

RESOURCE GUIDE & INVENTORY



Missouri Law Enforcement Funeral Assistance Team

www.mopolicefuneral.org

816-509-0256



To Honor With Dignity.....

The Missouri Law Enforcement Funeral Assistance Team is a resource team that makes themselves available to departments who have been stricken with a loss. Team members are trained in many aspects. One of the main focuses our group takes is in relationship to a Line of Duty Death (LODD).

In the case of a LODD, there are many notifications on a Federal and State level that need to be made. Team members are trained to assist departments with the proper notifications as well as the federal paperwork process that will follow in the weeks and months to come.

To activate the team for a prompt or immediate response call 816-509-0256 or 816-510-6466. Your call will be answered or returned very soon. This is at NO COST to the agency!!

To contact us for non-urgent items please email les@mopolicefuneral.org, or call the above numbers.

.... With Reverence

The team serves in a behind the scenes capacity and offers suggestions based on what the department needs are, as well as, the needs of the officer's family. Team members have a timeline of things that need to be done to ensure maximum benefits are available and to assist the agency with the necessary paperwork and legalities that occur with a LODD. The team stays in place at the agency until the conclusion of the service or until the agency no longer needs there assistance. The team will respond with many items necessary to facilitate the officer's funeral service. Departments will not be burdened with having to acquire these items, as they will be provided by the team. A guide has been established to assist the family and department in choosing options to fit the services. Funeral protocols are provided to use if desired. Once again, we work behind the scenes, leaving your agency as the "front" people for the services.



MISSOURI LAW ENFORCEMENT FUNERAL ASSISTANCE TEAM

FUNERAL SERVICE GUIDE

www.mopolicefuneral.org

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816-509-0256

This article appeared in the March/April 2005 issue of National Fire & Rescue. It offers an excellent perspective to keep in mind when planning a funeral. We thought we should share it with you, as it sums up our beliefs and follows the ideals in which our funeral protocols were written.

Law Enforcement has similar traditions, and we share in the belief that some traditions are reserved for LODD's.

WHEN EMOTIONS TAKE OVER: PLANNING A FD FUNERAL

This is an uncomfortable subject to write about, and it will be uncomfortable for you to read. I have thought about this for a long time, and it is a subject that doesn't get discussed but should be. It should be thought out and talked about, especially before you find yourself—or your department—in the awful position of planning a fire department funeral. I am not talking about a funeral for a line-of-duty death. I am talking about the terrible situation where a member of your department dies or is killed off duty, and there is a push to provide for a traditional fire department funeral.

I have faced that situation more than once, not only within my own department, but also in departments of colleagues, when an active firefighter or fire officer passes away after a brief illness or accident. Everyone in the department is totally shocked and caught off guard. We respond to situations all the time that involve tragic or untimely deaths and think we are steeled against it, but when it is one of our own, we react with shock and grief like any normal human being. It is especially hard if the death was totally unexpected or happened to a person of youth or someone in his prime. The natural reaction is to want to do all you can to show your respect for that colleague and to honor his family. We have many traditions in the fire service, and funerals rich with ceremony, honor and memorable symbolism are one of the strongest.

The traditions of fire department funerals have many elements and individual acts of honor. The more recognizable traditions include uniformed pallbearers and honor guards; Maltese cross floral arrangements; ringing or sounding final alarms; presentation of badges, helmets or flags to family members; fire trucks in the funeral procession; rows of uniformed firefighters lining the walk or the family at the funeral; a black-draped fire truck to bear the casket in the procession; bagpipes; crossed aerials over the procession route; and many others. All of these elements are intended to show honor and respect to a fallen colleague. Fire department funerals, whether line of duty or not, are always emotional and leave lasting impressions on everyone who attends and even those who see it passing by.

Thank God most fire departments will never have to contend with a line of duty death and the subsequent funeral ceremony. This is absolutely the most horrible event for any department and has ramifications, both short and long term that only those who have experienced it can fully understand. However, the fire service has a strange fascination with the traditions of funerals, and the emotional pressure to provide such a funeral for a lost member- even when it doesn't

come in the line of duty-can be great both within the department and from the family. This situation can create a very uncomfortable dilemma for a department and its leaders.

The question I pose is this:

If you provide a full-honors fire department funeral for a member who is lost off duty, and you use all of the traditions that you know of and can provide, what will you do should a member of the department be lost in the line of duty at a later time?

You have inadvertently created a situation whereby you have nothing extra to provide. I have seen this occur, and it is a very difficult situation that would have been avoided if some restraint had been exercised during a difficult and emotional time. I think there is a greater potential for this problem in smaller departments that have never, or only very rarely, experienced the loss of a member. When it does happen, emotions take over and everyone wants to do all they can, and before anyone thinks about it, a full-honors fire department funeral is provided in a situation that didn't really warrant it, which in turn may take away from a future loss.

Don't get me wrong. The loss of any member of a department is tough, and anyone who serves in this noble service should be honored for that service. I lost a member of my department several years ago in an off-duty accident. It was very emotional, and we wanted to honor this service. But with full understanding of his family, we did not provide a full honors type of service. I believe that several traditions should always be reserved for a line of duty death service. By holding some traditions back only for this purpose, the recognition of line of duty sacrifice is preserved. For example, I believe the tradition of bearing the casket on the hose bed of a fire engine and sounding the last alarm should be used only in a line of duty service. That is my belief and yours may differ, but my point is that we need to keep some of the traditions more sacred.

It is both OK and advisable to include some fire department traditions and ceremonies of honor in the funeral of a lost colleague, even if the nature of the loss was unrelated to the fire service. Just don't use all the traditions. Save some of the ceremonies and symbols. The greatest of your traditions, whatever you decide those are, should be reserved for a line of duty death funeral. The other part to consider is the wishes of the family, along with their religious beliefs and stipulations. However, family SHOULD NOT influence an inappropriate increase in the level of honor services. These are two important parts of the process that must be considered before suggesting the use of elements from the fire service traditions.

PURPOSE

Law Enforcement Agencies throughout the State of Missouri have had to, or may face the difficult task of being involved in an official funeral for one or more of its members. One of the more difficult questions the department must decide upon is what types of funeral honors are appropriate for the deceased.

SCOPE

This guideline defines different levels of honor with corresponding suggested arrangement options. To establish consistency, it is recommended that departments adopt a funeral protocol plan prior to its need.

During the entire funeral process, the department must highly consider the deceased member's family's wishes.

Before any plan is instituted, the deceased member's family must agree with the department's intended participation. The family may choose to forgo some suggested and appropriate level of honor services; however, family **should not influence** an inappropriate increase in the level of honor services.

ASSISTANCE

The Missouri Law Enforcement Funeral Assistance Team is available at all times to answer questions or assist in funeral matters. We have members who have been trained on funeral matters. We can assist in many ways. We will respond to your Line of Duty incident bringing necessary supplies and some knowledge of the benefits process. We will also provide guidance for non-line of duty incidents as well as offering our supplies for use. The supplies are offered on a first request basis with priority given to Line of Duty incidents.

The Team can be reached for immediate activation by calling 816-509-0256 or 816-510-6466, via email at les@mopolicefuneral.org or through our website at www.mopolicefuneral.org

LEVEL OF SERVICES

LEVEL ONE (1)

This is the HIGHEST level of ceremony. It is reserved for officers who die as a result of a line of duty incident or direct job-related event. This may include members whose death has stemmed from injuries or illness directly sustained during active duty. This may include heart attack, stroke, and mental illness (suicide) under certain circumstances.

LEVEL TWO (2)

This level of service is available to officers who die while an active member of law enforcement, but the death was not job or duty related.

LEVEL THREE (3)

This level of service is available to inactive (retired) members, but the death was not job or duty related.

SERVICE OPTIONS

WITH SUGGESTED LEVEL OF APPROPRIATENESS

American Flag	(1) (or if military veteran)
Badge Shrouds	(1, 2, 3)
Bagpipers	(1, 2)
Bugler	(1) (or if military veteran 1, 2, 3)
Casket Vigil	(1, 2, 3) Single or double for Level 2, Single for Level 3
Department Vehicles	(1) (as hearse)
Eulogy	(1, 2)
Vehicle other than Hearse	(1)
Flags at half-staff	(1) (only by order of the Governor)
Honor Guard-Color Guard	(1)
3 shot volley/ 21 gun	(1)
FD Aerials with Flag	(1, 2)
Last Call Ceremony	(1, 2)
Station Bunting	(1, 2, 3)
Thin Blue Line Funeral Flag	(1, 2, 3)

DEFINITIONS

Line of Duty: A death that is the result of traumatic injury or illness directly sustained while performing duties.

Active Member: A full-time or reserve member of an agency serving in an active capacity.

Inactive Member: A retired or former member of an agency who remains in good standing

Non-Duty Related Death: Death that results from injury or illness that is not directly related in the performance of their duties.

Casket Vigil: Two uniformed officers standing guard at the casket during visitation.

Door Guard: Two or more uniformed officers standing guard at the entrance to the visitation or service.

Badge Shroud: Black elastic, horizontally covering the uniform badge. Also known as a mourning band.

Funeral Bunting: Mourning drapes and fans placed on the outside of the agency building.

Sea of Blue: Non-detailed uniformed officers and visiting officer's formation. Members make a corridor that the family and casket pass through.

Last Call: Dispatch tones out agency and reads the last call information, which includes a short incident info and career history if requested.

American Flag: Provided for all Line of Duty Deaths.



Available Sponsorships

<u>Item</u>	<u>Cost</u>	<u># Available</u>
14' x 7' Transport Trailer	\$3,000.00	0
Large American Flag (20' x 30')	\$800.00	1
Funeral Bunting - Complete Set	\$800.00	2
Portable P.A. System	\$1,800.00	1
American Flag Parade Set (Flag, Pole, Base)	\$180.00	2
Missouri Flag Parade Set (Flag, Pole, Base)	\$180.00	1
White Parade Gloves (30 pr.)	\$150.00	Many
Mourning Bands (per 100)	\$100.00	Many
Wooden Flag Cases for Casket Flag	\$150.00	2
Cash Donations	Variable	Many

As you may know, our funeral assistance team is run with volunteer staff that makes themselves available to serve in this capacity. Likewise, our trailer is stocked with items provided by generous donations we have received to aid in our cause.

Should you as an individual or any department or agency wish to sponsor an item in our response trailer –we would be extremely grateful. When possible, the donors name will be engraved or otherwise attached to the item so those agencies who are utilizing the supplies know who made those items available for their use.

Above is a list of items available for sponsorship or general cash donations to cover operating expenses and other smaller priced items is always greatly appreciated. For additional information contact Les Kerr, Team Leader at les@mopolicefuneral.org or via phone at 816-509-0256 or sponsorships can be sent directly to 9425 N. Gower Ave., Kansas City, MO 64154.

We are a 501©3 non-profit organization and your sponsorship may be tax deductible.



Missouri Law Enforcement Funeral Assistance Team

Trailer Inventory

QUICK REFERENCE

To Whom It May Concern:

Below is the inventory for the trailer to better assist you with the equipment. Remember you may call your team member contact if you have any questions. **Please see that ALL equipment is returned, to the best of your ability.** Please take the time to read all the instructions because this will assist you in some of the basic procedures. Below is a list of the boxes and quick rundown of equipment for your reference.

Top Shelf

- Portable Office
- Sound System
- Long Black Umbrellas
- Extension Cords/Power Strips
- Water Cooler
- Drill w. accessories

Upright Racks

- Stands for Sound System
- Parade Flags
- Extra Poles for Parade Flags
- 10' x 10" Black EZ up Canopy w/ sides
- 5' Step Ladder
- 2 Dry Erase Boards



KC 1

- 24 US Flags for Motorcycles
- 24 Thin Blue Line Flags for Motorcycles

KC 2

- 3 3' x 6' Black Bunting Fans
- 1 Each 3' x 6', 3' x 10', 3' x 12', 3' x 14' Black Bunting
- 4 Black Mourning Bows

KC 3

- 30 PR. White Ceremonial Gloves
- 50 Black Badge Shrouds
- 10 Black Clip on Ties
- 10 Navy Clip on Ties
- 20 Pin Back
- Collar Extenders
- Waist Extenders

KC 4

- 2 NLEOMF Stuffed Dogs
- 2 NLEOMF Stuffed Lions
- 3 NLEOMF Sheriff Bears
- 2 NLEOMF Police Bears
- 5 Toy Deputy Sheriffs Hats
- 3 Lion Purses
- 5 Junior Badges NLEOMF
- 3 Sheriff Badges
- 3 Police Badges



KC 5

- 4 Flag Bases
- 3 - 3' x 5' U.S. Flags
- 1 Missouri State Flag
- 3 Flag Spreaders
- 25 – 3' x 5' TBL Flags for signing

KC 6

- 4 - 5' x 91/2' Cotton Casket Flags
- 2 Casket Bands
- 2 Flag Cases
- 1 Army Flag
- 1 Air Force Flag
- 1 Marine Flag
- 1 Navy Flag
- 1 Coast Guard Flag
- 1 5' x 91/2' Cotton TBL Casket Flag
- 3 Clear Plastic Easels for Folded Flags

KC 7

- 13 48" All Black Raincoats (L-2XL)
- 5 LED Traffic Batons
- 1 Roll Yellow Tape (No Parking)
- 25 Fluorescent Vest
- AA & AAA Batteries



KC 8

- 1 Book Gifts My Father Gave Me
- 2 Books Here If You Need Me
- 15 Books Better Not Bitter
- 5 Matchbox Police Cars
- 3 NLEOMF Charm Bracelets
- 3 NLEOMF Key Chains
- 20 Cops Pamphlets
- 20 Heroes Live Forever Bracelets
- Traumas of Law Enforcement Manual
- Various CD's (Pipe and Drum and Ceremonial Music)
- COPS Ribbons
- 3 Books Police Cat NLEOMF
- 1 Book Feeling Safe with Officer Frank NLEOMF
- 3 Books Mini Police Officer NLEOMF
- 5 Bookmarks NLEOMF

KC 9

- Toolbox w/ basic tools
- Staple Gun & Staples
- Rubber Mallet
- Short Sledgehammer
- Cable Ties
- 2 Pr. Black Work Gloves
- 1 Roll Duct Tape
- Long Handle Lighters
- Black Podium Cover



KC 10

- Ironing Board
- Iron
- Tide to Go Sticks
- Shout Wipes
- Lint Rollers
- First Aid Kit
- Sewing Kit
- 1 Pkg. Black Velcro
- 1 Can Starch
- Sunscreen Spray
- 3 Black Liquid Shoe Polish
- 3 Instant Shine Sponges
- 1 Shoeshine Kit
- 6 Black Dress Shoelace
- Excedrin Extra Strength
- 1 Roll Double Sided Fabric Tape
- Safety Pins

KC 11

- 2 Portable Halogen Lamps
- 1 Pkg. Terry Clothes
- 1 Roll 55 Gallon Trash Bags
- 1 Roll Clear Plastic Sheeting
- Extension Cords
- Multi Plug

KC 12

- Runner Mats

KC 13

- Black Blankets
- Small Umbrellas



KC 14

- Hand Warmers
- Foot Warmers
- 9 Boxes of Kleenex
- 1 Pkg. Clear Water Cups 5 oz.
- 1 Pkg. Styrofoam Coffee Cups
- 3 Rolls Paper Towels
- Coffee Maker

KC 15

- Speaker Cables, Microphones, etc. for sound system

KC16

- Jump Start (Available but not in trailer)
- 750W Power Inverter
- Jumper Cables
- 1 Can Slime Tire Sealer
- 1 Can Inflatair
- 1 Can Orange Marking Paint

KC 17

- **EMPTY**

KC 18

- 4 Runner Mats

KC 19

- **EMPTY**

KC 20

- 1 Bugle w/ Pre Recorded Music
- 9 Volt Batteries

	<p>Missouri Law Enforcement Funeral Assistance Team 9425 N. Gower Ave. Kansas City, MO 64154</p> <p>www.mopolicefuneral.org 816-509-0256</p>
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Casket Flags

There are 2 casket sized flags in each response trailer.

- **American Flag**
- **Thin Blue Line Flag**

OUR flag should ONLY be used in the following circumstances:

- The Officer was killed in the line of duty
- The Officer is NOT a Veteran of War*

Officers who served in the military during a war time period will be eligible for an American Flag provided by the U.S. Government. This will be available through the funeral home conducting the services. Please utilize the government issued flag in this instance.

The Thin Blue Line Flag OR the American flag is provided free of charge for line of duty services.

Either flag can be purchased for non-line of duty services for presentation to the family at a cost of:

\$125.00

Please contact a member of the funeral team to inquire about the purchase of a flag.

Rubber casket cords are provided. This goes over the flag to secure it to the casket so the flag does not come off during casket moves.



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Hardwood Flag Case



The hardwood flag cases in the trailer will hold the casket sized American Flag once it has been properly folded into their triangle shape.

The flag case is provided free for line of duty services.

The flag case can be purchased for non-line of duty services for presentation to the family at a cost of:

\$90.00

To Purchase the flag display case, please let one of the team leaders know and they will invoice you or your department.



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Last Call Ceremony

Attention All Agencies

(Agency Name) (Radio Number)

- Silence for 3 seconds

(Agency Name) (Radio Number)

- Silence for 3 seconds

A1 Tone, 3 Times:

This is the last call for (Agency Name, Officers Name, Radio #) Officer (Name) made the Ultimate Sacrifice and gave his life on (Date) while (Short Description of incident 1 Sentence). (Officers Name) selflessly served the citizens of (Jurisdiction). He is a true hero and will be missed by all.

(Agency Name) (Radio Number)

- Silence for 3 seconds

(Agency Name) (Radio Number)

- Silence for 3 seconds

(Radio Number) is 10-42, (Agency) is Clear – (Agency Call Sign)

Gloves

There are 2 types of gloves in each trailer.

The difference will be obvious to determine.

Formal Gloves

The formal parade gloves are to be worn by front line people. These would include pallbearers, vigil detail, and honor guard.

These gloves will be washed and reused, please return them.

Persons wishing to keep their formal gloves can purchase them for \$8.00 per pair.

Informal Gloves

These are available for use for any persons who are not “Front Line” people but desire a more formal look to their Class A Uniform. They are disposable and do not need to be returned.



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Funeral Bunting

The trailer contains black or black and purple funeral bunting. There are multiple pieces to this. There is enough to cover a sally port or garage door and the front entrance to the station.

PLEASE DO NOT PLACE ANY HOLES IN THE BUNTING. MAKE ALL ATTEMPTS TO SECURE BUNTING WITHOUT DEFACEING IT.

Feel free to use the pieces in varying ways to adjust to your needs. Bunting can be hung in many different configurations. Some are shown below. Please ensure that all bunting is returned to the storage case.

If your agency wishes to leave bunting in place for an extended period, please contact us so we can advise where to ship it to.

Departments wishing to purchase bunting can do so at our cost.

Examples:



Missouri Law Enforcement Funeral Assistance Team

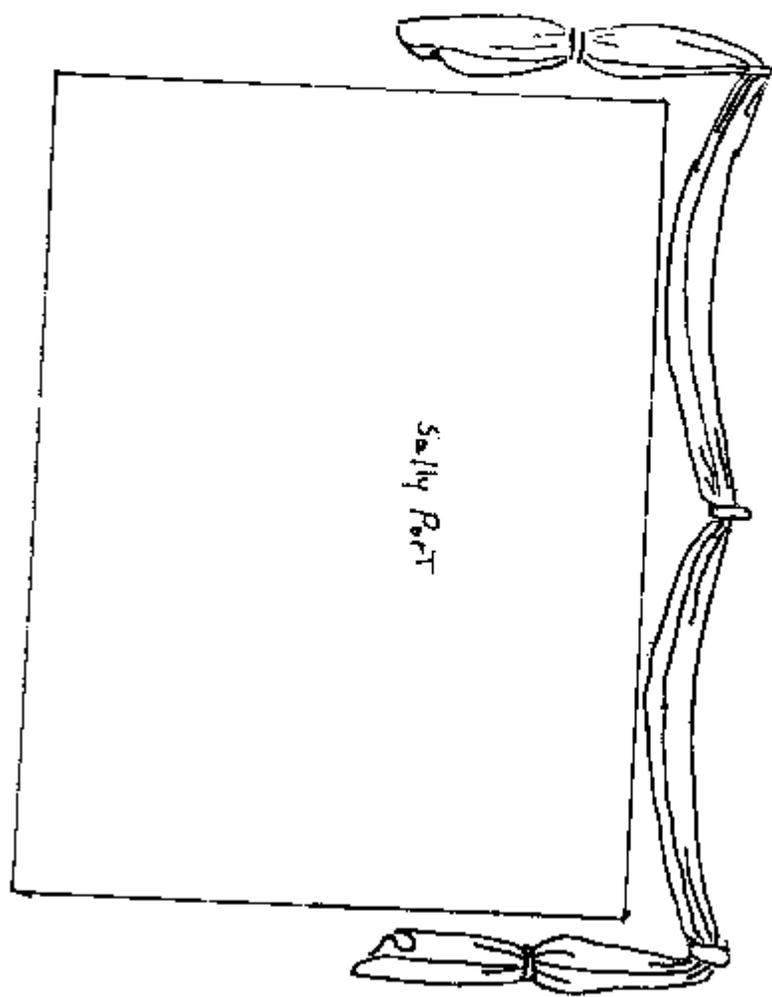
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Same Concept for Pedestrian Door
May Also add Mourning Fans



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Large Flag Protocol

When the flag is displayed over the middle of the street, it should be suspended vertically with the union (blue) to North in an east/west street or to the East in a north/south street.

The flag provided by the Funeral Team is 20' x 30' and can be flown between 2 ladder trucks or a single ladder truck with the rigging device included in the trailer.

We appreciate gentle care when using this flag.

Please attempt to avoid grease from the ladder trucks and other soiling while using this flag.

Please do not tether the flag to restrict movement, but special consideration should be taken if winds are heavy.

Remember that if used after dark, illumination is required.

Return the flag to its carrying bin by placing the bin in the street and carefully lowering both ladders slowly while a person guides the flag into the bin to avoid contact with the ground.

Rules for display of the American Flag

Display Outdoors

Over the middle of the street

It should be suspended vertically with the union to the north in an east/west street or to the east in a north/south street

Flown at half-staff

Should first be hoisted to the peak for an instant and then lowered to half –staff. The flag should be again raised to the peak before it is lowered for the day. By half-staff is meant lowering the flag to one half the distance between top and bottom of the pole. Crepe streamers may be affixed to spear heads or flagstaves in a parade only by order of the President of the United States.

Flown on the same halyard with non-nation flags

The American Flag should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States.

Suspended over a sidewalk

The flag may be suspended from a rope extending from a house to a pole at the edge of the sidewalk. The flag should be hoisted out, union first, from the building.

From a staff projecting horizontally or at an angle

The flag may be projected from the windowsill, balcony. Or front of a building with the union of the flag placed at the peak of the staff unless the flag is at half-staff.

In a parade with other flags

The flag, when carried in a procession with another flag or flags should be either on the marching right, that is the flags own right or if there is a line of other flags, in front of the center of that line.

Rules for display of the American Flag

Display Outdoors (Cont'd)

With non-national flags

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.

With other National flags

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

With another flag against a wall form crossed staffs

Should be on the right, the flag's own right which is the viewer's left, and its staff should be in front of the staff of the other flag.

Display Indoors

From a staff in a church or public auditorium on a podium

The flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker.

From a staff in a church of public auditorium off the podium

Custom and not flag code hold that the flag of the United States of America should hold the position of superior prominence as part of the audience in the position of honor at the audience's right.

Used to cover a casket

It should be placed so that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground. There is no code or correctness to how the flag draped casket exits the building.

Rules for display of the American Flag

Display Indoors (Cont'd)

Other than being flown from a staff

The flag should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is to the observer's left. When displayed in a window it should be displayed the same way. When festoons, rosettes or draping are desired, bunting of blue, white and red should be used but never the flag.