

# IDAHO STATE POLICE PROCEDURE

## 02.02 FUNERALS

### A. General

The Idaho State Police (ISP) provides support and participation in an ISP employee's funeral according to the desires of the employee's family. Personnel may also be assigned to represent ISP at funerals for other officers in the western states. Overtime costs for troopers designated to participate and ISP vehicles are authorized by the Deputy Director. ISP encourages employees to attend funeral ceremonies as circumstances warrant.

ISP is sensitive to the needs of all survivors including the spouse, adult or younger children, parents, siblings, or others. Realize that grief is a process and that everyone handles grief differently.

### B. Definitions

“Escort” means uniformed trooper(s) and/or marked patrol unit(s) attending the remains of the deceased and the family members until the conclusion of the funeral service.

### C. Trooper, Not Retired – Death Due to On-Duty Incident or Accident

The Idaho State Police:

1. assigns Honor Guard personnel to remain with the fallen trooper at all times;
2. provides escort if the fallen trooper is to be relocated;
3. announces the official mourning period to extend from the time of death until 0001 of the day following the funeral;
  - a. troopers will wear black mourning bands on their badges;
  - b. civilian employees may wear black ribbons or similar signs of mourning;
  - c. ISP flags will be flown at half-mast;
4. only with permission of the family, designates personnel under the “Incident Command” structure to directly participate in the planning, coordination and implementation of all aspects of the funeral, processions, gravesite ceremonies and any other related event. Activities may include:
  - a. Honor Guard;
  - b. Casket Watch;
  - c. pallbearers;
  - d. flowers;
  - e. Rifle Team to provide three volleys;
  - f. bagpipes;

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- g. Taps;
- h. drivers for family cars;
- i. escort;
- j. riderless horse;
- k. crossed ladders;
- l. flag folding and presentation to the family;
- m. retiring the trooper's car number and presentation of plates;
- n. final "Out of Service."

### D. Trooper, Not Retired – Death by Any Other Cause

At the discretion of the Deputy Director, ISP may provide:

1. direct support to the immediate family until the family no longer needs or requests support, or support is terminated by the Deputy Director;
2. planning and implementation of the funeral procession and related traffic, parking, and other considerations;
3. Honor Guard;
4. Casket Watch;
5. pallbearers;
6. flowers;
7. Rifle Team to provide 3 volleys;
8. bagpipes;
9. Taps;
10. drivers for family cars;
11. escort;
12. flag folding and presentation to the family;
13. Trooper, Retired

1. The Deputy Director determines the level of support and participation.
2. If the funeral is within the State of Idaho and if desired by the family, ISP may provide:
  - a. Honor Guard;
  - b. flag folding and presentation to the family;
  - c. Casket Watch;
  - d. pallbearers;
  - e. flowers;
  - f. escort.
3. If the funeral is not within the State of Idaho, ISP should provide a minimum of:
  - a. flowers; and
  - b. condolences.

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### E. ISP Civilian Employees, Active and Retired

1. The Deputy Director determines the level of support and participation.
2. If the employee's funeral is within the State of Idaho and if desired by the family, ISP should provide a minimum of:
  - a. pallbearers;
  - b. flowers; and
  - c. escort.
3. If the funeral is not within the State of Idaho, ISP should provide a minimum of:
  - a. flowers; and
  - b. condolences.

### F. Death of Sworn Officers from Other Departments and Agencies

ISP allows the use of the uniform, a department vehicle when applicable, and pay for the regular scheduled shift of the representative. Overtime is authorized only with the prior approval of the Deputy Director. The Deputy Director may approve additional representatives other than the amounts indicated below:

1. Representatives may be sent to the funeral of any Idaho law enforcement officer killed in the line of duty. Assistance with planning, escort, or other activities should be offered, as appropriate.
2. Up to two ISP representatives may be sent to the funeral of any trooper killed in the line of duty in Washington, Oregon, Nevada, Utah, Wyoming and Montana. These representatives will travel in a marked department vehicle.
3. One ISP representative may be sent to the funeral of any trooper killed in the line of duty in Alaska, Arizona, California, Colorado and New Mexico. The representative will travel by airplane or department vehicle, whichever is more practical.
4. In states not mentioned above, the Deputy Director determines condolences and participation.

### G. Appropriate Dress at Funerals

1. Troopers participating in the funeral as part of the ISP Honor Guard wear "Ceremonial Dress" uniforms.
2. ISP troopers attending the funeral wear the Class A uniform, including campaign hat (and gray gloves if "winter" Class A is worn) unless working in an assignment that

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would preclude this. The Deputy Director identifies those funerals requiring “winter” Class A uniforms.

3. Employees attending the funeral in civilian clothes must reflect professionalism in their choice of attire.

### H. Mourning Bands

Mourning bands are worn as a visible sign of respect for law enforcement officers at the time of their death. All sworn personnel will wear mourning bands under the following circumstances or at the direction of the Director.

1. Upon official notification of the death of any law enforcement officer serving in the State of Idaho until midnight the day of the funeral or memorial service;
  2. While attending the funeral or memorial service of a retired law enforcement officer;
  3. While attending the funeral or memorial service of any law enforcement officer, in or out of state;
  4. While attending any memorial service or ceremony honoring law enforcement officers killed in the line of duty; and
  5. In recognition of a significant national event in which several law enforcement officers are killed in the line of duty, typically no more than one week following the event, as determined by the Director.
- I. Flag folding and presentation, Casket Watch, Taps and the Rifle Team salute are honors reserved for troopers. If the civilian is a qualifying veteran, these honors may be provided as part of a military service provided by the veteran’s branch of service or Veterans of Foreign Wars.