

**LAW ENFORCEMENT  
FUNERAL MANUAL**

## ABOUT THE AUTHOR

**William P. Sanders** is a United Methodist Pastor. He has earned a Bachelor and a Master of Science degree, a Master of Divinity degree, and a Doctor of Ministry degree. Chaplain Sanders is a member of the International Conference of Police Chaplains, the Association of Traumatic Stress Specialists, and the International Critical Incident Stress Foundation. He is a Certified Master Chaplain (CMC) by the International Conference of Police Chaplains, a Certified Trauma Responder (CTR) by the Association of Traumatic Stress Specialists, and is trained in Critical Incident Stress Management. Chaplain Sanders was a former police officer with the City of Costa Mesa, California and currently serves as a volunteer chaplain for the Michigan State Police.

*The International Conference of Police Chaplains*

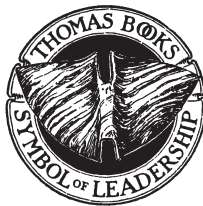
Second Edition

# **LAW ENFORCEMENT FUNERAL MANUAL**

A Practical Guide for Law Enforcement  
Agencies When Faced With the Death of a  
Member of Their Department

*By*

**Chaplain William P. Sanders, Author and Compiler  
Certified Master Chaplain, I.C.P.C.**



**CHARLES C THOMAS • PUBLISHER, LTD.**  
*Springfield • Illinois • U.S.A.*

*Published and Distributed Throughout the World by*

CHARLES C THOMAS • PUBLISHER, LTD.  
2600 South First Street  
Springfield, Illinois 62704

This book is protected by copyright. No part of  
it may be reproduced in any manner without written  
permission from the publisher. All rights reserved.

© 2006 by CHARLES C THOMAS • PUBLISHER, LTD.

ISBN 0-398-07660-X (spiral)

Library of Congress Catalog Card Number: 2006044463

*With THOMAS BOOKS careful attention is given to all details of manufacturing  
and design. It is the Publisher's desire to present books that are satisfactory as to their  
physical qualities and artistic possibilities and appropriate for their particular use.  
THOMAS BOOKS will be true to those laws of quality that assure a good name  
and good will.*

*Printed in the United States of America  
SM-R-3*

**Library of Congress Cataloging-in-Publication Data**

Sanders, William P., Chaplain.

Law enforcement funeral manual : a practical guide for law enforcement  
agencies when faced with the death of a member of their department /  
William P. Sanders. -- 2nd ed.

p. cm.

At head of title: The International Conference of Police Chaplains.

Includes bibliographical references and index.

ISBN 0-398-07660-X (spiral : alk. paper)

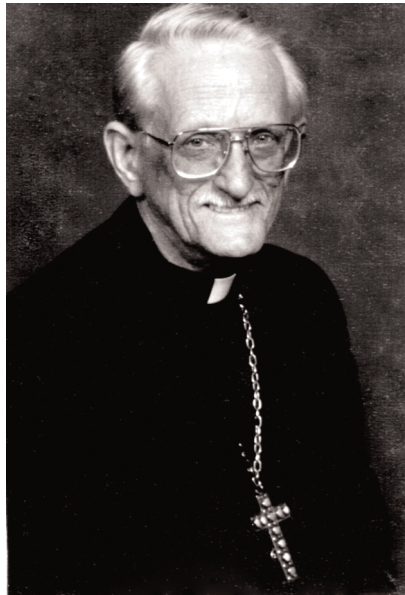
1. Police--United States--Handbooks, manuals, etc. 2. Funeral rites and  
ceremonies--United States--Handbooks, manuals, etc. 3. Chaplains,  
Police--United States--Handbooks, manuals, etc. I. International Conference  
of Police Chaplains. II. Title.

HV7936.F85S26 2006

393.088'3632--dc22

2006044463

Dedicated in loving memory of  
**Chaplain John A. “Jack” Price**  
August 4, 1928 – May 4, 1998



Ordained Lutheran Minister (37 years)

Chaplain—Albuquerque, New Mexico Police Department 1969-1998

Co-Founder and second President of  
the International Conference of Police Chaplains.

The annual International Conference of Police Chaplains Awards  
for Excellence in Chaplaincy are named in his honor.

In 1982 he was given the Distinguished Citizen of New Mexico Award.

On July 8, 1998, the main headquarters buildings of the  
Albuquerque Police Department and the Bernalillo County Sheriff's  
Department was named the “John A. Price Law Enforcement Center.”



The International Conference of Police Chaplains (ICPC) is an organization that supports volunteer and paid law enforcement chaplains. It helps law enforcement agencies develop chaplaincy programs or improve their chaplaincy programs. The ICPC provides its members with educational opportunities in training seminars and materials and a network of mutual support helps disseminate and share information about law enforcement chaplaincy.

The International Conference of Police Chaplains was founded in 1973. It is ecumenical and a non-profit organization. The ICPC has over 2,700 active members in all 50 states of the United States of America, 7 provinces of Canada, and in 10 other countries. Its logo appears above and on the cover of this manual.

To contact the International Conference of Police Chaplains: office address: P.O. Box 5590, Destin, Florida 32540; office telephones: (850) 654-9736, FAX (850) 654-9742; E-mail: [icpc@gnt.net](mailto:icpc@gnt.net), Web-site: [www.icpc4cops.org](http://www.icpc4cops.org).

## INTRODUCTION AND ACKNOWLEDGMENTS

This funeral manual is intended to provide law enforcement agencies with a quick and informative reference when the unthinkable occurs—an unexpected death of a departmental member. The material contained herein has been gathered by the International Conference of Police Chaplains from numerous departments and sources. The author has utilized these materials and others that he has gathered. Credit is given when materials were cited or adapted.

The task of writing/composing a funeral manual that will cover all law enforcement circumstances/protocols and religious beliefs is very difficult. The following information is offered as a suggestion and a beginning place. This information will likely need to be adapted/adjusted to the philosophy/theology of those who suffered the loss of their loved one and the departments they served.

Included in this manual is information about survivor resources, helps and support agencies. Particular attention should be given to Laurie Erickson's suggestions of ongoing care for the deceased member's family. These will be found in the sections entitled: "Taking Care of Our Own" and "Promoting Healthy Healing" (Chapter 6, pages 61–65). Mrs. Erickson offers these suggestions from her own personal experience. Mrs. Erickson's husband, Michigan State Trooper Byron J. Erickson, died in the line of duty on July 31, 1993.

Special appreciation is given to Chief Brian Russell of the Buchanan Police Department, Michigan, for allowing his department's "Line of Duty or Serious Injury" General Order to be included in this manual as an example for other departments/agencies to use in drafting their own policies and procedures (see Appendix A, pages 79–102). Also, thanks to the Mt. Vernon Police Department, Illinois, for being able to use their Line of Duty Injury or Death Information form (see pages 71–76).

The author thanks the following chaplains and persons who read this manual and perfected it (listed in alphabetical order): Rev. Dr. Paul Blacketer, Keene Police Department, Keene, New Hampshire; Mr. Mano Brahmbhatt, P.T.; Rev. David DeRevere, Executive Director, International Conference of Police Chaplains; Rev. Harold Elliott, Arlington Police Department, Arlington, Texas; Rev. Murray Fricke, Cheyenne Police Department, Cheyenne, Wyoming; Rev. Andrew Jackson, Michigan State Police; Rev. Anwar Khalifa, Tyler Police Department, Tyler, Texas; The Rev. Ronald Kobata, Maui Police Department, Maui, Hawaii; Rev. Dan Lovin, Jefferson County Sheriff's Office, Mt. Vernon, Illinois; Rabbi Dr. Stephen Passamaneck, Bureau of Alcohol, Tobacco and Firearms, Sherman Oaks, California; Sister Ann Stamm, Livonia Police Department, Livonia, Michigan and Rev. Bernard White, Skokie Police Department, Skokie, Illinois.



## CONTENTS

	<i>Page</i>
<i>Introduction and Acknowledgments</i> .....	ix

### *Chapter*

#### **SECTION I—WHERE DO WE START?**

1. PREPARING FOR THE FUNERAL .....	5
Death Notifications .....	5
The Role of the Chaplain in Departmental Funerals .....	7

#### **SECTION II—ELEMENTS OF THE LAW ENFORCEMENT FUNERAL**

2. BASIC ELEMENTS .....	11
Religious Inclusiveness and Sensitivity at the Funeral .....	11
Special Religious Funeral Considerations .....	11
General Information on Law Enforcement Funerals .....	13
Elements of the Funeral .....	16
Funeral Arrangements for Members Killed in the Line of Duty .....	20

#### **SECTION III—LAW ENFORCEMENT FUNERALS**

3. TYPES OF FUNERALS .....	29
Funeral for a Member Killed in the Line of Duty .....	29
Funeral for an Active Member Who Died Off-Duty .....	34
Funeral for a Retired Member .....	34

#### **SECTION IV—DEPARTMENTAL ANIMAL MEMORIAL SERVICES**

4. ANIMAL BURIALS .....39  
     A Rationale .....39  
     Memorial for a Departmental Animal Killed in the Line  
         of Duty .....39  
     Memorial for the Death of Departmental Animal, Off-Duty  
         or Retired .....44

#### **SECTION V—FUNERAL RESOURCES**

5. READINGS AND SUPPORT .....47  
     Poems and Short Readings .....47  
     Police Hymns .....52  
     Prayers .....53

#### **SECTION VI—WHAT DO WE DO NOW?**

6. SURVIVOR RESOURCES .....61  
     Survivor Resources, Helps and Supportive Agencies .....61  
     Support Agencies and Resources .....66

#### **SECTION VII—HOW DO WE PLAN FOR THE FUTURE?**

7. LINE OF DUTY INJURY OR DEATH INFORMATION ....71  
     How do We Plan for the Future? .....71  
     The Funeral Supply Kit .....76

#### *Appendices:*

- A. *A Sample Line of Duty Death Departmental Regulation or  
     Standard Operating Procedure and Model Departmental Policy* .....79  
 B. *Funeral Checklist* .....103  
 C. *Family Liaison Planning Team Checklist of Family Needs* .....107  
 D. *For a Civilian Religious Officiant* .....109  
 E. *Personnel Debriefings* .....113

*Endnotes* .....115

*Index* .....119

## **ABBREVIATIONS**

NRSV—the New Revised Standard Version translation of the Judeo-Christian Bible

RSV—the Revised Standard translation of the Judeo-Christian Bible

## A PART OF AMERICA DIED

Somebody killed a policeman today  
And a part of America died . . .  
And a piece of our country he swore to protect  
Will be buried with him at his side.

The beat that he walked was a battlefield, too,  
Just as if he had gone off to war;  
Though the flag of our nation won't fly at half-mast  
To his name they will add a gold star.

The suspect who shot him will stand up in court  
With counsel demanding his rights,  
While a young, widowed mother must work for her kids  
And spend many long, lonely nights.

Yes, somebody killed a policeman today . . .  
Maybe in your town or mine,  
While we slept in comfort behind our locked doors  
A cop put his life on the line.

Now his ghost walks the beat on a dark city street,  
And he stands at each new rookie's side;  
He answered the call . . . of himself gave his all,  
And a part of America died....

Harry Koch

(In memory of Patrolman John Burke, Atlantic City, New Jersey Police  
Department, and all of the others killed in the line of duty.)

**LAW ENFORCEMENT  
FUNERAL MANUAL**

## **Section I**

### **WHERE DO WE START?**

## Chapter 1

### PREPARING FOR THE FUNERAL

#### DEATH NOTIFICATIONS

Police chaplains and law enforcement personnel are usually called upon to make death notifications in the cases of death within their agencies and within the communities they serve. Notifying a person of the death of their loved one(s) is a task or role that requires careful preparation, sensitivity and planning. An excellent manual on recommended procedures for death notification has been published by the Iowa Organization for Victim Assistance (IOVA). This manual is entitled: *In Person, In Time*.<sup>1</sup> The following suggestions are offered to assist a department/agency with death notifications and death notification training.

1. Be prompt. Be timely. In-person notification should be made within two (2) hours of the event.
2. Make sure you have the correct information: the name of the person to be notified, the address where that person might be, the name of the person who died, how (if you can find out) that person died, and a telephone number where the person(s) being notified can find out more information about the death.
3. The notification is time-consuming. **Note: If the informing person doesn't have time to make the call (at least two (2) hours)—don't make the call! Get someone else to do it!**