

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Funeral Arrangements		



I. Policy Statements

- A. Members of the Columbus Division of Police will provide appropriate assistance to the immediate family of any employee who is critically injured or dies while employed by the Division of Police.
- B. The Honor Guard shall represent the Columbus Division of Police at funerals of Ohio law enforcement officers who are killed in the line of duty.
- C. Bureau commanders shall make the final decision regarding the attendance of their on-duty personnel at funerals and the temporary reassignment of personnel to maintain appropriate staffing throughout the Division. A maximum of 12 officers may attend funerals in an on-duty status ***within the State of Ohio*** for the death of an active officer as a result of natural or accidental causes. Attendance at funerals outside of the state of Ohio in an on-duty status requires the prior approval of the Chief of Police.
- D. The Patrol Subdivisions shall provide one marked police vehicle for each group of four Honor Guard members attending the funeral services, and every four authorized on-duty, uniformed personnel participating in the funeral procession for officers from law enforcement agencies within Franklin County or an adjoining county. The Honor Guard shall be provided one marked police vehicle for every two officers attending the funeral services of law enforcement officers who are killed in the line of duty outside of Franklin County and adjoining counties. The Honor Guard Commander or ***a*** designee shall be responsible for the coordination of all police vehicles participating in the funeral procession and the formation of uniformed officers at the funeral home and cemetery.
- E. Sworn personnel shall wear either the long-sleeved shirt and tie or blouse when attending a funeral service in uniform.
- F. ***Funeral*** Entitlements
 1. Sworn ***Division*** personnel killed in the line of duty:
 - a. Full Honor Guard complement
 - b. ***Casket*** guard during all viewing hours for the deceased and the funeral services
 - c. Flag detail
 - d. Firing detail
 - e. Pipe & Drum detail
 - f. Taps
 - g. Helicopter participation

- h. Mounted Unit participation
 - i. Motorcycle Unit escort**
 - j. Guard duty at the Franklin County Morgue and funeral home until the day of the funeral service**
 - k. Guard duty at the deceased officer's residence through the end of the funeral service**
 - l. Black mourning band displayed diagonally across the badge from the left shoulder toward the chest. The mourning band is to be removed at the conclusion of the funeral.
 - m.** The flag of the United States on Division of Police-owned buildings shall be lowered to half-staff upon approval from the Governor's Office on the day of the funeral and returned to full-staff once the funeral has been concluded.
2. Active Division personnel who die as a result of natural or accidental causes, **but** not killed in the line of duty:
 - a. Two Honor Guard squads
 - b. Casket guard during **all viewing hours and** the funeral service
 - c. Flag detail
 - d. Pipe & Drum detail
 - e. Mounted Unit participation at the entrance of the cemetery**
 - f. Motorcycle Unit escort**
 - g. Guard duty at the funeral home until the day of the funeral service**
 - h. Guard duty at the deceased officer's residence through the end of the funeral service**
 3. Retired Division of Police personnel:
 - a. One Honor Guard squad
 - b. Casket guard during the funeral service
 - c. Flag detail
 - d. **Single Piper**
 - e. Motorcycle Unit escort**
 4. The Chief of Police shall make the final determination regarding entitlements for Division personnel who commit suicide, **as well as outside agency requests involving officers who commit suicide.**
 5. The Honor Guard shall not participate in the funeral service of any Division personnel if death occurred under dishonorable conditions.
 6. Other Ohio law enforcement personnel killed in the line of duty:
 - a. One Honor Guard squad and one squad of Pipe & Drum Band members to attend the funeral service

b. Sworn personnel to display a black mourning band across the badge on the day of the funeral or at the direction of the Chief of Police

7. *The Chief of Police shall make the final determination regarding entitlements for sworn personnel killed in the line of duty from an out-of-state law enforcement agency.*

8. *Funeral participation should reflect the wishes of the deceased person or the deceased person's family.*

G. Funeral procession

The funeral procession shall be held in accordance with the Honor Guard Drill Manual.

II. Procedures

A. Division Personnel

Notify the Patrol Administration Sergeant as soon as practical of the death of, **or critical injury to**, any active or retired Division employee to ensure assistance is provided to the **deceased or** injured employee's family, and so **that** arrangements can be made for Honor Guard participation at the funeral service.

B. Patrol Administration Sergeant

1. Notify the following:

*a. **Communications Bureau Supervisor***

b. Office of the Chief of Police

c. Deputy Chief who oversees the Honor Guard

d. Honor Guard Commander

e. FOP President

2. Log all notifications on the Unusual Occurrence Log.

C. Honor Guard Commander

1. Follow **the** Honor Guard Drill Manual guidelines for Honor Guard participation.

2. Line-of-Duty Deaths:

a. Notify the State of Ohio Governor's Office of Constituent Services.

*b. Request a Governor's Proclamation to lower the flag of the United States to half-staff at all Division of Police facilities **on** the day of the funeral.*

*c. Upon a Governor's Proclamation, forward a Division-wide email ordering the flag of the United States be lowered to half-staff at all Division of Police facilities **on** the day of the funeral.*

3. Notify the Traffic Operations Lieutenant regarding the involvement of the Motorcycle Unit.

Funeral Entitlements	Line of Duty Death	Active Duty Death	Retired Death	Death by Suicide with Chief Approval	Outside Ohio Agency Death
Full compliment of Honor Guard personnel	X				
Two squads of Honor Guard personnel		X			
One squad of Honor Guard personnel			X	X	X
Casket guard during viewing hours	X	X			
Casket guard during funeral service	X	X	X	X	
Flag detail	X	X	X	X	Upon Request
Firing detail	X				
Pipe & Drum detail	X	X			
Single piper			X	X	Upon Request
Taps	X				
Helicopter fly-over	X				
Mounted Unit riderless horse	X				
Mounted Unit presence at entrance of cemetery	X	X			
Motorcycle Unit escort	X	X	X	X	Upon Request
Black mourning bands	X				
U.S. flag at half-staff at Division facilities	X				
Guard duty at morgue	X				
Guard duty at funeral home until day of service	X	X			
Guard duty at officer's residence through day of service	X	X			