

CHAPTER 3
FUNERALS
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CHAPTER 3

FUNERALS

1. GENERAL.

a. The commander of a deceased California Highway Patrol (CHP) employee, or, if the deceased is a retired CHP employee, the commander of the Division or Area/section in which the retired CHP employee resided, shall contact the spouse or immediate family of the deceased to express sympathy on behalf of the Department. The commander should ask the deceased retired CHP employee's family if they have a preference for a particular commander to handle the funeral arrangements. The commander selected to handle the funeral arrangements shall be responsible for the tasks listed below:

(1) Adequate departmental representation at the funeral. If the family requests departmental participation, an active uniformed employee of a rank equal to or greater than the deceased employee shall attend to represent the Department.

(2) Proper conduct of all departmental employees attending. The commander shall issue the necessary directions for proper execution of the hand salute and other gestures of respect during the service, regardless of the rank of other uniformed employees in attendance.

b. The responsibility for CHP employee conduct at funerals of allied agency employees or public officials shall rest upon the commander of the Area/section where the funeral service takes place.

2. ATTENDANCE AT FUNERALS.

a. Attendance by departmental employees on state time at funerals within the Division or Area/section command of an active or retired departmental employee is permitted upon approval of the Division or Area/section commander. Division discretion shall prevail in determining the degree of representation.

(1) It will be at the discretion of the Area commander as to whom, and how far across the state an officer's attendance may be warranted on state-time, with a state vehicle (as long as it does not require travel or overtime expenses).

(2) State vehicles may be utilized by departmental employees attending a funeral on state time; however, only uniformed employees shall drive

enforcement vehicles. Personnel attending a funeral on their own time may utilize vacant seating space in state vehicles.

b. In the event of a death in the immediate family of a departmental employee, the commander shall determine if departmental representation at the funeral is appropriate.

(1) As a general rule, "immediate family" includes family members who reside within the household of the employee or who reside within the Division or Area command and, through past relationships, are closely identified with the Department.

(2) When the funeral is outside the immediate Area or section command, Area commanders may approve attendance of their employees on state time.

c. Attendance by departmental employees at funerals of law enforcement officers of other agencies or of public officials on state time may be permitted with the approval of the Division commander. The provisions of 2.a.(2) shall apply. Where large attendance at a funeral is expected, discretion shall be used to avoid overrepresentation.

d. Nothing in this manual shall be construed to restrict the number of departmental employees attending a funeral on their own time, provided the needs of the Department are met. Off-duty uniformed employees are authorized to wear their uniforms for this purpose.

3. ATTENDANCE AT FUNERALS AFTER SUICIDE.

a. Attendance by uniformed and nonuniformed employees on state time at funerals within the Division or Area command of a uniformed member who took their own life is permitted upon approval of the Division or Area commander. Division discretion shall prevail in determining the degree of representation.

(1) With the approval of the Division commander, attendance at funerals outside the Division or Area command may be permitted within the geographic limits of the Division or in adjacent Areas of another Division.

(2) State vehicles may be utilized by departmental employees attending on state time; however, uniformed employees shall drive enforcement vehicles. Personnel attending on their own time may utilize vacant seating space in state vehicles.

(3) Nothing in this manual shall be construed to restrict the number of departmental employees attending funerals on their own time, provided the needs of the Department are met. Off-duty uniformed employees are authorized to wear their uniforms for this purpose.

(4) Further involvement in the ceremonies (i.e., casket honor guard, rifle detail, motorcade escort) shall not be provided unless approved by the appropriate Division commander. A state flag may be presented to the deceased employee's family.

4. REPORTING, OVERTIME, AND TRAVEL EXPENSE.

a. A CHP 415, Daily Field Record, shall be submitted in conformance with Highway Patrol Manual (HPM) 40.71, CHP 415 User's Manual, for attendance by uniformed employees at funerals when participating in any of the following functions:

- (1) Honor guard.
- (2) Escort duty.
- (3) Active pallbearer.

b. Claims for overtime or travel expenses will be allowed for attendance at funerals when directed by the Commissioner to perform any of the following functions:

- (1) Departmental representative at the funeral.
- (2) Honor guard or escort duty.
- (3) Active pallbearer.

c. Travel expenses will be allowed for commanders or their designated alternates attending funerals in accordance with paragraph 2.b.(2) and for personnel assigned to honor guard, escort duty, or active pallbearer duties when prior approval is obtained from:

- (1) Division commander for field personnel.
- (2) Division commander, or appropriate commander at the Executive Staff level, for headquarters personnel.

5. PROCEDURE.

a. The commander responsible for arranging departmental participation of employees shall confer with the widow, widower, or immediate family (refer to HPM 10.3, Personnel Transactions Manual, Chapter 31, Deceased Employees) to determine:

(1) The extent of departmental participation desired.

(a) Uniformed honor guard or escort.

(b) Active pallbearers.

(c) Attendance by departmental employees.

(2) The type of funeral services to be held.

(a) Civilian.

(b) Fraternal.

(c) Departmental uniformed/military.

b. The commander or designated alternate, after obtaining this information, shall coordinate with the funeral director regarding any participation of uniformed employees.

c. Departmental participation in funeral services should be carried out in accordance with the following procedures:

(1) Uniform and Personal Appearance.

(a) Formal uniform without the aiguillette should be worn during funeral services involving a line of duty death (LODD). In the event the Division commander or designated alternate determines weather conditions are such that the wearing of the green dress jacket is unwarranted, the wearing of the formal uniform without the jacket is permitted. During extremely hot weather, the Division commander or the designated alternate may authorize the wearing of short-sleeve shirts.

(b) The level of dress during non-LODD funeral services shall be at the discretion of the Division commander or the designated alternate and dictated on a case-by-case basis. The decision for the level of dress at a non-LODD funeral service should take into consideration the many factors

and elements involved, including the employee's departmental standing and the desires of the family of the deceased. Efforts shall be made to ensure uniformed members are wearing the same uniform ensemble to maintain continuity.

(c) Commanders may authorize the honor guard and pallbearers to wear the optional honor guard accouterments. Each field Division office maintains the accouterments and will provide them upon a commander's request. Headquarters commanders should contact the Academy for honor guard accouterments.

(d) While in uniform, employees shall wear primary weapons and duty belts. However, batons and extenders should be removed and secured in a safe place prior to entering a Place of Religious Worship (PRW) (e.g., church, chapel.)

(e) The tribute of mourning ribbon shall be worn in accordance with policy contained in HPM 73.5, Uniform/Grooming and Equipment Standards.

(2) Patrol Vehicles. The number of vehicles necessary to transport personnel shall be kept to a minimum.

(3) Assembly Point.

(a) The commander should select a predesignated assembly point, away from the immediate area of the PRW, to conduct a briefing concerning procedures.

(b) Whenever possible, uniformed employees should be formed into ranks to facilitate orderly movement to the service.

(c) From the assembly point, uniformed employees should proceed as a group to the PRW.

(4) Place of Religious Worship.

(a) Arrival should be timed to permit immediate entry into the PRW.

(b) Uniformed employees should remove their caps/hats as they enter the PRW and move in an orderly manner to the space reserved for uniformed employees. Uniformed employees should remain standing until given the command "Be seated."

(c) At the conclusion of the service, uniformed employees, upon command, should rise and place their caps/hats over their badges preparatory to filing past the casket. They should hold their caps/hats in this position until they have passed the casket and arrive outside the PRW.

(5) Outside the Place of Religious Worship.

(a) After leaving the PRW, uniformed employees should replace their caps/hats and assemble in formation at right angles to the exit.

(b) When less than 6 uniformed employees are in attendance, they should form a single rank. If 6 or more attend, ranks shall be formed facing each other, leaving an aisle through which the pallbearers and casket may pass.

(c) Tallest persons shall form to the right (shorter to the left), regardless of rank.

(d) When double ranks are formed, employees wearing trousers should stand in the front rank, while those in boots and breeches should stand in the rear rank.

(e) While waiting in formation outside the PRW, uniformed employees should stand at parade rest, wearing their caps/hats.

(f) At the funeral service for an active or retired CHP uniformed member, all uniformed employees should, upon command, come to attention when the first pallbearer reaches the door of the PRW. Upon the command "Present Arms," uniformed employees should salute and hold this salute until the casket is placed into the hearse and the doors are closed. At this time, the command "Order Arms" should be given, and uniformed participants should smartly, but quietly, return hands to their side. They should then return to their respective vehicles. (If the service is conducted in accordance with military standards, the commands of Present Arms and Order Arms may be given as "Hand Salute" and "Two" respectively.)

(g) At civilian and fraternal services, when the first of the pallbearers reaches the door of the PRW, the command "Attention" should be given. The next command should be "Uncover" (grasping the crown of their caps/hats with their right hand). Upon the next command, "Two," caps/hats are removed and placed over their badges. Uniformed employees should hold this position until the casket is placed into the hearse and the doors are closed. As the doors are closed, the commands

“Cover” and Two should be given. Upon the command Two, uniformed employees should drop their hands smartly to their side and await the order for dismissal. Upon being dismissed, they should return quietly to their respective vehicles.

(6) Graveside Formations.

(a) When less than 6 uniformed employees are in attendance, a single rank should be formed. If 6 or more are present, 2 ranks should be formed facing each other, leaving an aisle through which the pallbearers may pass.

(b) Uniformed employees should fall in approximately 10 paces in front of and at right angles to the grave. In no instance is such a position to interfere with the family or person conducting the services. Refer to Annex A.

(c) At the service for an active or retired CHP uniformed member, uniformed employees should be called to attention as the casket is removed from the hearse and execute Present Arms until the casket is over the grave. The salute should be held until the command Order Arms is given. Caps/hats shall be worn during the service. If applicable, the Present Arms command should again be executed during the volleys fired by a military honor guard and during the sounding of taps. As Taps ends, the command Order Arms should be given. Uniformed employees should remain at attention until the flag upon the casket is folded and/or the service has concluded. Uniformed personnel should then march to a location reasonably removed from the graveside and be quietly dismissed. (If the service is conducted in accordance with military standards, the commands of Present Arms and Order Arms may be given as Hand Salute and Two respectively.)

(d) At a civilian or fraternal service, uniformed employees should stand at parade rest until the casket is removed from the hearse. At this time, they should come to attention and execute Uncover placing their caps/hats over their badges. Uniformed employees should hold this position until the end of the service. They should then execute Cover and march from the graveside to a location reasonably removed and be quietly dismissed.

NOTE: Recognizing that the aforementioned procedures may, on occasion, prove impractical or inappropriate, commanders may modify funeral procedures (e.g., memorial services when there is no casket) to meet the needs of the particular service, grave site, or PRW configuration.

6. DISPLAY OF THE FLAG–FUNERALS.

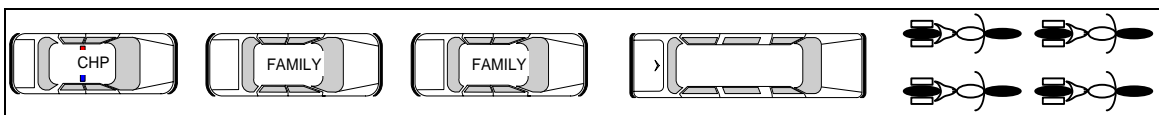
- a. In the event of the death of an active or retired departmental employee, departmental offices shall display the flag of the United States of America and the California State Flag at half-staff upon direction of the Commissioner, or upon the direction of the Division or Area commander.
- b. If the funeral is to be held in another Division or Area, arrangements shall be made to have the flag also flown at half-staff at the Division or Area where the funeral will be held.
- c. Each Division’s Standard Operating Procedures shall include procedures to cover situations requiring flags to be flown at half-staff in more than one Division or Area.
- d. The provisions of paragraph 5.a. shall apply to Division or Area offices jointly occupied with the California Department of Motor Vehicles, California Department of Transportation, or other state agencies. The same honor shall be extended to deceased personnel from that department.

7. FUNERAL ESCORTS. Escort procedures will vary depending upon the number of vehicles and motorcycles present and the physical characteristics of the route of travel. In addition, the deceased’s family may have a preference on the type of escort vehicle to be used. The commander shall be responsible for adapting the following procedures to the particular circumstances prevailing. The departmental Special Honors Detail squad may be utilized for funeral escorts if desired.

a. Escort Vehicles.

- (1) Motorcycles should be ridden 2 abreast in front of the hearse, whether ridden by departmental personnel or by any other law enforcement agency.
- (2) A single patrol vehicle should precede the hearse when motorcycles are not used. Remaining enforcement vehicles should follow the family vehicle(s).

b. Order of Procession. The usual order of procession is pictured below. Ranking departmental personnel should ride in the first patrol vehicle following the family.



- c. Other Vehicles. Other departmental vehicles, vehicles from other law enforcement agencies, and private vehicles may be grouped accordingly, at the discretion of the commander, to form the remainder of the procession.
 - d. Rear Guard. The procession should be protected by the placement of a departmental vehicle at the rear. As an alternative, the commander may arrange for this service to be performed by the police agency having jurisdiction.
 - e. Traffic Control. When circumstances indicate the need for traffic control, the commander shall ensure arrangements have been made prior to funeral activities commencing. Escort personnel should not be used for this purpose.
 - f. Parking. Whenever possible, a parking area for departmental and allied agency vehicles should be established. When this is not practical, patrol vehicles should be parked as uniformly as possible.
 - g. Variations in Procedure. If circumstances arise which prevent the execution of escort procedures within the scope of this manual, Division commanders may authorize alternate measures to meet the needs of each procession.
8. HONOR GUARD. The commander or designated alternate shall be responsible for providing the honor guard and making any appropriate changes. The departmental Special Honors Detail squad may be used to perform honor guard functions if desired.
- a. Honor Guard Personnel. The honor guard should normally consist of 4 officers and a sergeant.
 - b. Preservice Planning. The sergeant shall confer with the funeral director and ascertain the hours the funeral home or PRW will be open to permit family and friends to pay respects to the deceased. The honor guard shall be present during this time and during the funeral services.
 - c. Uniform–Honor Guard.
 - (1) Formal uniform with aiguillette should be worn. During extremely hot weather, commanders may allow the honor guard to dispense with the jacket and aiguillette.
 - (2) Commanders may authorize the wearing of the optional honor guard accouterments consisting of white gloves, white scarf, and white aiguillette.
 - (3) Primary weapons and duty belts should be worn. Pens and pencils that protrude visibly from pockets and batons shall be removed.

(4) Caps/hats shall be worn at all times except during rest periods.

d. Positioning the Guard.

(1) The sergeant or officer-in-charge shall determine the appropriate position for posting the guard. Normally there should be an officer at each end of the casket, facing the assemblage.

(2) Prior to the commencement of actual services and during the hours the funeral home or PRW is open for family and friends to pay last respects, the honor guard may stand at parade rest, coming to attention when a visitor enters the room.

(3) The honor guard shall be relieved every 20 minutes.

(4) The honor guard shall leave the room if the family wishes to be alone with the deceased.

(5) The last change of the honor guard should be timed to take place immediately prior to the start of services.

(6) At the conclusion of services, upon a prearranged signal from the funeral director, the honor guard shall be dismissed.

e. Changing the Guard.

(1) To relieve the posted honor guard, an officer, followed by the sergeant, followed by the second officer, shall proceed in a military manner from the assembly room to directly in front of and parallel to the casket where they will halt. The first relief officer shall halt to be in line with the officer at the head of the casket. The second relief officer shall halt to be in line with the officer at the foot of the casket. The sergeant should halt at approximately the center of the casket.

(2) The officers and sergeant shall then execute a facing movement and face the casket.

(3) As the relieving honor guard makes the facing movement, the 2 officers already on guard simultaneously take 2 side steps away from the casket.

(4) The 2 relieving officers then walk forward to positions at each end of the casket, execute an about-face, and face the assemblage.

(5) The 2 relieved officers then walk forward to form a single file with the sergeant in the middle.

(6) All 3 members then make the necessary facing movement, proceed in the same direction, and walk out of the PRW to the assembly room set aside for the honor guard.

(7) Instructions regarding changing of the guard shall serve as a guide and may be altered to conform with the PRW arrangement.

9. PALLBEARERS. The commander or designated alternate shall be responsible for providing pallbearers in accordance with the desires of the immediate family. The departmental Special Honors Detail squad may be used as pallbearers if desired.

a. Personnel. Six uniformed personnel should be assigned to the detail. One of these persons may be placed in charge for the purpose of arranging details with the funeral director. Commanders should consider the following when selecting uniformed personnel for this assignment.

(1) Special requests of the immediate family.

(2) Physical ability of the uniformed personnel to perform required functions (e.g., pallbearer).

(3) Utilizing uniformed personnel of approximately the same height.

b. Uniform–Pallbearers.

(1) Formal uniform with aiguillette should be worn. During extremely hot weather, commanders may allow the pallbearers to dispense with the jacket and aiguillette.

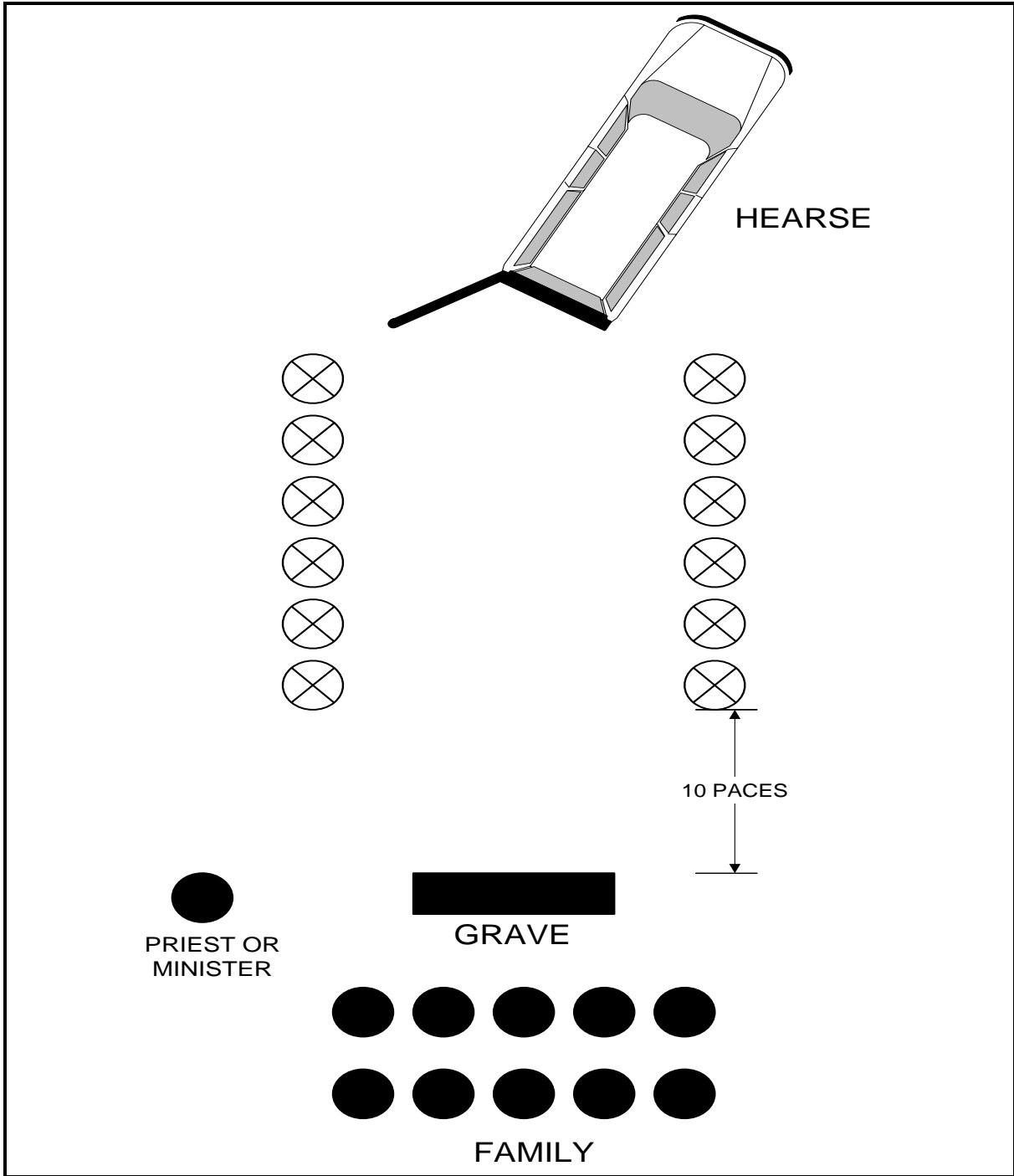
(2) Commanders may authorize the wearing of the optional honor guard accouterments which consist of white gloves, white scarf, and a white aiguillette.

(3) Primary weapons, duty belts, and batons should not be worn. Additionally, pens and pencils which protrude visibly from uniform pockets shall be removed.

(4) White gloves should be worn whenever available.

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ANNEX A
GRAVESIDE FORMATION



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