



**Division of State Patrol
Policy and Procedure**

Number 15-5

Subject FUNERALS	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to provide assistance to surviving family members after the death of an active or retired employee. Assistance will be provided, if requested, to employees in the event of death of their immediate family members. Division representation is also appropriate at funerals of personnel from other agencies and friends of the Division.

II. BACKGROUND

Division employees and families deserve and expect assistance in the event of the death of a family member. In these times of stress, it is the duty of each employee to assist and support in whatever manner possible, whether in the planning and coordination of funerals and honor guards, providing survivor benefit information, or any other assistance possible. Ample assistance is appropriate at the funerals of other agency officers or friends of the Division. It is recommended that the DSP Honor Guard Unit be contacted for assistance with coordination, planning and resources related to funeral events.

III. OBJECTIVES

The objective of this policy is to provide guidelines for the conduct of Division funerals and participation and attendance at other such services.

IV. FUNERAL OF DIVISION EMPLOYEE

- A. Region Commander or appropriate Bureau Director
1. Ensure Division management is informed of the death and funeral arrangements as soon as possible.
 2. Assume or delegate responsibility for Division involvement in conduct of the funeral operations and planning.
 3. Contact the next-of-kin as soon as possible to express condolences and determine the desired extent of Division participation in the funeral service.
 4. Determine the survivor's desires for type of service (civilian, military, fraternal) and whether it is desired that the deceased is interred in a Division uniform, if applicable.
 5. Arrange to provide pallbearers for the deceased if desired by the next of kin.
 6. Determine the family's desires in prescribing the appropriate uniform for uniformed employees attending the service.
 7. Confer with the funeral director regarding any instructions or suggestions he/she may have regarding funeral arrangements.
 8. If the family requests a DSP honor guard, coordinate related activities/events with the Honor Guard Unit. Make contact with the DSP Honor Guard Coordinator as early as possible and include him/her in the early stages of related planning and logistics.
 9. Determine personnel who will fold and present the flag.
 10. Assist the family in applying for employee benefits.
 11. Allow as many "home" region personnel as possible to attend the funeral services. For a line of duty death, the Region Commanders will establish necessary required coverage of region highways, but otherwise, maximum participation is encouraged.
 12. Allow off-duty personnel the opportunity to attend in non-pay status by providing their own transportation, riding with on-duty personnel in their respective patrol vehicles, or using their assigned patrol vehicles to attend, after coordination with the Region Commander. Wearing of the appropriate uniform by off-duty personnel is encouraged.

13. See Exhibit 4 for normal attendance that can be approved by the Region Commander. Attendance in excess of the guidelines shown on Exhibit 4 will be at the discretion of the Bureau of Field Operations (BFO) Director.

B. Pallbearers

1. Unless directed otherwise, the appropriate uniform will consist of the Class A uniform and appropriate issued items. Headgear will be in accordance with seasonal requirements. DSP Policy and Procedure 11-19 will serve as the guide for uniformed and civilian attired personnel.
2. Badges should have a black “mourning” band, worn horizontally, as in Exhibit 2 when in attendance of a funeral for a sworn officer or as directed by DSP command staff. Black bands will be worn until the end of the day of the funeral or as otherwise established by DSP command staff.
3. White gloves may be worn at the direction of the officer-in-charge.

C. Escort officers at place of services

1. Special consideration should be utilized in selecting escort officers. Their purpose is to escort the casket, as the personal representative of the State Patrol and the family. Fellow troop members and classmates, especially those known to the family, should be considered.
2. The escort officers will form outside the place of services as designated in Exhibit 1.
3. Escort officer positions must remain flexible to allow for non-standard formations.
4. Upon passage of the casket and family members, escort officers will follow into the place of services, taking seats as designated by the funeral director.
5. Upon completion of the services and departure of the funeral attendees, but prior to departure of the family and casket, the escort officers should reform in the same manner as prior to entry.
6. Upon passage of the casket into or out of the place of services, the escort officers should render a hand salute to the command, “Present arms.” The command, “Order arms,” will be given to return to the position of attention when the casket is placed in the hearse.
7. Headgear will normally be removed upon entry into the place of services.
8. White gloves may be worn at the direction of the officer-in-charge.

- D. Directing participating officers of other agencies
 - 1. Attempt to keep officers grouped together with their respective departments.
 - 2. Officers from other agencies should not be intermingled with Division of State Patrol formations unless interagency formations are requested or planned for.
 - 3. Officer-in-charge of the detail will coordinate officers wishing to participate (honor guard, flag bearer, pallbearer, etc.) after determining the family's wishes.

- E. Attending State Patrol officers not part of the official escort or funeral detail
 - 1. Two on-duty personnel will be allowed to attend from other regions for "line-of-duty death" funerals. Classmates or close friends should receive priority. Other friends and off-duty personnel are encouraged to attend.
 - 2. Wear the appropriate uniform, as directed, normally the same as the funeral detail, including display of badge mourning bands as directed by DSP command staff.
 - 3. Enter and leave the place of services as a unit.
 - 4. Non-uniformed personnel should not be intermingled with uniformed personnel but may be seated within the same area.
 - 5. At the cemetery, uniformed personnel will dismount at the direction of the officer-in-charge and will form into squads and march to a designated position near the gravesite, if feasible.

- F. Cortege of vehicles to the cemetery
 - 1. One marked vehicle with flashing emergency lights should be at the head of the funeral procession for traffic clearing purposes.
 - 2. The hearse, followed by family member vehicles, will normally follow the marked cruiser.
 - 3. Other officers in their vehicles should follow behind the hearse and family members. Emergency lights would normally be utilized but the direction of the family members and the funeral director is the primary consideration.
 - 4. Enroute to the cemetery, cortege cruisers will utilize bright headlights.

G. Cemetery site

1. At the direction of the commanding officer or funeral director, escort officers and other attending officers should gather at a predetermined location.
2. While at the gravesite, uniformed personnel shall not uncover and will stand at the position of attention or parade rest, as directed by the officer-in-charge.
3. Officers, at the direction and command of the officer-in-charge, will come to the position of attention rendering a hand salute upon arrival of the hearse and until the casket is placed on the gravesite. This would not be required if the hearse is already at the site upon arrival of the cortege.
4. Upon completion of the ceremony at the gravesite, the formation of officers should be released by the officer-in-charge through the command of "Officers dismissed."

H. Flags

1. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered in the grave or allowed to touch the ground.
2. The correct method of folding the United States flag is located at Exhibit 3. The properly folded flag is presented to the next-of-kin by a previously designated person, as requested by the family or funeral director.
3. Flags at region/post headquarters and Safety and Weight Enforcement Facilities (SWEFs) should be flown at half-staff following the death of active duty officers.
4. The flag should be at half-staff until interment for active officers who died as a result of duty-related incidents or as a result of natural causes.
5. When flown at half-staff, the flag should be hoisted to the peak, and then lowered to the half-staff position. Before lowering the flag for the day, it should again be raised to the peak.
6. The Wisconsin State flag flown below the United States flag is also raised and lowered in the same manner.

V. DIVISION FAMILY MEMBER OR OTHER AGENCY FUNERALS**A. Region Commander/Wisconsin State Patrol Academy Commander**

Determine the need for attendance of Division personnel for Division family member, non-Division agency, or local dignitary funerals. More than two personnel may attend at the direction and discretion of the BFO Director. In most circumstances, two “on-duty” personnel will be authorized. Division Headquarters representation is encouraged.

1. The Region Commander may be authorized by the BFO Director to send additional personnel, when appropriate.
2. Should a funeral impact more than one region, request consideration of the BFO Director in authorizing attendance beyond the home region.

B. Attending personnel

1. Participating Division personnel should stay grouped together unless otherwise directed by the officer-in-charge of the funeral detail.
2. Officers wishing to participate in the funeral ceremony (honor guard, flag bearer, pallbearer, etc.) should coordinate with the officer-in-charge of the detail after gaining approval from the family and determining family wishes.
3. The uniform worn should, if desired by the family, comply with DSP Policy and Procedure 11-19.
4. Non-uniformed Division personnel should not be intermingled with uniformed personnel, but should be seated within the same area.
5. Division vehicles used during the cortege should follow the directives of the officer-in-charge.
6. Division personnel will be highly visible and closely scrutinized by other agency personnel and other funeral attendees. Division personnel should conduct themselves with the utmost respect and courtesy, continually bearing in mind their appearance and deportment.

VI. REFERENCES

Escort Officers – Exhibit 1
Badge/Mourning Band – Exhibit 2
Folding the United States Flag – Exhibit 3
Personnel Guidelines – Exhibit 4

Exhibit 1

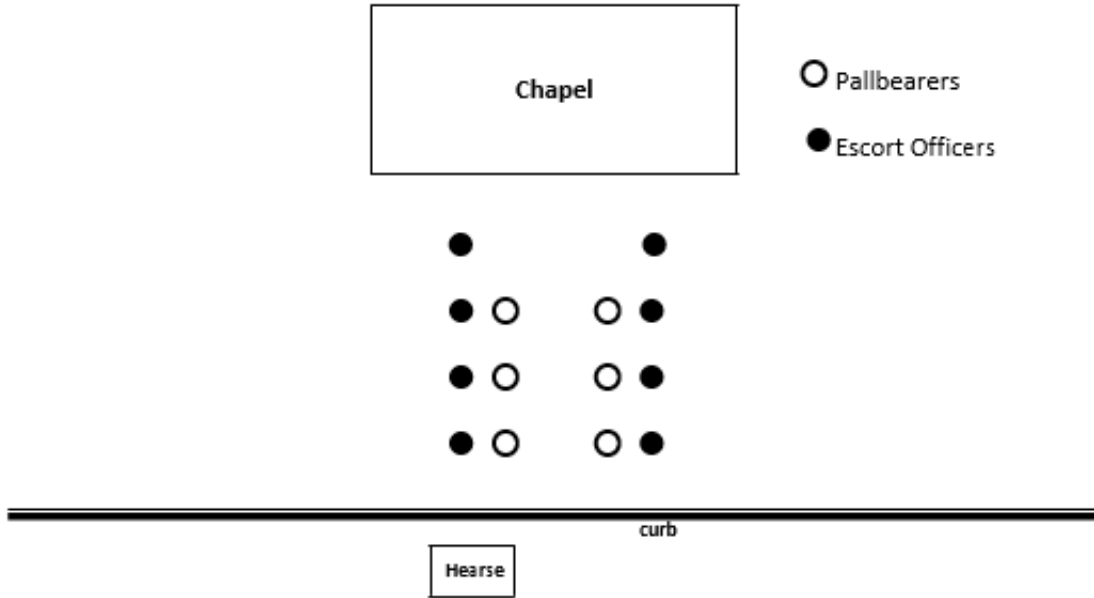
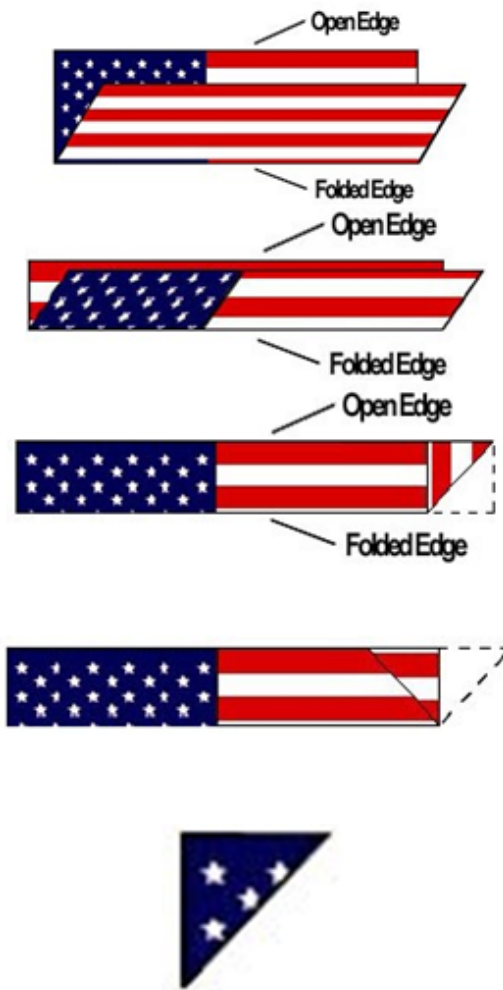


Exhibit 2



Exhibit 3

Folding the United States Flag



1. Fold the lower striped section of the flag over the blue field
2. Fold the folded edge over to meet the open edge
3. Start a triangular fold by bringing the striped corner of the folded edge to the open edge
4. Fold the outer point inward parallel with the open edge to form a second triangle
5. Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.
6. Tack the remaining margin into the pocket formed by the folds at the blue field edge of the flag.

Exhibit 4

Personnel Guidelines

(H) = Home Region

(O) = Other Region

AR = As requested or determined to be needed to supplement home region.

		Active Line-of-Duty ¹	Active Off-Duty or Non Line-of-Duty Death	Retired	Family Member ² or Other Agency/Dignitary
Honor Guard	(H)	8	8 ³	0 ⁶	0 ⁷
	(O)	AR	AR	0 ⁶	0 ⁷
Pallbearers	(H)	6 ⁵	6 ⁵	6 ⁶	0 ⁷
	(O)	AR	AR	AR ⁶	0 ⁷
Other Official Representatives	(H)	All Available	2 ⁴	2 ⁴	2 ⁷
	(O)	2 ⁴	0	0	0
Detail Assist Personnel ³	(H)	AR	AR	AR	AR
	(O)	AR	0	0	0

¹A line-of-duty death is defined as a death that is caused by an “on duty” job activity. Examples include, but are not limited to, on duty traffic crashes, shootings, etc.

²Family includes parents of employees, employee’s in-laws, employee’s spouse or children.

³Includes needed traffic direction, flag bearers, etc.

⁴If not utilized in honor guard or pallbearers category.

⁵Contingent upon family request.

⁶A total of six (6) for either honor guard or pallbearers are allowed, if requested.

⁷Two attendees may be used as honor guard, pallbearer, or representatives.