SAN LEANDRO
POLICE DEPARTMENT

FUNERAL
PROCEDURE
MANUAL

IAN R. WILLIS
INTERIM CHIEF OF POLICE
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Appendix 1

Officer-In-Charge Checklist  

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Revised 4/15/09
I. POLICY

It shall be the policy of the San Leandro Police Department to address the funeral arrangements for deceased officers, employees, or city officials in the most respectful and sympathetic manner consistent with the wishes and needs of the family. The police ceremonial farewell is an expression of our respect for one who has made the ultimate sacrifice; it is a public announcement of our grief.

The Department shall consider honoring the off-duty/retired officer or employee, and designated city officials who pass away as a final tribute for their service to the city and community.

The Chief of Police shall, in honor of any of these persons, request the City Manager to order the lowering of the flag at all police facilities for a specified length of time.

II. PURPOSE

The ceremony is a public display of our respect for the deceased employee. It is imperative that it be marked by the adherence to protocol, by precision in timing and execution, and by the sense of order that appropriately marks the "Police Funeral."

III. PROCEDURE

A. Completion of “San Leandro Police Officers Association Emergency Notification & Personal Request Packet.”

The San Leandro Police Officers Association provides each employee with a packet containing information beneficial to fulfilling the individual officer’s wishes, in the event of death or serious bodily injury. The employee is strongly encouraged to complete the informational packet and return it sealed to the Association. In the event of an employee’s death, this informational packet will be utilized to fulfill the wishes of the employee.

B. Funeral

1. The extent to which the Department participates in the funeral service depends upon the following:

   a. Employment status
b. Manner of life or death bringing credit or discredit to the Police profession shall be considered in the determination of the funeral schedule.

c. Expressed wishes of the deceased

d. Expressed wishes of the family of the deceased

e. Direction of the Chief of Police

2. The funeral may range from a ceremonial military-type funeral to an informal "paying of respect" by former co-workers and acquaintances.

3. The procedures as written, while they are to be complied with, are flexible and may be altered to fit a particular situation. The location, type of service, and wishes of the family will influence the ceremony.

C. Memorial Service

Memorial services may be incorporated into any part of this procedure deemed appropriate by the Officer-in-Charge or the Chief of Police.

D. General Provisions

1. A formal funeral, in concurrence with the expressed wishes of the deceased and/or the family of the deceased, shall be conducted according to the provisions of Schedule A, B, or C. On these occasions, ALL officers and uniformed civilian employees who attend shall attend in a "Class A" uniform.

2. When the services are conducted under the provisions of Schedule D or E, the uniform is optional.

3. Immediately upon death, the Captain of the deceased and the Chief of Police will determine the appropriate Funeral Schedule. In the event of a long-term illness or impending death, the Captain and Chief will determine the Funeral Schedule and discuss the plans with the individual and/or family. The Captain shall select a Lieutenant as the Officer-in-Charge.

4. The Officer-in-Charge may select a Sergeant, Officers, other appropriate employees, and the Honor Guard. The Officer-in-Charge shall oversee all arrangements and coordinate the following provisions:

a. Contact the next of kin to offer any assistance in completing the funeral arrangements.

b. Ensure the proper notification of other Department employees at the earliest opportunity. Special attention should include contacting a representative of each area of the Department to assist in the notification of all on- and off-duty employees.

c. Provide the surviving family with names and telephone numbers of various agencies that may help them with financial or legal matters, e.g. City of San Leandro Human Resources Department, San Leandro Police...
Officers Association, etc. (Refer to Appendix II for benefit information.)

d. Advise the surviving family the following Police Department personnel may be available to assist in the funeral services:

1) San Leandro Police Officers Association
2) Office of the Chief of Police
3) Peer Support

e. Offer an escort for the widowed spouse and/or parents of the deceased, if either is without one and desires one.

f. The composition and strength of the funeral detail will depend upon the availability of personnel, employment status of the deceased and family wishes. The Department may provide the following Honor Guard services, consistent with the Funeral Schedule:

**FUNERAL SCHEDULE**

<table>
<thead>
<tr>
<th>Schedule A</th>
<th>Schedule B*</th>
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<td>Honor Watch</td>
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<td>Ushers (2)</td>
<td>(attendance only)</td>
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<td>Pall Bearers</td>
<td>Pall Bearers</td>
<td>Pall Bearers</td>
<td>Bagpipes</td>
<td></td>
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<tr>
<td>Rifle Team</td>
<td>Taps</td>
<td>Bagpipes</td>
<td>(Police only)</td>
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<tr>
<td>Taps</td>
<td>Bagpipes</td>
<td>Ushers</td>
<td></td>
<td></td>
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<tr>
<td>Bagpipes</td>
<td>Flag Presentation</td>
<td>Motor Escort (4)</td>
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<tr>
<td>Ushers</td>
<td>Procession</td>
<td>Motor Escort (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flag Folding</td>
<td>Canines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Escort (8)</td>
<td></td>
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</tr>
<tr>
<td>Procession</td>
<td></td>
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<tr>
<td>Canines</td>
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* Military veterans will be honored with the Rifle Team and Flag Folding upon request.
<table>
<thead>
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<th>Employment Status</th>
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<th>Schedule</th>
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<tr>
<td>Active Police Officer</td>
<td>Line of Duty</td>
<td>A</td>
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<tr>
<td>Active Police Officer</td>
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<tr>
<td>Active Police Employee</td>
<td>Line of Duty</td>
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<td></td>
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<td>Active Police Employee</td>
<td>Service Related</td>
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<td>Active Police Employee</td>
<td>Non-Service Related</td>
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<td>Retired Police Officer (25+ Years of Service)</td>
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<tr>
<td>Retired Police Officer (5-24 Years of Service)</td>
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<td>C-D</td>
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<tr>
<td>Retired Police Employee</td>
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<tr>
<td>Active Firefighter</td>
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<tr>
<td>Active Firefighter</td>
<td>Non-Line of Duty</td>
<td>C</td>
<td>2</td>
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<tr>
<td>Active City Employee</td>
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<td>D</td>
<td></td>
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<tr>
<td>Active City Council</td>
<td></td>
<td>C</td>
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<td>Active E. M. T.</td>
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<td>C</td>
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**Comments:**

1. The funeral schedule will be determined by the Funeral Committee.
2. The Police Department will supplement the Fire Department to provide the appropriate funeral schedule.
3. Funeral services will be provided at the discretion of the Chief of Police.

**E. Notification**

1. Upon the death of a San Leandro Police Department employee in the line of duty, it is the responsibility of the Watch Commander to notify the Chief of Police and Command Staff as soon as possible.

2. The Chief of Police or a member of the Command Staff shall check with the San Leandro Police Officers Association file for a death notification card, and follow the employee's wishes regarding notification. If no notification card exists, or the employee has not specified, the Watch Commander shall dispatch a sergeant and, if possible, a peer employee known to the spouse/family to make personal notification. If the family lives in another city, the sergeant shall make contact with the outside agency and have an officer standby near the residence, pending the arrival of the San Leandro sergeant and peer employee.

3. The Watch Commander shall direct the Communications Supervisor to notify all on-duty employees via MDT and voice mail. The Watch Commander will assign employees to notify all off-duty employees via telephone and/or InTime system.
4. The designated Press Information Officer shall be notified and shall handle all press relations.

F. Duties

Upon the death of a San Leandro Police Department employee, a Funeral Command Staff shall be appointed by the Chief of Police. These appointments shall be made in sufficient time before the funeral to allow for planning and coordination, and shall be identified as follows:

1. Officer-in-Charge

The Officer-in-Charge shall be responsible for the entire funeral operation. Other members of the Funeral Command Staff shall assist the Officer-in-Charge in planning, directing, and carrying out the funeral service.

2. Family Contact

This person (or persons) shall, with the family's approval, remain with the family at all times. They shall provide security, transportation, and liaison between the Officer-in-Charge and the family. The family contact person shall arrange for an officer to provide security at the home of the deceased during the time of the funeral. They shall conduct a follow-up contact with the family three days after the funeral. A Trauma Support Member should be considered for this assignment. The family contact person shall provide, discuss, and assist the family with, the Benefit Information shown in Appendix II.

3. Peer Contact

This person (or persons) should be from the work unit where the deceased employee worked. They shall provide a liaison between fellow employees and the Officer-in-Charge.

4. Travel Coordinator

This person shall arrange and coordinate any travel or lodging, if the deceased is to be buried in another city or state, where an overnight stay is necessary.

5. Traffic Supervisor

This person shall coordinate and conduct any and all movements of vehicles involved in the funeral (movement of the remains from the funeral home to the church, family processions, Department processions, funeral processions, parking, routes, diagrams, traffic control, and security).

6. Ceremonial Unit Supervisor

This person is responsible for all ceremonial rites, Honor Guard, ushers, pallbearers, the playing of Taps, firearms salute, flag procurement, and flag folding at the funeral home, church, or cemetery.
7. Reception Coordinator

A reception shall be considered at the discretion of the San Leandro Police Officers Association. The Reception Coordinator may assist the family, help the family coordinate, or with the family's approval, make all the necessary arrangements for a post-ceremony reception. The planning should include location, refreshments, directions, set-up and clean-up.

8. Program Director

This person is responsible for program preparation, printing, and distribution. The program shall include a note if rifles are to be used at the gravesite.

9. Press Liaison

This person is responsible for all information distribution including all Department and City employees, outside agencies, and the media. Consideration should be given to a special message phone line and other electronic information distribution.

10. Security Director

This person is responsible for providing proper security at the church and gravesite.

11. Facilities Manager

This person will participate in the planning stages and be responsible for facilities preparation. Preparations shall include the appearance of the Police Building, the need for satellite muster locations, temporary shelter for inclement weather, and refreshments at muster locations.

12. Association Representatives

The Board of Directors for the San Leandro Police Officers Association shall participate in the planning stages and provide assistance where appropriate.

13. Department Photographer

This person is responsible for all still and video photographic needs of the Funeral Detail.

G. Informational Stage

1. Officer-in-Charge (or Designee)

   a. Arrange a family meeting to:

      1) Explain what a police funeral entails.

      2) Determine if the family desires a police funeral service and/or the Police Department's assistance.
3) Offer assistance of the Family Contact Person(s), who will arrange transportation and/or lodging needs for family members arriving from another location.

4) Let the family choose the funeral home desired.

5) Contact the funeral home, once selected, and schedule a meeting with the family.

6) Ensure the family has signed the necessary forms (hospital, coroner, and/or medical examiner release forms).

7) If the family wishes the deceased employee to be buried in uniform, ensure that a clean uniform in good repair is available.

8) Determine the family's feelings about the media being in or at the funeral home, at the church service, or at the cemetery.

9) Ask the family's preference on pallbearers.

10) Get all of the information on the deceased employee and dependents for the necessary city, state, and federal benefit forms.

11) Secure a photograph of the deceased from the family or the Department's records for use by the funeral director (styling of hair, restoration work, etc.) and for the news media.

12) If death is a result of gunshot, the family should be consulted regarding the use of ceremonial rifle team.

b. After the family meeting:

1) Contact the Ceremonial Unit Supervisor, who will prepare the Honor Guard and compile a list for the funeral home personnel to be used in obituary and newspaper notices. The ceremonial units will need as much time as possible to rehearse and practice their maneuvers.

2) Make arrangements for an optional Honor Watch at the funeral home or church.

3) Secure an American flag for the casket.

c. Family and funeral home meeting:

1) Give the funeral director the list of pallbearers and inform him/her a police funeral service will be held, with details to be worked out later with him/her and the presiding clergy.

2) Take note of all service and interment times and places.

3) Obtain clergy’s name and telephone number.
4) Obtain the name of the funeral director who will be in charge of the funeral and burial services. (This is important if more than one funeral home is involved where burial may be in another location.)

5) Determine if an open or closed casket service will be held, and if open, at what point in the service the casket will be open and when the casket will be closed for the final time (for removal of badge, hat piece, awards, weapons, etc.).

6) Immediately after the family and funeral home meeting, provide information on funeral and burial service times and location to:

(a) Office of the Chief.

(b) Deceased employee's supervisor and commanding officer.

(c) Press Information Officer or local media representatives.

(d) Peer Contact Officer for broadcast to police personnel and teletype message to allied agencies.

H. Planning Stage: Officer-in-Charge

1. Funeral Home Meeting

a. Upon the death of an officer in the line of duty, arrangements shall be made for viewing of the deceased.

2. On-site Inspection of the Place of Service

a. Where the funeral is to be held:

1) Make a diagram of the sanctuary/auditorium and accessory areas.

2) Determine the maximum occupancy, and work out arrangements for overflow crowd. Secure a public address system if necessary.

3) Determine where the family will enter for the funeral service so that the Honor Guard can be properly posted.

4) Determine seating arrangements and reserve seating for family, Department personnel, dignitaries and Department spouses.

b. Where the committal service is to be held:

1) Make a diagram of the cemetery and surrounding areas.
2) Determine where entrances to the cemetery are located, processional routes to the gravesite, and parking locations.

3) Determine where the funeral coach and family limousines will stop.

4) Determine where family will be during the committal service, and locations for the Honor Guard, pallbearers, media, family friends, citizens, and uniformed officers.

I. Uniform

1. All employees who are attending a Schedule A, B, or C funeral shall wear the "Class A" uniform.

   a. The "Class A" officer uniform consists of a dress jacket, long sleeve shirt, polished footwear, tie, tie bar, hat, and equipment belt. The equipment belt shall contain pistol and holster, baton ring, and belt keepers.

   b. The "Class A" uniform for non-sworn employees consists of long sleeve shirt, polished footwear, tie, tie bar, and hat where appropriate.

   NOTE: In the event of extremely hot weather, the dress jacket may not be worn. This shall occur with advice from the Officer-in-Charge and concurrence of the Chief of Police.

2. Pens, pencils, and other paraphernalia shall not be visible.

3. The Department's Honor Guard, Color Guard, pallbearers, bugler, bagpiper, and rifle team shall wear the "Class A" uniform with optional white ascot or tie, white citation cords, and white gloves, as provided by the Department.

4. Women will wear hair up and above the collar; ponytails will not be permitted.

5. All employees who attend in non-uniform clothing shall wear a style of civilian clothing that is conservative and contemporary business attire.

6. Upon the death of a police officer in the line of duty, a black band shall be worn across the face of the badge. The black band shall be worn angled down from the left shoulder toward the heart. The black band shall be worn from the time of death until interment is concluded. The wearing of the black band in all other cases will be during the funeral, memorial service, and graveside services.

7. Inspection of all personnel shall be conducted by their commander before departing Department facilities for any function dealing with the funeral.

J. Funeral Ceremony

1. Only portions of this procedure may apply. The Officer-in-Charge shall adjust for the local practice.
2. The ceremony may begin at any of the following places: 1) church/chapel/funeral home, or 2) gravesite.

3. **Church/Chapel/Funeral Home**
   
a. All officers shall be in formation in designated areas at least 15 minutes before the arrival of the funeral coach or start of the ceremony, whichever is appropriate. Officers shall be assembled in ranks outside the church/chapel/funeral home and be instructed on procedures by the Officer-in-Charge or designee.

b. Command Officers shall attend in uniform, when possible, and will be assembled with other uniformed personnel. The Chief of Police shall be on the extreme right of the formation's front rank. To the Chief's immediate left shall be the Officer-in-Charge. To the left of the Officer-in-Charge shall be dignitaries or representatives from outside agencies or organizations who desire to make official presentations to the family. Next in position shall be the Mayor or his/her official representative. The remainder of the formation shall be positioned to the fullest extent possible in descending order of rank.

c. Officers in plain clothes who are part of the ceremony shall assemble in ranks as designated by the Officer-in-Charge. They shall wear their badge, with black band, exposed on their left chest.

d. Before the ceremony, at the church/chapel/funeral home, the moment the funeral coach arrives, the Honor Guard Lieutenant/Sergeant shall command the Honor Guard: "HONOR GUARD -- ATTENTION." The Department Lieutenant shall echo the same command for the rest of the Department: "OFFICERS -- ATTENTION." All officers shall stand at attention as the funeral coach comes to a stop in front of the church/chapel/funeral home.

e. When all is in readiness to remove the casket from the hearse to go into the church/ chapel/funeral home, the Honor Guard Lieutenant/Sergeant shall give the command to the Honor Guard: "PRESENT ARMS." The Honor Guard will dip the flags and rifle salute. The Department Lieutenant shall echo the same command to the rest of the Department: "OFFICERS -- PRESENT ARMS." All uniformed personnel (except the pallbearers and Honor Guard) shall render a hand salute. Non-uniformed personnel shall place their right hand over the left side of the chest (heart).

f. When the casket enters the church/chapel:
   
1) The Honor Guard Lieutenant/Sergeant shall command the Honor Guard: "DETAIL -- ORDER ARMS." The Department Lieutenant shall echo the same command to the rest of the Department: "OFFICERS -- ORDER ARMS." All uniformed employees will stand at attention.
As the casket enters the church/chapel, the family will follow. The Department staff, Honor Guard/Color Guard will follow the family.

2) Uniformed personnel shall proceed inside to standing or seating areas designated by the Officer-in-Charge.

3) Uniformed personnel shall enter in columns of two or single file, as directed.

4) Uniformed personnel shall uncover their heads and place their hat under their left arm with the bill facing forward.

g. At the completion of the services, if requested by the family, all uniformed personnel shall pass in review of the casket. Uniformed personnel shall exit the church/chapel/funeral home, cover as they emerge, and reassemble in the original formation, as directed by the Department Lieutenant.

h. When the casket appears at the exit of the church/chapel/funeral home:

1) The Honor Guard Lieutenant/Sergeant shall command the Honor Guard: "DETAIL -- ATTENTION." The Department Lieutenant shall echo the same command to the rest of the Department: "OFFICERS -- ATTENTION." Uniformed personnel shall stand at attention.

2) The Honor Guard Lieutenant/Sergeant shall command the Honor Guard: "DETAIL -- PRESENT ARMS." The Department Lieutenant shall echo the same command to the rest of the Department: "OFFICERS -- PRESENT ARMS." Uniformed personnel shall render the hand salute, and non-uniformed personnel shall place their right hand over their left chest (heart).

i. Once the casket has passed the formation and is placed into the hearse, the Honor Guard Lieutenant/Sergeant shall command the Honor Guard: "DETAIL -- ORDER ARMS." The Department Lieutenant shall echo the same command to the rest of the Department: "OFFICERS -- ORDER ARMS." Uniformed personnel will remain at attention until ordered to move to their vehicles for the procession to the gravesite.

4. Motorcade

a. The motor vehicle procession shall begin at the church/chapel/funeral home and proceed to the cemetery or gravesite as follows:

1) Motorcycle escort

2) Honor Guard (two black and white vehicles)

3) Funeral coach

4) Family limousine(s)
5) Pallbearers (two black and white vehicles)
6) Chief of Police
7) Canines - other marked police vehicles
8) Other vehicles
9) Last vehicle (black and white police)

5. Gravesite

a. The family will remain in their vehicles until everyone is in place. All uniformed personnel shall, upon arrival at the gravesite, assume their positions in formation near the gravesite. Formation positions shall be determined by the Officer-in-Charge before service. The formations shall be placed as near as practical to the grave.

b. When all is in readiness to move the casket from the funeral coach, the Honor Guard Lieutenant/Sergeant shall command the Honor Guard: "DETAIL -- ATTENTION." The Department Lieutenant shall echo the command to the rest of the Department: "OFFICERS -- ATTENTION."

1) The bagpiper will play "Amazing Grace" as the casket is carried to the gravesite.

2) Uniformed personnel shall stand at attention until the Honor Guard Lieutenant/Sergeant commands the Honor Guard: "DETAIL -- PRESENT ARMS." The Department Lieutenant will echo the command to the rest of the Department: "OFFICERS -- PRESENT ARMS."

3) Uniformed personnel shall render the hand salute and hold the salute until the casket is placed on the lowering device.

4) The pallbearers shall move to their position away from the casket (depending on the length of service).

5) The Honor Guard Lieutenant/Sergeant shall command the Honor Guard: "DETAIL -- ORDER ARMS." The Department Lieutenant will echo the command to the rest of the Department: "OFFICERS -- ORDER ARMS." The Honor Guard Lieutenant/Sergeant shall then command the Honor Guard: "DETAIL -- PARADE REST." The Department Lieutenant will echo the command to the rest of the Department: "OFFICERS -- PARADE REST."

6) All uniformed personnel shall remain covered and at the parade rest position during the graveside service.
c. If a rifle team is desired, the following procedure applies:

1) The team shall be comprised of a team leader and seven (7) rifle-bearing officers. The team may be comprised of pallbearers and/or Honor Guard.

2) The unit shall be placed a distance of two hundred (200) feet from the interment site when the area allows such distance.

3) At the conclusion of the minister/chaplain portion of the service, the team leader will call the team to attention. The unit shall fire three (3) round volleys in salute to the fallen officer. The volleys shall be fired at a 45-degree angle over the top of the casket.

4) After the last volley, the team will immediately go to "present arms" while Taps are played.

5) After Taps have been completed, the team will "order arms" and march off to their units.

d. If Taps are sounded, the following procedure applies:

1) The bugler shall be located at a distance of 200 feet from the interment site and in the opposite direction from the firing team.

2) The Honor Guard Lieutenant/Sergeant shall command the Honor Guard: "DETAIL -- ATTENTION." The Department Lieutenant will echo the command to the rest of the Department: "OFFICERS – ATTENTION."

3) Six or eight Honor Guard Officers shall move to a position at the casket with the Honor Guard Lieutenant/Sergeant at the foot of the casket.

4) The Honor Guard shall raise the flag from the casket and hold it horizontal, waist high, until the conclusion of Taps.

5) The Honor Guard Lieutenant/Sergeant shall command: "PRESENT ARMS," as the Honor Guard lifts the flag.

6) At the conclusion of Taps, the Honor Guard Lieutenant/Sergeant shall command: "ORDER ARMS." Uniformed personnel shall remain at attention while the flag is folded and the bagpiper plays "Going Home."

e. During the folding and presentation of the flag, the following procedure applies:

1) The Honor Guard Lieutenant shall receive the folded flag from the Honor Guard and turn toward movement of the Chief of Police. The Chief of Police, designee, or the Officer-in-Charge, shall approach the Honor Guard Lieutenant and receive the
folded flag from the Honor Guard Lieutenant. The Honor Guard Lieutenant then turns back toward the casket.

2) The Honor Guard Lieutenant shall then move to the original position away from the grave, and the Honor Guard will form on the Lieutenant.

3) The Honor Guard will face the movement and march off. The Department Lieutenant shall command: "PARADE REST."

4) The Chief of Police, designee, or the Officer-in-Charge carrying the flag shall proceed by the most direct route to the deceased's nearest of kin.

5) The folded flag shall be presented to the nearest of kin, solace offered, the position of attention assumed, the hand salute presented, and the presenter shall then return to his/her original position.

f. Following the presentation of the flag (or any other presentations), the pallbearers shall file past the casket, laying their white gloves on top of the casket.

g. The Department Lieutenant then commands: "OFFICERS -- ATTENTION, DISMISSED."

6. Cremation

When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.

a. For all phases of the funeral in which the cremated remains are carried by hand, one officer, or pallbearer, shall carry the receptacle. Four Honor Guard officers shall be flag bearers. When the receptacle is carried from a conveyance into the church/chapel, from the church/chapel to the conveyance, or from the conveyance to the grave, the flag bearers shall follow the receptacle with the flag folded and carried by the leading flag bearer on the right.

b. When the receptacle has been placed on the stand before the chancel of the church/chapel, or when placed in the conveyance, the folded flag shall be placed beside the receptacle. If the funeral coach is equipped with a casket container for the receptacle, the open flag shall be laid on the container as prescribed for a casket.

c. When a funeral coach is not used, suitable transportation shall be provided the receptacle bearer and flag bearers.

7. Pallbearers

a. The first consideration in the selection and assignment of the pallbearers shall be the wishes of the deceased's family. If the family expresses no preference, the pallbearers shall consist of six uniformed personnel.
Personnel acting as pallbearers shall be in uniform or in civilian clothing, based on the wishes of the family. The Officer-in-Charge shall select the pallbearers. They shall be volunteers and members of the Department.

b. **Responsibilities of Pallbearers**

1) Honor Guard personnel will wear the authorized uniform. Non-Honor Guard personnel will wear "Class A" uniform and white gloves. Civilians will wear appropriate attire and white gloves.

2) At the church/chapel, the pallbearers shall form a corridor outside of the church/chapel, three members on each side.

3) On arrival of the funeral coach, the pallbearers shall accept the casket and move into the church/chapel, place the casket appropriately, undrape the flag (if flag is draped and the casket is to be opened), be seated, and uncover.

4) After the services, the pallbearers do not pass in review of the casket. They cover and remain inside, standing at attention until everyone has exited. The pallbearers then re-drape the casket (if previously flag draped), take the casket, and move out to the waiting funeral coach.

5) Pallbearers shall ride in the first two police vehicles behind the immediate family.

6) Upon arrival at gravesite, the pallbearers shall again accept the casket from the funeral coach and move slowly to the grave. The casket shall then be placed onto the lowering device. The pallbearers shall then move to a designated position and face the casket. The pallbearers shall remain at attention until the **Honor Guard Sergeant** commands them to the parade rest position.

7) After the Honor Guard has concluded folding the flag and the flag has been presented to the nearest of kin, the pallbearers shall come to attention, remove the white gloves, and file past the casket, laying the gloves on top. The pallbearers shall return to their position and remain at attention until commanded by the **Honor Guard Sergeant** to be dismissed.

8. **Honor Guard**

The Honor Guard shall consist of uniformed personnel and have the following duties:

a. Form a corridor into the church/chapel/funeral home with equal numbers on each side.

b. They will follow the casket into the church/chapel/funeral home.
c. Inside the church/chapel/funeral home, the Honor Guard shall stand with equal numbers on each side of the casket at parade rest. When those present pass and review, the Honor Guard shall stand at attention until everyone exits. (Honor Guard positions will be: Rifle; National Colors; State Colors; Department Colors; City Colors; Rifle).

d. The Honor Guard shall precede the casket to the funeral coach.

1) Form a corridor through which the pallbearers shall pass. As the casket emerges from the church/chapel/funeral home, the Honor Guard shall stand at attention. Upon the command to present arms, given by the Honor Guard Sergeant, the Honor Guard shall render a hand salute. The salute shall be held until the casket is secured and the command to order arms is given by the Honor Guard Sergeant.

2) Ride in the first two police vehicles behind the motorcycle escort and precede the funeral coach.

e. Upon arrival at the gravesite, the Honor Guard shall precede the casket to the gravesite, and assume designated position. Other Department uniform personnel may form on them, depending on the location of the grave.

f. At the conclusion of the gravesite rites, or preceding the playing of Taps, the Honor Guard shall move to a position at the casket. If Taps are played, the flag shall be lifted until conclusion. If Taps are not played the flag shall be folded in the prescribed manner.

g. The flag shall not touch the casket or the ground.

h. The flag, once folded, shall be passed to the Honor Guard Lieutenant.

I. The Honor Guard Lieutenant shall:

1) Receive the folded flag in both hands, held chest high, and present the flag to the Chief of Police, designee, or the Officer-in-Charge.

2) Take one step back, salute the flag for three seconds, and return to the original position away from the casket.

j. The remainder of the Honor Guard shall then proceed to and form on the Honor Guard Lieutenant.

9. Ushers

The ushers shall consist of uniformed personnel and have the following responsibilities:

a. Plan the seating arrangements at the church/chapel/funeral home.
b. Coordinate and provide assistance to individuals arriving for the service, and reserved seating for:

1) Family
2) Dignitaries
3) Pallbearers
4) Department personnel
5) Visiting law enforcement personnel

10. Color Guard

a. The Colors shall be displayed at the church/chapel/funeral home.

b. The detail shall consist of four (4) officers, two unarmed color bearers, and two armed guards, with each flag bearer wearing a white webbed belt.

c. The American flag shall be placed to the left, as you face it, with the State flag to its right. The armed guards will flank the flag bearers on the left and right.

d. The National Bearer in the detail shall have supervision of the Color Guard. The supervisor shall form up and dismiss the detail at the memorial service and gravesite.

e. The Color Guard shall present the colors with each commanded arm salute during the memorial service. Upon the command, "PRESENT ARMS," the American flag shall be raised, with the pole being drawn within a hand width of the bearer's face. The State flag shall be dipped, but not so as to touch the ground. Upon command "ORDER ARMS," the American flag shall be lowered, and the State flag raised to the carry position.

11. Rifle Team (Honor Guard)

a. The Honor Guard Sergeant will be responsible for the acquisition of firearms and ammunition, and the selection and training of the team.

b. At the church/chapel/funeral home service, the rifle team will line up in the second row behind the Honor Guard and follow the commands given by the Honor Guard Sergeant.

K. Canines

1. Funeral participation by Police Department canines will normally be restricted to the gravesite only. Normally, canines will not be allowed inside any church or facility during a service. The canines shall be left in a police vehicle until needed for the graveside or outdoor service. Special requests by the surviving
family or exceptions when the deceased officer was a canine handler may be considered by the Chief of Police.

a. Canine Officers shall be positioned in the front row of the Department formation when possible.

b. The canines will be on leash and in a heeling position at all times of formation.

c. For ease of access and loading of the canines, the canine vehicle(s) will follow the Pallbearers and precede other marked police vehicles.

2. Death of Department Canines

a. When a Department canine is killed in the line of duty, the Chief of Police may authorize a memorial service. Those in attendance may be Police Department personnel, other Police Department canine units, and local dignitaries.

b. When an active Department canine is killed, but not in the line of duty, the Chief of Police may authorize a small memorial service limited to Department personnel.

c. Upon the death of a retired Department canine, the Chief of Police may authorize a News Release or Public Notice.

L. Outside Agency Personnel

Personnel from outside agencies attending any portion of the funeral will be asked to place themselves under the supervision of the San Leandro Police Department Officer-in-Charge.

M. Police Officer Funeral - Outside Agencies

1. If the funeral service for an officer killed in the line of duty is located within a 50-mile radius, the Traffic Commander, or person designated by another Command Officer will assume the responsibility for organizing the Department's representation.

2. Unless the organization which the deceased officer is from places a limit on the size of the funeral contingent, it will be our policy to allow the following personnel:

   a. Two on-duty motorcycle units.

   b. Two patrol cars will be assigned with up to four officers per car.

   c. Of the officers assigned to the vehicle, no more than four will be on-duty, the other four to be volunteers coordinated through the Police Officers Association.
3. The person placed in charge of the Department representation shall contact a member of the Police Officers Association, as designated, to coordinate the assignment of the volunteer employees.

4. If the funeral service occurs beyond a 50-mile radius, a Command Officer shall determine the appropriate representation and, in making that determination, should consult with the Police Association.

5. Employees who are part of the Departmental contingent, whether volunteer or on-duty, shall be appropriately dressed. Uniformed personnel shall wear the "Class A" uniform. Non-uniformed personnel shall wear a style of civilian clothing that is conservative and contemporary business attire.

By Order of

[Signature]

Ian R. Willis
Interim Chief of Police
GUIDELINES FOR EMPLOYEE FUNERALS
OFFICER-IN-CHARGE CHECKLIST

Officer-in-Charge: ____________________________________________________________

Name of Deceased: __________________________________________________________

Age: ___________________ Rank: ________ Date of Funeral: _______________________

Funeral Service Location: ____________________________________________________

Telephone: ________________________________________________________________

Mortuary Location: __________________________________________________________

Telephone: ________________________________________________________________

Gravesite Location: _________________________________________________________

Clergy: ___________________________ Telephone: _______________________________

Denomination: ______________________________________________________________

Location of Command Post: __________________________________________________

Telephone: __________________________ Frequency: ____________________________

Expected # in Attendance: _________________________________________________

VIP's Expected to Attend: __________________________________________________

IMMEDIATE CONSIDERATIONS

Contact ____________________________________________, and ensure that the deceased's family's needs are met.

Contact ____________________________________________ and keep them aware of all funeral plans.

_____ Prepare and send announcement to all personnel and concerned agencies regarding the death
of the employee.

Assign personnel for logistical planning of service:

  Church Memorial Service: Assigned to _______________________________________
  Gravesite Service: Assigned to _____________________________________________
  Procession (from service to cemetery): Assigned to ____________________________
  Security: Assigned to _____________________________________________________

If the family desires a military funeral, contact _____________________________ for Honor
Guard request.

ADDITIONAL RESPONSIBILITIES

Assigned to:

_____ Ensure family contact.

_____ Determine from family when and where funeral or memorial service is to be held.

_____ Notify ____________________________ for permission to request flags be flown at half-
staff.
Contact __________________________ for order to all county/city departments to fly their flags at half-staff.

As soon as possible, advise Chief of Police of funeral arrangements desired by family.

Meet with family, minister, and mortuary representative to discuss exact arrangements.

Advise family of insurance benefits due them.

Secure flag through mortuary, or __________________________

Meet with Chief of Police to formalize plans.

Prepare a biographical sketch of employee and family.

Drive family to memorial service, if necessary.

Escort family to seating area in church.

Escort family to limousine after service, if necessary.

Escort family to seating area at gravesite service.

Identify surviving spouse or representative of family who is to receive the flag from the department representative.

Warn family of shots fired by firing team.

LOGISTICAL PLANNING CONSIDERATIONS

Assigned to:

Make a diagram of the church service site.

Locate sufficient parking for civilian and police vehicles.

Designate parking for Chief of Police, sheriff and executives (should be near front section of church or funeral home and in proximity to or behind Honor Guard).

Reserve seating for:

Family - (Reserve at least 3 rows)

Dignitaries and executives - (Reserve 3 rows) - Identification, greet & seat

- City Council
- State Assembly
- School District
- City Managers

- District Attorney's Office
- City Department Heads
- Chiefs of Police

Honor Guard

Designate area for media.

Designate area outside of church for personnel and ensure they are in proper formation.

Assign person(s) the responsibility of noting all police agencies present at service, and guiding dignitaries to parking area and seating in church.

Determine whether representative will meet Chief of Police on arrival and escort him to his seat.

Following the service, the Chief of Police will exit the church after the family.

Designate area for family to await procession of the coffin to the hearse.

Designate a person to give commands to personnel ("Detail Attention," "Present Arms," "Order Arms," "At Ease").
TRAFFIC SUPERVISOR
Assigned to:

___ Contact __________________________ regarding motorcycle escort.

___ Make a diagram of procession route.

___ Procession should be led by motorcycle or one radio car followed by the Honor Guard, hearse, family limousine, pallbearers, canines, Chief of Police, ranking officers, police vehicles, and civilian vehicles.

___ Assign person(s) to direct the vehicles into the proper order.

GRAVESITE SERVICE
Assigned to:

___ Assign person to escort Chief of Police to designated area for gravesite service.

Assigned to: __________________________

___ Designate area for family, dignitaries, sworn, and civilians, and assign person(s) as a guide.

___ Designate area for Honor Guard, bugler, bagpiper, color guard, and firing team -- not too close to ceremony (noise factor).

___ Set up public address system if appropriate.

___ Determine who will present flag to widow or family member.

___ Designate a person to give commands to personnel.

___ Ensure easy exit for family, Chief of Police, and dignitaries.

SECURITY (Optional)
Assigned to:

___ Survey and diagram services site.

___ Establish an operations command post.

___ Deploy personnel at gravesite well in advance.

___ Provide security for parked cars at church/chapel and gravesite.

___ Provide aerial observation, if necessary.

___ Obtain/restrict tactical frequency.

OTHER CONSIDERATIONS
Assigned to:

___ Coordinate and ensure that all assigned/involved personnel understand and complete their assignments.

___ Have personal contact with family.

___ Meet with all concerned personnel to finalize plan.

___ Day of ceremony Department staffing: reduced minimums, use of outside agencies; all ranks, all units.

___ Prepare and distribute announcements, announcing date, time, location of services, directions, parking, uniforms, carpooling, etc.
Prepare briefing of plans for briefing to Chief of Police or ranking officer.

Act as Department liaison at services.

Note all police agencies in attendance at service.

Prepare and send thank you letters to all police agencies in attendance.

Contact other agencies for assistance/support:

CHP: Person contacted

Sheriff’s Dept.: Person contacted

Police Dept.: Person contacted

Police Dept.: Person contacted

Helicopter: Department Person Contacted:

POST-OPERATION CONSIDERATIONS

Assigned to:

Account for all department equipment.

Ensure that all thank you letters have been sent to agencies in attendance and others who have rendered assistance.

Debrief, critique, and plan for improvement.

Follow up with family.

Photographic display of ceremonial events.
APPENDIX II

BENEFIT INFORMATION

A number of benefits are available to survivors in the event of the death of a law enforcement employee. Some of these are similar to those offered by other types of jobs, while some are unique to law enforcement officers. This section is intended to provide some general information on those benefits most likely to be available.

Claims for benefits may call for only simple processing by a beneficiary, or may involve complicated legal hearings requiring substantial attorney participation. For these reasons, the primary beneficiary should always consult with competent legal or professional counsel before attempting to collect benefits.

Benefits Resources:

1. Legal counsel

2. Benefits Officer - City of San Leandro, Department of Human Resources

3. Employee association, union, or bargaining unit

Common Forms:

1. Death certificate (10 copies recommended)

2. Marriage certificate

3. Divorce papers

4. Birth certificate of deceased, spouse, and children

5. Military discharge papers

RETIREMENT DEATH BENEFITS

Name of retirement system:

- Public Employee Retirement System (PERS)

WORKERS' COMPENSATION

- It is mandatory in the State of California that employers carry this coverage. This benefit is supplied by the City/County insurance carrier. The benefit will be paid out in all cases where a peace officer has died in the line of duty. As of October 1999, the benefits are as follows:

- One dependent $125,000

- Two dependents $145,000

- Three or more dependents $160,000

A maximum of $490 per week will be paid out until the benefit is depleted or youngest child reaches 18, whichever is longer. A $5,000 burial benefit also applies.

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Note: This benefit is applied for and filed somewhat automatically with the assistance of the decedent's employing agency. If an appeal is necessary, the services of an attorney specializing in this area of law will be required.

PUBLIC SAFETY OFFICERS BENEFIT (PSOB) ACTS OF 1976

The PSOB Act provides a $143,943* benefit to the eligible survivors of a public safety officer whose death is the direct result of a traumatic injury sustained in the line of duty. The Act also provides the same benefit to public safety officers who have been permanently and totally disabled as the direct result of a catastrophic personal injury sustained in the line of duty. The injury must permanently prevent the officer from performing any gainful work.

A public safety officer is a person serving a public agency in an official capacity, with or without compensation, as a law enforcement officer, firefighter, or member of a public rescue squad or ambulance crew. Law enforcement officers include but are not limited to police, corrections, probation, parole, and judicial officers. Volunteer firefighters, members of volunteer rescue squads and ambulance crews are covered if they are officially recognized or designated members of legally organized volunteer fire, rescue, or ambulance departments.

A public safety officer’s death or total and permanent disability must result from injuries sustained in the line of duty. "Line of Duty" means any action that the public safety officer is authorized or obligated to perform by law, rule, regulation, or condition of employment or service. If law enforcement, fire suppression, rescue, or ambulance service is not a person's primary function, then to be covered by the Act, that person must be engaged in his or her authorized law enforcement, fire suppression, rescue, or ambulance duties when the fatal or disabling injury is sustained.

Public Safety Officers Benefits Program
Bureau of Justice Assistance
810 Seventh Street, N.W.
Washington, D. C. 20531
Telephone: 1-202-724-7620
Fax: 1-202-307-3373
Toll Free: 1-888-744-6513
Website: http://www.ojp.usdoj.gov/BJA/

FEDERAL WORKERS' COMPENSATION

Under certain conditions, benefits may be provided to a non-Federal law enforcement officer killed in the line of duty as determined by the U.S. Department of Labor. Essentially, these benefits are provided if a state or local law enforcement officer is killed while engaged in the apprehension or attempted apprehension of a person who has committed a crime against the United States or who is being sought by a law enforcement authority of the United States. Further, the program encompasses those engaged in protecting or guarding a person held for the commission of a crime against the United States or as a material witness.

This benefit provides cash to supplement benefits from other sources and to continue when they are exhausted.

Filing a Claim:

To apply for this benefit contact: Office of Workers Compensation Programs, Special Claims Officer, P. O. Box 37117, Washington, D.C. 20513. The telephone number is: (202) 565-9424.

* Beginning on October 1, 1998, and on each October 1st, the benefit will be adjusted by the percentage of change in the Consumer Price Index. As of October 1998, the benefit is $143,943.
SOCIAL SECURITY

The City of San Leandro does not participate in the Social Security system, but the deceased employee may have contributed into the Social Security system through a second job during employment for the City of San Leandro, and possibly during employment prior to service with the City of San Leandro. Contact the local Social Security Administration office. The toll-free number is (800) 772-1213. You can speak to a representative from 7:00 a.m. to 7:00 p.m. each business day.

VETERANS' BENEFITS

If the deceased was a veteran (i.e., active duty in any armed services of the United States), the surviving spouse should contact the Veterans' Administration with two copies of the discharge papers. Benefits may include:

1. Burial benefit - for wartime veterans (WWII, Korea, Vietnam, or Persian Gulf).
2. A headstone for any veteran.
4. Pension (extremely variable, depending upon the income level of surviving spouse).

For current benefit amounts, contact the Veterans' Administration at 1-(800) 827-1000

LOANS / MEMBERSHIPS / CREDIT CARDS

1. Loans through the employee's credit union may have been insured, and may be paid in full. This benefit should be verified by family survivors prior to making additional payments.
2. Loans through other sources may also be insured and paid in full. The most common is mortgage insurance.
3. Many credit cards offer, either as an option or as a benefit to cardholders, a nominal life insurance policy.
4. Many police organizations, such as the San Leandro Police Officers Association, offer a variety of life insurance policies, either as an option, or as a benefit of membership.

SCHOLARSHIP AND EDUCATIONAL ASSISTANCE

Law Enforcement Scholarship Program

Scholarships are available under Section 4709 of the Labor Code for persons who were dependents of peace officers or law enforcement officers at the time of death, permanent impairment, or total disability. Dependents must have been natural or adopted children. Scholarships may be used to attend any post-secondary collegiate level institution in California, accredited by the Western Association of Schools and Colleges. Awards are for subsistence, books, and supplies. They are given in $100 increments from $500 to $1,500 per year, with a maximum of $6,000 in a six-year period.

Application can be made to:

Law Enforcement Scholarship Program
1410 Fifth Street
Sacramento, CA 95814
(916) 322-2807
Federal Law Enforcement Officers Dependent Act of 1996 (aka the Degan Bill):

The U.S. Government offers educational assistance under the Federal Law Enforcement Officers Dependents Act of 1996 (aka the Degan Bill), which was expanded to include not just federal but state and local officers, too. Dependents of public safety officers killed or permanently and totally disabled in the line of duty on or after October 1, 1997 (October 1, 1992, for federal officers) are eligible for financial aid of approximately $4,485 per year, depending on need. For more information, contact:

Public Safety Officers' Benefits Program  
Bureau of Justice Assistance  
810 Seventh Street, N.W.  
Washington, D.C. 10531  
Telephone: (888) 744-6513; Fax: (202) 307-3373

California Education Code Sections 68120 and 68121:

No fees or tuition of any kind may be collected by the regents of the University of California (68120) or the Trustees of the California State University (68121) from any surviving child, natural or adopted, of any resident of California who was killed in the performance of his or her duties as a law enforcement officer in the State of California. For more information, contact the registrar's office at your UC or CSU campus and ask about the Alan Patee scholarship program.

Law Enforcement Personnel Dependents' Grant Program:

The State of California also offers the Law Enforcement Personnel Dependents' Grant Program, with grants available to dependents (including spouses) of public safety officers whose death or total disability was caused by external violence or physical force incurred in the line of duty.

Grants are awarded based on financial need. The rules have recently been changed; please note that these grants may now be used only for undergraduate education, not for graduate work. October 1999 annual limits are: $9,036 for private colleges within the State of California; $3,609 for University of California system; $1,584 for the State University system; and $1,410 for community colleges. Funds may be used for non-tuition expenses - students should apply even if they are receiving a tuition-free education at UC or CSU. Applicants will need to fill out an FAFSA (Free Application for Federal Student Aid) form, available from their school, before applying for an LEPD grant. Applications may be made at any time during the year for these grants, but the best time is May through July. Once all the money budgeted for the year has been awarded, an applicant will have to wait for the next year to apply again.

For more information, contact:

California Student Aid Commission  
(916) 526-7976 or (916) 526-8276

California Peace Officers' Memorial Foundation Scholarship:

A scholarship fund for surviving dependent children and spouses of California peace officers killed in the line of duty has been implemented by the California Peace Officers' Memorial Foundation. The Scholarship Committee, based upon available funds, will determine the number of awards and amounts.

Entries must be received by March 1 each year, to be considered for a scholarship that year. Applications may be obtained by contacting:

California Peace Officers' Memorial Foundation  
2495 Natomas Park Drive, Suite 555  
Sacramento CA 95833-2935  
Faxed requests for scholarship information and an application may be sent to CPOMF at (916) 614-1875.
Peace Officers Research Association of California (PORAC) Scholarship:

PORAC offers a scholarship program that includes family members of California peace officers killed in the line of duty. For more information call:

PORAC - (800) 937-6722 or (916) 921-0660

California Correctional Peace Officers Association Scholarship:

CCPOA awards scholarship funds to immediate family (son, daughter, current spouse, mother, father, brother, sister) of its deceased members. For more information, contact:

CCPOA - (800) 821-6443 or (916) 372-6060

Concerns of Police Survivors (COPS) offers limited tuition aid:

Survivors living in states that do not provide education subsidies to line-of-duty death dependents may apply for limited tuition aid from COPS’ national office at:

(800) 784-2677 or (916) 921-0660

Additional Scholarships and Assistance:

Several associations, both local and statewide, offer a number of scholarships to their own members. Inquire at the local level.

CITY OF SAN LEANDRO

Most employees who die prior to retirement will have some pay coming for accrued sick leave, vacation, overtime, and time worked. The San Leandro Police Officers Association will be able to advise if any monies are available, and will prepare a special timeroll if necessary. To collect the final paycheck, beneficiaries should contact City of San Leandro Finance Department.

PERSONAL LIFE INSURANCE

Normally, life insurance companies require only two forms to establish proof of a claim:

1. A Statement of Claim; and
2. A death certificate or attending physician’s statement.

The claimant’s certificate must be completed by the person legally entitled to receive the proceeds, who must state in what capacity he or she makes the claim - named beneficiary, assignee, executor, administrator, guardian, or trustee. Claimant will have to supply the company with the following:

1. Policy
2. Full name and address of deceased
3. Decedent’s occupation and date last worked
4. Decedent’s date and place of birth
5. Date, place, and cause of death
6. Claimant’s name, age, address, and Social Security number
To expedite handling of insurance claims, contact should be made with your local insurance agent or home office.

If the deceased was a member of any union, service organization, business association, fraternal organization, automobile club, etc., the group should be contacted for information regarding insurance or other benefits available to survivors.

Contact the City of San Leandro Human Resources Department regarding group life insurance coverage, pension fund contributions, credit union insurance and other benefits. Check particularly the deceased’s hospital and surgical coverage to determine if surviving spouse and the dependents are still eligible for benefits.

It is noted that a beneficiary of an insurance policy has several options for receiving the payment: lump sum, life annuity, or periodic payments. Insurance proceeds are not generally taxable, nor are they considered income to the beneficiary.

The American Council of Life Insurance can locate life insurance policies the insured carried that survivors may not be aware of. The search request must be in writing. Call (800)942-4242 for information.

SURVIVOR LEGAL CONCERNS

TAXES

Providing specific and acceptable service in this area is difficult at best. Assistance can be provided by competent tax attorneys or accountants.

WILLS AND ESTATES

Perhaps it is important to describe several of the provisions that are applicable to Wills and Estates.

1. Community Property Laws - State laws that provide for the joint ownership of property when acquired during the marriage. It does not matter whether the property was acquired by both parties together or one party singularly, it is still Community Property, unless, of course, one spouse disclaimed an interest in the property by a proper deed.

The effect of this law makes it impossible for one spouse to will away the other spouse’s interest in any property. The states having Community Property Laws are as follows: Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, and Washington (state). An exception to California’s Community Property Laws relates to property obtained by gift, transmutation, or inheritance, which can be separate property and retained by one singular party.

2. Estate Taxes - An Estate is subject to two kinds of taxes, Federal Estate Taxes and State Inheritance Taxes. Generally, State Inheritance Taxes are based upon a fixed percentage of the value of the gross estate after all applicable deductions are made. This percentage, of course, varies from state to state, but the average is around six percent (6%). Federal Estate Taxes are based upon a graduated scale that was revised in 1981 under what is called the “1981 Economic Recovery Tax Act.” The Act revised the maximum Estate Tax Rate effective in each of the years that followed its enactment.
SUPPORT ORGANIZATIONS

CONCERNS OF POLICE SURVIVORS, INC.

Concerns of Police Survivors, Inc. (COPS) was organized in 1984 as a national networking organization to support law enforcement survivors emotionally, financially, and legally; to assist law enforcement agencies to prepare for the trauma affiliated with sudden loss of a law enforcement officer in the line of duty; and to make the nation aware of the yearly loss of life by the law enforcement profession and the trauma that loss inflicts on the family, the agency, and the nation. The COPS membership is comprised of spouses, parents, children, siblings, significant others, and co-workers who are affected by line-of-duty deaths.

Northern California COPS  National Headquarters
Kyle Haynes, President  (800) 784-2677
746 Barton Way  
Benicia, CA 94510  Southern California COPS  
(707) 544-7554  (714) 496-2700

The COPS organization has programs that assist surviving families financially. Those programs are:

"C.O.P.S. KIDS"

On May 14, 1990, Ronald McDonald Children's Charities (RMCC) opened the door for a new program to be developed by Concerns of Police Survivors, Inc. (COPS). With generous financial assistance from RMCC, and yearly support from the Southeast Police Motorcycle Rodeo Association, COPS is able to financially assist dependent-aged children who seek psychological counselling to help them cope with the trauma inflicted on them through the sudden, often violent loss of their parent to the law enforcement profession. This program provides services to children whose parent was killed in the line of duty since January 1, 1990.

Eligibility:

1. Any dependent child of a law enforcement officer killed since January 1, 1990 is eligible. Additionally, any child recommended for counselling through the annual May "C.O.P.S. Kids" counselling sessions is eligible for this reimbursement program regardless of the date of the line-of-duty death of the parent.

2. "C.O.P.S. Kids" provides financial assistance to dependent children, age 18 years and younger. This eligibility ceases with the child's high school graduation or 19th birthday, whichever comes first.

3. The deceased parent must have been a law enforcement officer killed in the line of duty as determined by Federal Government criteria.

4. Payments may be made directly to the professional providing the counselling services if the survivor's health care plan does not provide coverage for psychological counselling.

Prior to Filing a Claim:

1. Families will be encouraged to use the services of their law enforcement agency's Psychological Services Unit, if available.

2. Should there be other sources available for payment of counselling fees, families are expected to use those resources before filing for reimbursement to the "C.O.P.S. Kids" Program.

3. Counselling bills should be forwarded to the family's health care carrier for payment. Any unpaid portion for this service should be paid by the family and "C.O.P.S. Kids" will reimburse any out-of-pocket expense.
Reimbursement Limitations

"C.O.P.S. Kids" will reimburse up to $2,000 per year per eligible child for three years of out-of-pocket expenses. Checks will be drawn as expenses are submitted to the C.O.P.S. National Office.

Any and all information submitted to Concerns of Police Survivors in conjunction with the "C.O.P.S. Kids" Program will be treated as confidential, privileged information. Family surnames and names of children will never be included in any printed report that leaves the C.O.P.S. National Office.

For additional information on "C.O.P.S. Kids," contact:

Concerns of Police Survivors, Inc.
P. O. Box 3199
Camdenton, MO 65020
(573) 346-4911
Fax: (573) 346-1414

C.O.P.S. Scholarships

Concerns of Police Survivors, Inc. has authorized granting scholarships to surviving spouses and surviving children of law enforcement officers whose deaths have been determined by government agencies to be "in the line of duty." C.O.P.S. scholarships assist survivors in states and areas where educational benefits are not part of the state line-of-duty death benefits package. Recipients are limited to $8,000 lifetime benefits. The amount of each award will be determined by available funding.

Based on scholastic achievement and lack of state-funded educational benefits, the C.O.P.S. Scholarship Committee will determine the recipients of the scholarships. Application forms can be secured by calling C.O.P.S. at (573) 346-4911.

These grants will be made payable to the institution of higher learning. The grant can be used for tuition, registration fees, and/or books. Any unused portions of the grant will be returned to Concerns of Police Survivors, Inc., at the end of the school term.

MISCELLANEOUS DEATH BENEFITS

CALIFORNIA NARCOTIC OFFICERS’ ASSOCIATION (CNOA)

The CNOA has established a memorial fund providing death benefits. As of October 1999, the benefits are as follows:

- For any member killed in the line of duty while actively enforcing narcotic laws: $5,000
- For any member killed in the line of duty: $2,500
- For any non-member killed in the line of duty while enforcing narcotic laws: $1,000
- For any non-member killed in the line of duty $ 500

An additional $10,000 in AD&D insurance will be paid for a member of CNOA who is killed in the line of duty.

A claim may be filed by contacting the state offices of the California Narcotic Officers Association at (805) 775-6960.

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TASER FOUNDATION

Specifically the TASER Foundation will provide support to the families of those who gave their lives while protecting their communities. Immediate family (spouse and/or dependents) of a sworn law enforcement officer whose life was lost in the line of duty are eligible for benefits.

In order to qualify, the immediate cause of a loss of life must be duty related. Loss of life from a pre-existing medical condition does not qualify. For example, if an officer working an administrative job suffers a heart attack while on duty, the case would not be eligible.

Grants are available only upon request by the Chief of Police and Sheriffs as well as Federal Law Enforcement Executive in the name of the officer killed in the line of duty since August 1, 2004 in the United States and Canada.

Fill out the application and fax it to the attention of:

Ms. Gerry Anderson, TASER Foundation
Gerry@TASER.com
Fax# 408-905-2035

The Foundation will usually be able to issue a check to the family within 48 hours upon verification of the request. You may download an application at www.taserfoundation.org.

NATIONAL RIFLE ASSOCIATION (NRA):

If a police officer, with or without compensation, is feloniously killed in the line of duty and is a current member of the National Rifle Association, the surviving spouse/family is entitled to a $25,000 death benefit. The NRA must be contacted within 90 days of the officer's death. The contact is: Insurance Administration and Claims at (800) 247-7989. You will need the member's name and NRA membership number.