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.
      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.
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
<table>
<thead>
<tr>
<th>SPD Motor Contact:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Florist:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Phone</td>
</tr>
</tbody>
</table>

**Memorial Service:**

- **Date / Time:**
- **Location (Name and Address):**

**Contact:**

- **Name**
- **Phone #:**

**Occupancy:**

- Total seats:
- Main seats:
- Extended seats:

<table>
<thead>
<tr>
<th>A/V Equipment:</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Media Area</td>
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<tr>
<td>Live Stream</td>
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<tr>
<td>Alter Photo</td>
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<td>Alter Flowers</td>
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<tr>
<td>Programs</td>
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<tr>
<td>Guest Book</td>
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<tr>
<td>Flags</td>
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</tbody>
</table>

**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:

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The procession into the church will be as follows:

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Order of Ceremony

☐ 00:02 Welcome / Greeting ________________________________

☐ 00:02 Prayer ________________________________

☐ 00:03 Musical Selection ________________________________

☐ 00:02 Scripture Reading ________________________________

☐ 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:  

** Egress

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 #:

Exit
□ 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 #:

Reception
□ Maps to reception location
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)
<table>
<thead>
<tr>
<th>Seating VIP</th>
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<tbody>
<tr>
<td>Family (# seats):</td>
<td></td>
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<tr>
<td>Pallbearers (#seats):</td>
<td></td>
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<tr>
<td>Chief(s) (# seats):</td>
<td></td>
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<tr>
<td>Officers (# seats):</td>
<td></td>
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<tr>
<td>Visitors (# seats):</td>
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<table>
<thead>
<tr>
<th>Pallbearers:</th>
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<table>
<thead>
<tr>
<th>Order of Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:02 Welcome / Greeting</td>
</tr>
<tr>
<td>00:02 Prayer</td>
</tr>
<tr>
<td>00:03 Musical Selection</td>
</tr>
<tr>
<td>00:02 Scripture Reading</td>
</tr>
<tr>
<td>00:03 Speakers</td>
</tr>
<tr>
<td>00:03 Speakers</td>
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<tr>
<td>00:03 Musical Selection</td>
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<td>00:10 Slide / Video</td>
</tr>
<tr>
<td>00:02 Closing remarks</td>
</tr>
<tr>
<td>00:01 Dismissal Instructions</td>
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</tbody>
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<tr>
<th>Procession to Cemetery (4 SPD Motor Officers)</th>
</tr>
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<tbody>
<tr>
<td>SPD Motor Contact: _________________________</td>
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<tr>
<td>Phone #: ____________________</td>
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<tr>
<th>Internment:</th>
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<tr>
<td>Location (Name and Address)</td>
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<tr>
<th>Reception:</th>
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<tbody>
<tr>
<td>Maps to reception location</td>
<td></td>
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</tbody>
</table>
Stockton Police Department
Funeral Planning
(Non-Sworn 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

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: ☐ Yes ☐ No __________________________

   Media Area ☐ Yes ☐ No __________________________

   Live Stream ☐ Yes ☐ No __________________________

   Alter Photo ☐ Yes ☐ No __________________________

   Alter Flowers ☐ Yes ☐ No __________________________

   Programs ☐ Yes ☐ No __________________________

   Guest Book ☐ Yes ☐ No __________________________

   Flags ☐ Yes ☐ 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 Depature 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: __________________________________________________

Location Time
☐ SPD Honor Guard: _________________ 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
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)
☐ CLETTS 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)

A/V Equipment: □ Yes □ No __________________________

Media Area □ Yes □ No __________________________

Live Stream □ Yes □ No __________________________

Alter Photo □ Yes □ No __________________________

Alter Flowers □ Yes □ No __________________________

Programs □ Yes □ No __________________________

Guest Book □ Yes □ No __________________________

Flags □ Yes □ 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

☐ 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:
☐ 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

☐ SPD Honor Guard: ________________ Phone #: ________________

☐ Door Monitor: ________________

Bagpiper: ____________________________ Phone #:

Name Phone

Pallbearers:

Name Phone

The procession into the church will be as follows:

☐

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☐
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: _____________________________________________________

Contact: ___________________________ Phone #: ___________________

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

Security
SWAT – CAT Team: ______________________ Phone #: ______________________

Reception
Maps to reception location
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: __________________________

Name: __________________________

Phone#: __________________________

Occupancy: _________ (Total) _________ (Main) _________ (Extended)

A/V Equipment: □ Yes □ No
Media Area □ Yes □ No
Live Stream □ Yes □ No
Alter Photo □ Yes □ No
Alter Flowers □ Yes □ No
Programs □ Yes □ No
Guest Book □ Yes □ 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
☐ Officers #: __________
☐ Vehicle #: __________
☐ Maps: __________

Escort from Funeral Home to Memorial Service (4 motors):
☐ Motor Stop location: ____________________
☐ Pallbearers: __________________________
☐ Family Vehicles: ______________________
☐ Minister ______________________________

Officer Lineup: __________________________________________________

Location Time
☐ SPD Honor Guard: ______________________ 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
☐ L.E. Line-up: ____________________________________________
☐ Sergeant/Lieutenant in Charge: _____________________________
☐ Route (maps): ___________________________________________

Internment: ____________________________ Location (Name and Address)

Contact: ____________________________ 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