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**PRESENTATION OF STATE FLAGS AND MEMORIAL CERTIFICATES**  
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## CHAPTER 4

### PRESENTATION OF STATE FLAGS AND MEMORIAL CERTIFICATES

#### 1. CALIFORNIA PEACE OFFICERS KILLED IN THE LINE OF DUTY.

a. General. In the event a California Highway Patrol (CHP) uniformed member or any California peace officer is killed in the line of duty, the Area commander of the geographical location where the death occurred shall, through proper channels, immediately notify the on-call Commissioner and the Academy directly and via a Communications Network (Comm-Net) message. Refer to General Order (GO) 100.80, Notification and Report of Emergencies and Unusual Occurrences, for reporting procedures. In addition to the minimum requirements outlined in GO 100.80, the following information shall be included in the Comm-Net message:

- (1) Name, age, rank, and assignment of the deceased officer.
- (2) Summary of the facts surrounding the incident.
- (3) Name and address of next of kin.
- (4) Location, date, and time of the funeral/memorial service.
  - (a) If this information is not immediately available, the Office of the Commissioner is to be informed promptly as the information becomes available.
- (5) Name, rank, and telephone number of a liaison in the decedent's agency.
- (6) Location for California State Flag and memorial certificate to be sent.
- (7) Any other pertinent facts.

b. Office of the Commissioner. After receipt of the above information, the Office of the Commissioner shall then make immediate notification to the Governor's office through the California State Transportation Agency Secretary's office regarding the peace officer's death.

c. Academy. The Academy shall prepare a memorial certificate for the Governor's signature and fly a California State Flag at half-staff at the State Capitol building in memory of the fallen officer. Both items will be forwarded to the appropriate Division prior to the funeral/memorial service, unless otherwise directed by the Office of the Commissioner.

d. Area. In the event a CHP uniformed member is killed in the line of duty, the Area commander of the geographical location where the death occurred should ensure a National Law Enforcement Telecommunications System (NLETS) administrative message is sent nationwide after departmental notifications have been made. The administrative message should be sent via the NLETS 8 regional broadcast codes. Refer to the California Law Enforcement Telecommunications System/NLETS Operating Manual for proper codes and routing information. The following information should be included in the administrative message:

- (1) Name, age, rank, and assignment of the deceased officer.
- (2) Summary of facts surrounding the incident.
- (3) Location, date, and time of the funeral/memorial service.
- (4) Name, rank, and telephone number of the Department's liaison.

e. CHP 162A, Peace Officer Funeral Worksheet.

(1) The CHP 162A was developed to record pertinent information regarding a deceased officer and related funeral details. The CHP 162A shall be completed by the Area commander or designee and forwarded through channels within 24 hours of notification of death to the Academy and the Office of the Commissioner. The CHP 162A is available in the Forms library. Commands can also requisition the CHP 162A through Business Services Section, Supply Services Unit.

(2) The Academy shall retain the CHP 162A on file for 2 years from the date of a funeral. A copy shall also be retained at the appropriate field Division office for 1 year.

f. Out-of-State Agency Attendance at a California Highway Patrol Uniformed Member Funeral/Memorial Service.

(1) In addition to other duties which may be assigned, the Area's liaison officer, as noted on the CHP 162A, is responsible for obtaining the following contact information regarding out-of-state agency attendance at a CHP uniformed member funeral/memorial service:

- (a) Name of out-of-state agency.
- (b) Rank and full name of attendee.
- (c) Head of agency name and complete mailing address.

(2) The liaison officer shall forward the aforementioned information to the Academy, Administrative Services Unit (ASU), within 24 hours of the conclusion of the service.

(3) Upon receiving the contact information of the out-of-state agencies that attended the service of a CHP uniformed member, the Academy, ASU, shall verify the information and immediately forward it to the Office of the Commissioner.

(4) Upon receiving contact information of the out-of-state agencies that attended the service of a CHP uniformed member, the Office of the Commissioner will prepare a letter of acknowledgement to the head of the agency within 72 hours of the funeral (Annex A).

g. Presentation of the State Flag and Memorial Certificate. The following procedures are to be followed when presenting a California State Flag and memorial certificate at services for CHP uniformed personnel and allied agency peace officers:

(1) Services Involving California Highway Patrol Uniformed Personnel. The presenter of the California State Flag and memorial certificate for CHP personnel will be determined by the Office of the Commissioner.

(2) Services Involving Allied Agencies. The local Area commander shall coordinate with the affected agency to determine the desired level of involvement. The commander or designee is encouraged to attend the services and present the flag and certificate to the next of kin, or a representative of the deceased officer's employing agency.

(3) Department's Special Honors Detail. The Department's Special Honors Detail procedures (refer to Chapter 6, Special Honors Detail, of this manual) may be used for presentation of the California State Flag and certificate if desired.

(4) Presentation at Graveside. When presenting a flag and certificate to the next of kin or selected recipient, the following procedures should be followed:

(a) Following the graveside services, the presenters of the flag and certificate shall slowly walk to the receiving person (certificate presenter to the left of the flag presenter).

(b) When presenting the flag and certificate, they shall be held flat, with the right hand supporting and the left hand over the top. The long edge

of the flag faces away from the presenting officer and toward the receiving person.

1 The flag is presented first, followed by the certificate. As the flag is presented, an expression similar to the following is to be made: "This flag (certificate) is presented on behalf of the Governor, people, and peace officers of the State of California as a token of our appreciation for the honorable and faithful service rendered by (applicable rank and name)." Following the flag presentation, the presenter executes an about-face, stops at the head of the casket, renders a slow 6-count salute, executes a facing movement, and returns to the standing ranks.

(c) The certificate presenter will then move forward and present the certificate, then fall back into the ranks in the same manner as the flag presenter.

(5) Alternate Presentation at Graveside. When attending an in-state, line of duty death (LODD) service and the presenter of the flag/certificate is **other than CHP personnel**, the following procedures should be used:

(a) Following the graveside services, the departmental representative(s) shall slowly walk the flag and certificate to the designated presenter (certificate presenter to the left of the flag presenter).

(b) While standing face to face, the flag is handed to the designated presenter with the long edge of the folded flag away from the designated presenter.

(c) As the Department representative hands the flag to the presenter, the presenter shall follow paragraph 1.g.(4)(b) and execute the presentation of the flag.

(d) The person with the certificate will move forward and give the certificate to the presenter, then fall back into the ranks as described in paragraph 1.g.(4)(b).

## 2. OTHER LAW ENFORCEMENT OFFICER KILLED IN THE LINE OF DUTY.

a. The Emergency Notification Tactical Alert Center (ENTAC) shall serve as the 24-hour monitor of NLETS for LODDs involving a state law enforcement officer from any other state and federal agents killed within the State of California. Upon receiving knowledge of an LODD of a state law enforcement officer from any other

state or a federal agent killed within the State of California, ENTAC shall immediately make notification to the on-call Commissioner. A follow-up e-mail shall immediately be prepared to notify the Academy commander and the Academy, ASU.

b. Upon receiving notice of an LODD involving a state law enforcement officer from any other state, the Academy, ASU, shall prepare a California State Flag and the Office of the Commissioner will prepare a letter of condolence addressed to the director of the impacted agency. The Office of the Commissioner will also select a departmental representative to attend the funeral/memorial service as authorized in California Vehicle Code Section 2421.

c. In the event of an LODD of a federal agent killed within the State of California, and upon approval of the Commissioner, the Academy, ASU, shall prepare a California State Flag and the Office of the Commissioner will prepare a letter of condolence addressed to the director of the impacted agency. The Academy shall then arrange for delivery of the flag and letter to the local Area command to present on behalf of the Department.

d. The procedures listed below are to be followed when presenting a California State Flag and letter of condolence at funerals for out-of-state law enforcement officers or federal agents:

(1) Formal uniform with aiguillette should be worn, except during extremely hot weather. If the jacket is removed, the long sleeve shirt and tie shall be worn. Uniformed employees may wear primary weapons and duty belts unless the family of the deceased requests that such equipment be removed. The tribute of mourning ribbon shall be worn in accordance with policy contained in Highway Patrol Manual 73.5, Uniform/Grooming and Equipment Standards.

(2) Following the graveside services, the flag and letter are slowly walked to either the family or employing agency representative of the fallen officer.

(3) While standing face to face, the flag and letter are handed to the receiving person with the long edge of the folded flag away from the presenter.

(4) As the items are presented, an expression similar to the following is to be made: "This flag is presented on behalf of the Commissioner of the California Highway Patrol, the people, and peace officers of the State of California as a token of our appreciation for the honorable and faithful service rendered by (applicable rank and name)."

e. When the presenter of the flag is **other than CHP personnel**, the following procedures should be used:

(1) Following the graveside services, the departmental representative shall slowly walk the flag and letter to the designated presenter.

(2) While standing face to face, the flag and letter are handed to the designated presenter with the long edge of the folded flag away from the presenter.

(3) After handing the items to the designated presenter, an expression similar to the following is to be made: "This flag is presented on behalf of the Commissioner of the California Highway Patrol, people, and peace officers of the State of California as a token of our appreciation for the honorable and faithful service rendered by (applicable rank and name)."

(4) In the event presentation of the California State Flag cannot be accomplished at the funeral/memorial service, the Academy, ASU, shall prepare a flag and obtain a letter of condolence signed by the Commissioner. The Academy shall then arrange to have the flag and letter shipped to the employing agency or family of the fallen officer.

### 3. DEATH OF RETIRED CALIFORNIA HIGHWAY PATROL UNIFORMED MEMBER.

a. Upon the death of a retired CHP member, the Area commander of the geographical location where the death occurred, through channels, shall notify the Office of the Commissioner. At the direction of the Office of the Commissioner, the Academy shall fold a California State Flag and prepare for shipping. Unless otherwise directed, the flag shall be shipped to the Division of the respective Area for presentation to the family at the funeral/memorial service. The flag shall not be flown at the State Capitol nor packaged in the fashion of an LODD flag.

b. The procedures listed below are to be followed when presenting a California State Flag at funerals for retired CHP personnel:

(1) Following the graveside services, the flag is slowly walked to the receiving person.

(2) While standing face to face, the flag is handed to the receiving person with the long edge of the folded flag away from the presenter.

(3) As the flag is presented, an expression similar to the following is to be made: "This flag is presented on behalf of the Commissioner of the California Highway Patrol, people, and peace officers of the State of California as a token of our appreciation for the honorable and faithful service rendered by (applicable rank and name)."

ANNEX A

LETTER OF ACKNOWLEDGEMENT, OUT-OF-STATE ATTENDANCE

State of California—Transportation Agency

GAVIN NEWSOM, Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

P.O. Box 942898  
Sacramento, CA 94298-0001  
(916) 843-3000  
(800) 735-2929 (TT/TDD)  
(800) 735-2922 (Voice)



*Date*

File No.: 001.10377.*author's ID number.OPI.file name*

*Title and full name*

*Agency*

*Street Address*

*City/State/Zip Code*

Dear (*title and last name*):

On behalf of the men and women of the California Highway Patrol (CHP), I want to thank (*rank and name of attendee[s]*) of the (*agency name*) for the support provided following the tragic death of CHP (*rank and full name*) of the (*CHP Area*) Area. (*Rank and last name*) tragically lost their life on the (*day*) of (*month*) while honorably serving the people of California. Your agency's concern and presence at the service held for (*rank and last name*) is a heartening display that the law enforcement community is truly a family where jurisdictional boundaries do not exist. This presence was greatly appreciated by (*rank and last name possessive*) family, friends, and coworkers.

I thank you again for your agency's support and condolences during this difficult time.

Sincerely,

W. A. STANLEY  
Commissioner

*Safety, Service, and Security*



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