

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

EMPLOYEE DEATHS OR SERIOUS INJURIES
SUBJECT

DATE: September 14, 2017

NO: C-4

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **Employee Deaths or Serious Injuries**
Current or Retired Employee Deaths
Serious Employee Injuries
Employee Funerals
Funerals

I. POLICY

- A. It is the policy of the Stockton Police Department to honor and respect the sacrifice and commitment of our employees and those of other law enforcement agencies who have died in the line of duty and to recognize that the death or serious injury of a Stockton Police Department employee is very traumatic. It is our policy to fully assist family members and employees in dealing with these situations.
1. A serious injury is defined as one that is life threatening or disabling to the employee for a substantial period of time.
- B. Department assistance is available for the following:
1. Any employee killed or seriously injured in the line of duty.
 2. The off-duty death or serious injury of any employee.
 3. The death or serious injury of retired employees.
- C. All reasonable efforts will be made to help the family and employees deal with this difficult situation. This will involve notifying family members and department employees of the death or serious injury of a current or retired employee. Upon request, the Department will assist the family with notifications and funeral services.

II. PROCEDURE FOR NOTIFICATION OF EMPLOYEE DEATH OR SERIOUS INJURY

- A. The Watch Commander is to be advised immediately upon notification of the death or serious injury of a department employee. The Watch Commander will be responsible for personally notifying the Deputy Chief of the Bureau the employee is assigned. The Deputy Chief will ensure the Chief of Police is notified.
- B. Notification Team(s).

Under no circumstance(s) will employees contact a seriously injured or deceased employee's family prior to the official notification. If in doubt, contact the Chief's Office.

1. The Administrative Division Assistant Chief, or designated representative, will be responsible for assembling a notification team. As soon as we become aware of a death or serious injury, the following personnel will assemble to make the family notification:
 - a. A representative from the Chief's Office.
 - b. Police Chaplain.
 - c. A department employee known to the family (if possible).
 - d. Association representative.
 - e. A Wellness Network/Peer Support Team Member.
2. Should a situation arise where multiple deaths have occurred, multiple notification teams should be assembled.

3. The Notification Team shall be briefed about the circumstances surrounding the employee's death or serious injury prior to any notifications. This may consist of the minimum details known. Family notification should occur as soon as possible.
- C. Department Employee Notification
 1. Employee notification will be made through a series of supervisory notifications. The Watch Commander will enlist the aide of patrol sergeants, who will notify all on-duty department supervisors of the situation. It will be the responsibility of each supervisor to advise his or her subordinates. As soon as practical, the Chief's Office, or designee, shall ensure a Department Directive is issued to notify all personnel of a Department employee's death.
 - D. Wellness Network
 1. The Administrative Services Division will coordinate the Wellness Network response efforts with the Chief's Office regarding support for department employees and family.
 - E. Media Notification
 1. Media notification will be coordinated by the Chief's Office. The Division Assistant Chief, or Chief's designee, will make sure the family is advised of what information has been released to the media.
 - F. Employee Association Notification
 1. The Chief's Office or representative shall notify the involved employee's Association representative.

III. RETIRED EMPLOYEES

- A. Notification of the death or serious injury of a retired employee shall be forwarded to the Watch Commander, Division Assistant Chief, and Chief's Office.
- B. The Division Assistant Chief will contact the family to see if any assistance is needed. If desired, services of an on-call Chaplain shall be made available.
- C. The Wellness Network Program Manager will assist the family with requests for department participation in the funeral.
- D. Employee Association notification shall be made by the Chief's Office.

IV. FUNERAL PROCEDURE

- A. General Guidelines.
 1. Death of a Stockton Police Employee or Retiree.
 - a. Understanding it is difficult to predict the variety of instances where the loss of an employee or retiree might occur, several checklists are attached to this general order to provide direction and guidance in the preparation and participation in funeral services for current and retired Stockton Police personnel.
 2. Black bands.
 - a. Stockton Police Officers are authorized to wear black mourning bands across their badges from the announcement of a California law enforcement Line of Duty Death until the conclusion of funeral services.
 - b. In the event of an out-of-state Line of Duty Death, the Chief of Police or their designee may authorize Stockton Police Officers to wear black mourning bands across their badges until the conclusion of funeral services.
 - c. Mourning bands will be available in the Watch Commander's Office and in the Investigations Division.

3. White gloves.
 - a. White gloves are only worn by SPD Officers serving in the Honor Guard or by uniformed personnel attending a Stockton Police Officer's Line of Duty Death funeral service.
4. Flag flown at half-staff.
 - a. As directed by the Governor of the State of California, the Flag of the United States of America flown over Stockton Police Facilities will be lowered to half-staff in honor of fallen California Peace Officers killed in the line of duty. The Flag will remain at half-staff until the conclusion of funeral services.
5. Outside Law Enforcement Agency Line of Duty Deaths.
 - a. Local Agency Line of Duty Deaths.
 - i. Local law enforcement agencies are identified as agencies providing law enforcement or police services and generally being within a two (2) hour driving radius of the City of Stockton.
 - ii. Stockton Police Honor Guard, Motor Unit officers, and other employees will generally represent our department at Line of Duty Death funeral services for local jurisdictions.
 - iii. On-duty personnel may participate with the approval of their supervisor.
 - b. Non-local Law Enforcement Agency Line of Duty Deaths.
 - i. Law enforcement agencies located beyond a two (2) hour driving radius of the City of Stockton will not be considered "local" for the purposes of this general order.
 - ii. On-duty attendance by Stockton Police Honor Guard and/or Motor Unit officers will be at the discretion of the Chief of Police or their designee. Generally, a small contingent of two to four (2-4) Honor Guard and two to four (2-4) Motor Officers will be authorized to attend.
 - iii. Off-duty officers are permitted to attend these services in uniform, however their attendance is strictly voluntary.

IV. RESPONSIBILITIES

- A. The below listed responsibilities are not intended to be all inclusive and may apply to current and retired employees. Several sample checklists for funeral services are attached to this general order to serve as guidelines for department members assisting with the planning and attendance of Stockton Police Department, local and non-local funeral services and Line of Duty Deaths.
 1. Wellness Network Program Manager.
 - a. Designate a family liaison.
 - b. Coordinate support through the Stockton Police Department Wellness Network.
 - c. Assist in planning and coordinating funeral arrangements.
 - d. Provide assistance with coordinating city benefits and department support.
 2. Administrative Sergeant.
 - a. Coordinate attendance of employees.
 - b. Determine number and coordinate preparation of vehicles for employees with Fleet Maintenance.
 - i. Marked patrol cars should be lined up on Washington Street with instructions, map, and the SPD coordinator's contact information.

- ii. Administrative staff vehicles should be lined up in the front of the procession prior to departure.
 - c. Hold roll call and pre-funeral briefing with attendees.
 - d. Personally or designate another Sergeant to, lead the procession from the Stockton Police Department staging area to the funeral location.
 - e. Ensure all traffic laws are obeyed. Overhead lights will not be used unless actually in a funeral procession.
 - f. Designate a radio channel for communications during travel to, at, and return from, the funeral services.
- 3. Stockton Police Officers Association (SPOA) and Stockton Police Management Association (SPMA) Board of Directors.
 - a. For current or retired members of the SPOA or SPMA.
 - i. Designate a family liaison.
 - ii. Assist with planning and coordinating funeral arrangements.
 - iii. Provide assistance with coordinating SPOA and/or SPMA benefits.
 - b. May assist family members of current and retired employees who are members of other bargaining units with funeral arrangements.
- 4. Stockton City Employees' Association (SCEA) Board of Directors.
 - a. For current or retired members of the SCEA.
 - i. Designate a family liaison.
 - ii. Assist with planning and coordinating funeral arrangements.
 - iii. Provide assistance with coordinating SCEA benefits.
 - b. May assist family members of current and retired employees who are members of other bargaining units with funeral arrangements.
- 5. Stockton Management B & C Employees Group (B & C) Board of Directors.
 - a. For current or retired members of the B & C.
 - i. Designate a family liaison.
 - ii. Assist with planning and coordinating funeral arrangements.
 - iii. Provide assistance with coordinating B & C benefits.
 - b. May assist family members of current and retired employees who are members of other bargaining units with funeral arrangements.
- 6. Honor Guard Program Manager.
 - a. Coordinate Honor Guard attendance and participation with Stockton Police Department, local and non-local agency funeral services.
- 7. Traffic Unit Commander.
 - a. Coordinate Motor Unit's attendance and participation with Stockton Police Department, local and non-local agency funeral services.



Together We Make A Difference

Eric Jones
Chief of Police

Stockton Police Department Funeral Planning (Officer – Not Line of Duty Death) Checklist



Employee (deceased): _____

Family Member: _____ Contact #: _____
Name Phone

Overall Manager: _____ Contact #: _____
Name Phone

Union Family Liaison: _____ Contact #: _____
Name Phone

Wellness Network Liaison: _____ Contact #: _____
Name Phone

Initial & Immediate Notifications

- Special Order (Initial notification to Department)
- City Departments
- Media (PIO) Electronic media
- News media
- SPOA / SPMA

Procession from scene or hospital to Morgue: Watch Commander

Morgue: _____

Guards: Paid Volunteer

Organizer: _____
Name Phone

Funeral Home: _____
Location

Contact: _____ Phone #: _____
Name Phone

Procession to Memorial: _____
Date / Time Route

SPD Motor Contact: _____ Phone #: _____
Name Phone

Florist: _____ **Phone #:** _____
Name Phone

Memorial Service: _____
Date / Time

Location (Name and Address)

Contact: _____ **Phone #:** _____
Name Phone

Occupancy: _____ (Total) _____ (Main) _____ (Extended)

			Contact
A/V Equipment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Media Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Live Stream	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Alter Photo	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Alter Flowers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Programs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Guest Book	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Flags	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Officiant: _____
Name Church / organization name

Phone #: _____

Seating VIP

- Family (# seats): _____
- Pallbearers (#seats): _____
- Chiefs (# seats): _____
- City Manager (# seats): _____
- Mayor & City Council (# seats): _____
- Visiting Chiefs / Sheriffs (# seats): _____
- Officers (# seats): _____
- Visitors (# seats): _____
- Media Area (# seats): _____
- Overflow management (# seats): _____

Parking: _____
Name Phone

- Ingress
 - Location
 - Ushers

Officer Procession from PD: _____

Meet Location

Departure time

Sergeant/Lieutenant in Charge:

Name Phone

Fleet Vehicle Liaison: _____

Name

Phone

Officers #: _____

Vehicle #: _____

Maps: _____

Escort from Funeral Home to Memorial Service:

Motor Stop location: _____

Pallbearers: _____

Family Vehicles: _____

Minister: _____

Officer Lineup: _____

Location

Time

SPD Honor Guard: _____ Phone #: _____

Door Monitor: _____

Bagpiper: _____ **Phone #:** _____

Name

Phone

Pallbearers:

The procession into the church will be as follows:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Order of Ceremony

00:02 Welcome / Greeting _____

00:02 Prayer _____

00:03 Musical Selection _____

00:02 Scripture Reading _____

00:03 Speakers _____

00:03 Speakers _____

00:03 Speakers _____

00:03 Musical Selection _____

- 00:10 Eulogy _____
- 00:10 Slide / Video _____
- 00:02 Closing remarks _____
- 00:01 Dismissal Instructions _____
- 00:03 Bagpipers _____
- Egress** Dignitaries first in order of Rank
 - Upon Command of: _____
 - To Where: _____

Procession to Cemetery

- L.E. Line-up: _____
- Sergeant/Lieutenant in Charge: _____
- Route (maps): _____
- Traffic Control / Allied Agency Assists
 - CHP Contact: _____ Phone #: _____
 - SPD Motor Contact: _____ Phone #: _____

Internment: _____

Location (Name and Address)

Contact: _____ **Phone #:** _____

	Name	Phone
--	------	-------

- Entrance
- Parking
- Seating
 - Family
 - VIP Seating
- Casket Flowers Family # _____
- Honor Guard placement
- Officer Formation
- Media location
- Order of Service if not done during memorial
(Taps, Gun Salute, Speaker, Flag, etc.)
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

Security

SWAT – CAT Team: _____ **Phone #:** _____

	Name	Phone
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Reception

- Maps to reception location



Together We Make A Difference

Eric Jones
Chief of Police

Stockton Police Department Funeral Planning (Retired Officer) Checklist



Employee (deceased): _____

Family Member: _____ **Contact #:** _____
Name Phone

Overall Manager: _____ **Contact #:** _____
Name Phone

Union Family Liaison: _____ **Contact #:** _____
Name Phone

Wellness Network Liaison: _____ **Contact #:** _____
Name Phone

Initial & Immediate Notifications

- Special Order (Initial notification to Department)
- Media (PIO) Electronic media
- SPOA / SPMA

Morgue: _____

Contact: _____
Name Phone

Funeral Home: _____
Location

Contact: _____ **Phone #:** _____
Name Phone

Florist: _____ **Phone #:** _____
Name Phone

Memorial Service: _____
Date / Time

Location (Name and Address)

Contact: _____ **Phone #:** _____
Name Phone

Occupancy: _____ (Total) _____ (Main) _____ (Extended)

Officiant: _____
Name Church / organization name
Phone #: _____

Seating VIP

- Family (# seats): _____
- Pallbearers (#seats): _____
- Chief(s) (# seats): _____
- Officers (# seats): _____
- Visitors (# seats): _____

Pallbearers:

Order of Ceremony

- 00:02 Welcome / Greeting _____
- 00:02 Prayer _____
- 00:03 Musical Selection _____
- 00:02 Scripture Reading _____
- 00:03 Speakers _____
- 00:03 Speakers _____
- 00:03 Speakers _____
- 00:03 Musical Selection _____
- 00:10 Eulogy _____
- 00:10 Slide / Video _____
- 00:02 Closing remarks _____
- 00:01 Dismissal Instructions _____

Procession to Cemetery (4 SPD Motor Officers)

SPD Motor Contact: _____ Phone #: _____

Internment: _____
Location (Name and Address)

Contact: _____ **Phone #:** _____
Name Phone

Reception

- Maps to reception location



Together We Make A Difference

Stockton Police Department Funeral Planning (Non-Sworn Line of Duty Death) Checklist



Eric Jones
Chief of Police

Employee (deceased): _____

Family Member: _____ **Contact #:** _____
Name Phone

Overall Manager: _____ **Contact #:** _____
Name Phone

Union Family Liaison: _____ **Contact #:** _____
Name Phone

Wellness Network Liaison: _____ **Contact #:** _____
Name Phone

Initial & Immediate Notifications

- Special Order (Initial notification to Department)
- City Departments
- Media (PIO) Electronic media
- News media
- Bargaining group

Procession from scene or hospital to Morgue: Watch Commander

Morgue: _____

Contact: _____
Name Phone

Funeral Home: _____
Location

Contact: _____ **Phone #:** _____
Name Phone

Procession to Memorial: _____
Date / Time Route

SPD Motor Contact: _____ Phone #: _____

Florist: _____ **Phone #:** _____
Name Phone

Memorial Service: _____
Date / Time
_____ Location (Name and Address)

Contact: _____ **Phone #:** _____
Name Phone

Occupancy: _____ (Total) _____ (Main) _____ (Extended)

			Contact
A/V Equipment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Media Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Live Stream	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Alter Photo	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Alter Flowers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Programs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Guest Book	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Flags	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Officiant: _____
Name Church / organization name
Phone #: _____

Seating VIP

- Family (# seats): _____
- Pallbearers (#seats): _____
- Chiefs (# seats): _____
- City Manager (# seats): _____
- Mayor & City Council (# seats): _____
- Visiting Chiefs / Sheriffs (# seats): _____
- Officers (# seats): _____
- Visitors (# seats): _____
- Media Area (# seats): _____
- Overflow management (# seats): _____

Parking: _____
Name Phone
 Ingress
 Location
 Ushers

Officer Departure PD: _____
Meet Location _____ Departure time _____

Fleet Vehicle Liaison: _____
Name _____ Phone _____

- Officers #: _____
- Vehicle # : _____
- Maps: _____

Escort from Funeral Home to Memorial Service:

- Motor Stop location: _____
- Pallbearers: _____
- Family Vehicles: _____
- Minister _____

Officer Lineup: _____

- SPD Honor Guard: _____ Location _____ Time _____ Phone #: _____
- Door Monitor: _____

Pallbearers:

The procession into the church will be as follows:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Order of Ceremony

- 00:02 Welcome / Greeting _____
- 00:02 Prayer _____
- 00:03 Musical Selection _____
- 00:02 Scripture Reading _____
- 00:03 Speakers _____
- 00:03 Speakers _____
- 00:03 Speakers _____
- 00:03 Musical Selection _____
- 00:10 Eulogy _____
- 00:10 Slide / Video _____
- 00:02 Closing remarks _____
- 00:01 Dismissal Instructions: _____

- Egress** Dignitaries first in order of Rank
- Upon Command of: _____
- To Where: _____

Procession to Cemetery

- Sergeant/Lieutenant in Charge: _____
- L.E. Line-up (location): _____
- Route (maps in car): _____
- Traffic Control / Allied Agency Assists
 - CHP Contact: _____ Phone #: _____
 - SPD Motor Contact: _____ Phone #: _____

Internment: _____

Location (Name and Address)

Contact: _____ **Phone #:** _____

Name Phone

- Entrance
- Parking
- Seating
 - Family
 - VIP Seating
- Casket Flowers Family # _____
- Honor Guard placement
- Officer Formation
- Media location
- Order of Service (No flag presentation, taps, or bag pipes)
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

Security

SWAT – CAT Team: _____ **Phone #:** _____

Name Phone

Reception

- Maps to reception location



Together We Make A Difference

Eric Jones
Chief of Police

Stockton Police Department Funeral Planning (Officer – Line of Duty Death) Checklist



Employee (deceased): _____

Family Member: _____ Contact #: _____
Name Phone

Overall Manager: _____ Contact #: _____
Name Phone

Union Family Liaison: _____ Contact #: _____
Name Phone

Wellness Network Liaison: _____ Contact #: _____
Name Phone

Initial & Immediate Notifications

- Special Order (Initial notification to Department)
- CLETS Teletype (Only for Line of Duty Death)
- Stockton Fire (Advance Notification)
- City Departments
- Media (PIO) Electronic media
- News media
- SPOA / SPMA

Procession from scene or hospital to Morgue: Watch Commander

Morgue: _____
Guards: Paid Volunteer

Organizer: _____
Name Phone

Funeral Home: _____
Location

Contact: _____ Phone #: _____
Name Phone

Procession to Memorial: _____

Date / Time

Route

SPD Motor Contact: _____ Phone #: _____

Name

Phone

Florist: _____ **Phone #:** _____

Name

Phone

Memorial Service: _____

Date / Time

Location (Name and Address)

Contact: _____ **Phone #:** _____

Name

Phone

Occupancy: _____ (Total) _____ (Main) _____ (Extended)

Contact

A/V Equipment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Media Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Live Stream	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Alter Photo	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Alter Flowers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Programs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Guest Book	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Flags	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Officiant: _____

Name

Church / organization name

Phone #: _____

Seating VIP

- Family (# seats): _____
- Pallbearers (#seats): _____
- Chiefs (# seats): _____
- City Manager (# seats): _____
- Mayor & City Council (# seats): _____
- State Dignitaries (# seats): _____
- Visiting Chiefs / Sheriffs (# seats): _____
- Officers (# seats): _____
- Visitors (# seats): _____
- Media Area (# seats): _____
- Overflow management (# seats): _____

Parking: _____

- | | | |
|--------------------------|----------|-------|
| | Name | Phone |
| <input type="checkbox"/> | Ingress | |
| <input type="checkbox"/> | Location | |
| <input type="checkbox"/> | Ushers | |

Officer Procession from PD: _____

Meet Location	Departure time
---------------	----------------

Sergeant/Lieutenant in Charge:

Name	Phone
------	-------

Fleet Vehicle Liaison: _____

Name	Phone
------	-------

- Officers #: _____
- Vehicle # : _____
- Maps: _____
- Gloves (SPD Line of Duty only): _____

Escort from Funeral Home to Memorial Service:

- Motor Stop location: _____
- Pallbearers: _____
- Family Vehicles: _____
- Minister _____

Officer Lineup to receive at Service: _____

Location	Time
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- SPD Honor Guard: _____ Phone #: _____
- Door Monitor: _____

Bagpiper: _____ **Phone #:** _____

Name	Phone
------	-------

Pallbearers:

The procession into the church will be as follows:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Order of Ceremony

- 00:02 Welcome / Greeting _____
- 00:02 Prayer _____
- 00:03 Musical Selection _____
- 00:02 Scripture Reading _____
- 00:03 Speakers _____
- 00:03 Speakers _____

- 00:03 Speakers _____
- 00:03 Musical Selection _____
- 00:10 Eulogy _____
- 00:10 Slide / Video _____
- 00:02 Closing remarks _____
- 00:02 Final log-off _____
- 00:01 Dismissal Instructions _____
- 00:03 Bagpipers _____
- Egress** Dignitaries first in order of Rank
 - Upon Command of: _____
 - To Where: _____

Memorial – Post Service

- Missing man flyover: _____ Phone #: _____
- Riderless Horse: _____ Phone #: _____
- Dismissal – Command of: _____

Procession to Cemetery

- L.E. Line-up: _____
- Sergeant/Lieutenant in Charge: _____
- Route (maps): _____
- Traffic Control / Allied Agency Assists
 - CHP Contact: _____ Phone #: _____
 - SPD Motor Contact: _____ Phone #: _____

 - Other Agency: _____ Phone #: _____

 - Other Agency: _____ Phone #: _____

 - Other Agency: _____ Phone #: _____

Internment: _____

	Location (Name and Address)	
Contact: _____	_____	Phone #: _____
	Name	Phone
<input type="checkbox"/> Entrance		



Together We Make A Difference

Eric Jones
Chief of Police

Stockton Police Department Funeral Planning (Active – Non-Sworn Not Line of Duty Death) Checklist



Employee (deceased): _____

Family Member: _____ **Contact #:** _____
Name Phone

Overall Manager: _____ **Contact #:** _____
Name Phone

Union Family Liaison: _____ **Contact #:** _____
Name Phone

Wellness Network Liaison: _____ **Contact #:** _____
Name Phone

Initial & Immediate Notifications

- Special Order (Initial notification to Department)
- City Departments
- Media (PIO) Electronic media
 - News media
- Bargaining group

Morgue: _____

Contact: _____
Name Phone

Funeral Home: _____
Location

Contact: _____ **Phone #:** _____
Name Phone

Florist: _____ **Phone #:** _____
Name Phone

Memorial Service: _____
Date / Time

Location (Name and Address)

Contact: _____ **Phone# :** _____

Occupancy: _____ (Total) _____ (Main) _____ (Extended)

			Contact
A/V Equipment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Media Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Live Stream	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Alter Photo	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Alter Flowers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Programs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Guest Book	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Officiant: _____
Name Church / organization name

Phone #: _____

Seating VIP

- Family (# seats): _____
- Pallbearers (#seats): _____
- Chiefs (# seats): _____
- City Manager (# seats): _____
- Mayor & City Council (# seats): _____
- Visiting Chiefs / Sheriffs (# seats): _____
- Officers (# seats): _____
- Visitors (# seats): _____
- Media Area (# seats): _____
- Overflow management (# seats): _____

Parking: _____
Name Phone

- Ingress
- Location
- Ushers

Officer Procession from PD: _____
Meet Location Departure time

Sergeant in Charge: _____
Name Phone

Fleet Vehicle Liaison: _____

	Name	Phone
<input type="checkbox"/> Officers #:	_____	
<input type="checkbox"/> Vehicle # :	_____	
<input type="checkbox"/> Maps:	_____	

Escort from Funeral Home to Memorial Service (4 motors):

Motor Stop location: _____
 Pallbearers: _____
 Family Vehicles: _____
 Minister _____

Officer Lineup: _____

	Location	Time
<input type="checkbox"/> SPD Honor Guard:	_____	Phone #: _____
<input type="checkbox"/> Door Monitor:	_____	

Pallbearers:

The procession into the church will be as follows:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Order of Ceremony

- 00:02 Welcome / Greeting _____
- 00:02 Prayer _____
- 00:03 Musical Selection _____
- 00:02 Scripture Reading _____
- 00:03 Speakers _____
- 00:03 Speakers _____
- 00:03 Speakers _____
- 00:03 Musical Selection _____
- 00:10 Eulogy _____
- 00:10 Slide / Video _____
- 00:02 Closing remarks _____
- 00:01 Dismissal Instructions _____
- Egress** Dignitaries first in order of Rank
 - Upon Command of: _____
 - To Where: _____

Procession to Cemetery

- L.E. Line-up: _____
- Sergeant/Lieutenant in Charge: _____
- Route (maps): _____

Internment: _____

Location (Name and Address)

Contact: _____ **Phone #:** _____

Name Phone

- Entrance
- Parking
- Seating
 - Family
 - VIP Seating
- Casket Flowers Family # _____
- Honor Guard placement
- Officer Formation
- Media location
- Order of Service (No flag presentation, taps, or bag pipes)
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

Reception

- Maps to reception location