duty, or other deaths not considered a uniformed member's LODD.

c. Special Ceremonies. The Department is requested to participate in many special ceremonial functions. Participation at special public functions is encouraged and enhances the image of the Department.

d. Special Honors Detail. Each Division shall have a Special Honors Detail squad that is available for deployment at the Division level. The squad shall be commanded by the Division's Special Services commander or designated alternate.

3. PROCEDURES.

- a. Funerals. Instructions for funeral participation are outlined in Chapter 3, Funerals, of this manual.
- b. Presentation of State Flags and Memorial Certificates. Refer to Chapter 4, Presentation of State Flags and Memorial Certificates, of this manual.
- c. Special Ceremonies. Refer to Chapter 5, Special Ceremonies, of this manual.
- d. Special Honors Detail. Refer to Chapter 6, Special Honors Detail, of this manual.
- e. Packaging of Flags and Memorial Certificates.
 - (1) California Peace Officers Killed in the Line of Duty. The Academy, ASU, will fly a California State Flag at half-staff over the State Capitol building, prepare the flag for ceremonious presentation, and place it in a memorial shadow box. The Academy, ASU, is also responsible for preparing the Governor's condolence certificate. This Memorial Package will be routed to the appropriate command at the discretion of the Commissioner.
 - (2) State Law Enforcement Officers Outside of California, Federal Agents Killed within the State of California, and the Death of an Active or Retired California Highway Patrol Employee. The Academy, ASU, will prepare a California State Flag for ceremonious presentation, and route it to the appropriate command at the discretion of the Office of the Commissioner.
 - (3) Other Flags. At the discretion of the Commissioner, and on a case-by-case basis, the Academy, ASU, will prepare a California State Flag for a LODD of other sworn government employees (e.g., firefighter, military personnel).

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