


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> LINE-OF-DUTY DEATHS AND SERIOUS INJURIES	<b>POLICY NUMBER</b> 24.03
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## 24.03.01 PURPOSE

This policy is designed to prepare the Florida Highway Patrol for the event of an active member's death or serious injury in the line of duty and to direct the Division in providing proper support for the member's family. This policy primarily addresses line-of-duty deaths and injuries. However, this policy provides instructions and guidance to address non-line-of-duty deaths and injuries and the deaths of retired members. When using this policy as a guide, the Troop Commander will consult with the Honor Guard Commander when determining the appropriate level of response. An Operational Outline for an "in-the-line-of-duty" death is provided in this policy beginning on Page 12.

## 24.03.02 POLICY

It is the policy of the Florida Highway Patrol to provide liaison assistance to the immediate family of an active member who dies or is seriously injured in the line of duty; and to provide tangible and emotional support during the traumatic period of adjustment for the family. The responsibilities and procedures provided in this policy should be followed as closely as possible. Any deviation from the protocol within this policy shall have the approval from the Colonel or his designee.

## 24.03.03 DEFINITIONS

**LINE-OF-DUTY DEATH** - The death of an active member by felonious or accidental means during the course of performing police functions while on or off-duty.

## 24.03.04 OBJECTIVES

- A. To ensure that the family of members killed or seriously injured are provided with the support and guidance necessary to see them through the tragedy.
- B. To ensure the uniformity of Patrol funerals.

## 24.03.05 RESPONSIBILITIES

- A. The Troop Commander shall be responsible for:

1. Designating a Division member to serve as the Incident Commander. The Troop Commander or the Incident Commander will designate division members in the following capacities: Division Liaison Officer, Funeral Liaison Officer, Benefits Coordinator Officer, Transportation Coordinator, Traffic Control Coordinator, Outside Agency Liaison Officer, Church Site Coordinator, Grave Site Coordinator, Aviation Coordinator, Family Support Advocate Officer and Hospital Liaison Officer. A member may be assigned to serve in multiple capacities. These assignments will be made in writing to Division personnel and the family members will be informed of those designated.
  2. Ensuring that the Department's Member Assistance Program is made available to assist family members and emphasize the family's right to psychological services.
  3. Ensuring that other Division employees are provided the opportunity to participate in critical incident stress debriefings and informed of the availability of the Department's Members Assistance Program.
  4. Determining the appropriate level of response for non-line-of-duty deaths and injuries or deaths of retired members.
- B. The Incident Commander shall be responsible for:
1. The Incident Commander will normally hold the rank of Captain or above in order to expedite the tasks of employing Division resources and the delegation of assignments. The Colonel or his designee may designate a member of lower rank.
  2. In charge of all planning sessions and receives daily update briefings from all other supervisors, coordinators and liaison officers.
  3. Provides daily briefings to the Troop Commander.
  4. Designates Division members in the following capacities:
    - a. Division Liaison Officer
    - b. Funeral Liaison Officer
    - c. Benefits Coordinator Officer
    - d. Transportation Coordinator
    - e. Traffic Control Coordinator
    - f. Outside Agency Liaison Officer
    - g. Church Site Coordinator
    - h. Grave Site Coordinator

- i. Aviation Coordinator (Fly Over)
  - j. Family Support Advocate Officer.
  - k. Hospital Liaison Officer
- C. The Division Liaison Officer shall be responsible for:
1. Serving as a facilitator between the family and the Division.
    - a. This member will work closely with the Funeral Liaison Officer and Honor Guard Commander to ensure that the needs and requests of the family are fulfilled.
    - b. Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the Incident Commander.
    - c. Relaying any information to the family concerning circumstances of the deceased member's death and appropriate information regarding any investigation
    - d. Providing oversight of travel and lodging arrangements for out-of-town family members.
    - e. Identifying churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family, who will make the final determination.
  2. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control, and liaison with visiting law enforcement agencies.
  3. Coordinating with the Troop Public Affairs Officer to provide assistance to the family in dealing with general media inquiries and advising them as to what they may say to the media, being careful to explain why certain statements, or types of statements could undermine future legal proceedings.
  4. Assisting the Troop Public Affairs Officer with the media to include coordination of any statements and press conferences. The Division liaison shall also ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.
  5. When circumstances require, ensuring that security checks of the family's residence are initiated immediately following the incident and as long as necessary thereafter.
  6. Assigning members, with the family's permission, to remain at the deceased or injured member's residence 24 hours a day, either

until the time of emergency has passed or until the member's funeral.

7. Assigning a member to the hospital to provide security to the injured member, including the screening of telephone calls and visitors. Members assigned to the hospital shall be in uniform and on duty.

D. The Funeral Liaison Officer shall be responsible for:

1. Acts as facilitator between the deceased member's family and the Division during the wake and funeral.
2. Meeting with the family and explaining his responsibilities to them.
3. Being available to the family prior to and throughout the wake and funeral.
4. Ensuring that the needs and wishes of the family come before those of the Division.
5. Assisting the family in working with the funeral director regarding funeral arrangements.
6. Briefing the family on the procedures involved in the law enforcement funeral.
7. The Funeral Liaison Officer will also coordinate with the Honor Guard Commander or his/her designee.
8. Assisting the family in the selection of pallbearers.
  - a. Pallbearers will normally be members who were friends of the deceased member. The pallbearers will be notified of their assignment through channels by the Division Liaison Officer. The uniform for pallbearers will be Class A uniform with white gloves. No gun belt or hat will be worn at the funeral by pallbearers.
  - b. Two cars with drivers will be assigned to the pallbearers. The drivers of these cars will be in Class A uniforms with white gloves. The driver will secure the hats and gun belts of the members assigned as pallbearers.

- E. The Benefits Coordinator Officer is responsible for:
1. The Benefits Coordinator Officer will normally hold the rank of sergeant or above.
  2. Filing the First Report of Injury and related paperwork.
  3. Acting as liaison between the family and the Bureau of Personnel Services and the Office of General Counsel to ensure the:
    - a. Filing of worker's compensation claims and related paperwork.
    - b. Preparing of all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of the contact person or facilitator at each benefit or payment office.
    - c. Filing all benefits paperwork.
    - d. Presenting information prepared by the Bureau of Personnel on all benefits available to the family.
  4. Maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided and explained to all survivors.
  5. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate.
  6. Advising the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.
- F. The Transportation Coordinator is responsible for:
1. The Transportation Coordinator Officer will normally hold the rank of Sergeant or above.
  2. Will ensure that all of the staff, line personnel, friends, and relatives of the deceased, are transported to every service in an orderly and timely manner.
- G. The Traffic Control Coordinator is responsible for:
1. The Traffic Control Coordinator Officer will normally hold the rank of Sergeant or above.
  2. In charge of all planning of traffic control regarding the route of the funeral procession.

3. Coordinating traffic management with other assisting law enforcement agencies.
  4. Designating a lead motorcade member.
  5. Coordinating with the lead motorcade member.
- H. The Outside Agency Liaison is responsible for:
1. The Outside Agency Liaison Officer will normally hold the rank of Sergeant or above.
  2. Assisting visiting and out of state law enforcement agency representatives in making the necessary accommodations for food, lodging and transportation.
- I. The Church Site Coordinator is responsible for:
1. The Church Site Coordinator will normally hold the rank of Sergeant or above.
  2. Ensure there is reserved seating at the church for family, FHP command staff and honor guard members and possible VIPs.
  3. Arrange a separate parking area for honor guard members.
  4. Coordinate traffic management at the conclusion of church services.
- J. The Grave Site Coordinator is responsible for arranging a separate parking area for honor guard members.
- K. The Aviation Coordinator is responsible for:
1. The Aviation Coordinator Officer will normally be the Chief Pilot.
  2. In charge of planning and coordinating aviation assets regarding the fly over.
- L. The Family Support Advocate is responsible for:
1. Providing contact with the surviving family members in order to keep them abreast of any criminal proceedings relating to the death of their family member.
  2. Accompanying surviving family members to criminal proceedings; explaining the nature of the proceedings and introducing them to prosecutors and other persons as required.
  3. Identifying all support services available to the family and working on their behalf to secure any services necessary.
  4. Maintaining contact with the family to provide companionship and emotional support and maintaining an ongoing relationship between the Division and the immediate family.

5. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help, as necessary.
- M. The Hospital Liaison Officer is responsible for:
1. Coordinating the arrival of family members, Division personnel, the media and others; and assume the following responsibilities:
  2. Arrange for waiting facilities for the family and a press staging area.
  3. Ensure that medical personnel provide pertinent medical information on the member's condition to the family prior to any other parties.
  4. Assist the family, in accordance with their desires, in gaining access to the injured or deceased member.
  5. Provide hospital personnel with all necessary information on billing for medical services. The Hospital Liaison Officer should ensure that all medical bills are directed to the appropriate Departmental authority and that they are not forwarded to the member's family or other survivors.
  6. Arrange transportation for the family and other survivors upon their departure from the hospital.
  7. Ensure that the family is provided with appropriate assistance at the hospital.
- N. Whenever possible, the Troop Commander shall join the family at the hospital in order to emphasize the agency's support.
- O. Members assigned to an injured or deceased member's residence shall be responsible for:
1. Providing security to the family, answering the telephone, and greeting all visitors at the door. They will ensure that "crank" calls will not reach the family and the family's privacy will be protected. The telephone will be answered "(member's) residence, Trooper \_\_\_\_\_ speaking."
  2. Escorting the family of the injured member to the hospital or other locations as needed; or if the member is deceased, escorting the family to the chapel or church for funeral services and then to the cemetery for graveside services.
  3. Members assigned to the injured or deceased member's home will be in uniform and on duty.

## **24.03.06 PROCEDURES**

### **A. NOTIFICATION OF LINE-OF-DUTY DEATH OR SERIOUS INJURY**

The following procedures should be adhered to in cases of line-of-duty deaths and cases of critically injured members with poor prognosis of recovery. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the agency. Members providing services and assistance to the family and survivors shall take all possible measures to accommodate their needs, wishes and desires, but should not make promises to the family that they are not sure can be met.

The Colonel or his designee will electronically notify all members of a line-of-duty death or serious injury involving a division member. For line-of-duty deaths, this electronic notification will authorize the wearing of the black mourning badge and the U.S. Flag to be flown at half-staff at all Florida Highway Patrol Stations.

1. The name of the injured or deceased member shall not be released to the media or other parties before family members are notified.
2. The Troop Commander or District Commander will designate an officer to inform the immediate family of the member's condition or death. If not immediately available, the Shift Commander shall make the appointment.
3. Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications.
4. Notification of family members in the immediate area shall be made in person and, whenever appropriate, with another person such as a Division chaplain. Whenever the health of a family member is a concern, emergency medical services personnel shall be requested to stand by.
5. If the opportunity to get the family to the hospital exists prior to the member's death, notification members shall inform the Hospital Liaison Officer that the family is on its way. In such cases, immediate transportation should be provided for the family rather than waiting for any other members of the Departmental delegation to arrive. If the member has died, notification should be made to the survivors in as forthright and empathetic manner as possible.
6. Communication of information concerning the member and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain the member's name prematurely, the ranking member should request that the information be withheld until proper notification of family members can be made.



7. The notification member shall be responsible for identification of additional family members outside the area and shall make any notifications as desired by the immediate family. Such notification shall be made by contacting the FHP station or other law enforcement agency serving the family members area and requesting that a personal notification be made.
8. The notification member shall submit a written report to the Troop Commander specifying the identity, time, and place of family member notifications.

**B. PATROL FUNERALS**

In the event of the death of a member or retired member, the following rules will be followed so that there will be uniformity throughout the state:

1. Full Honors "Level 1" – Line of Duty Death
  - a. 21 Honor Guard members
  - b. Casket Guards
  - c. Pallbearers (If not chosen by family)
  - d. Rifle Team (21 Gun salute)
  - e. Flag Folding
  - f. Fly Over
  - g. Last Call Radio Transmission
  - h. Bugler (Taps), Bag Pipers & Drum Corp (If available).
2. Mid-Level Honors "Level 2" – Non-Line of Duty Death, Current employee
  - a. Casket Guards
  - b. Flag folding
  - c. Bugler (Taps)
3. Low-Level "Level 3"– Retired employee
  - a. Casket Guards
  - b. Flag folding
  - c. Bugler (Taps)
4. Low-Level "Level 3"– Prior employee (Performed by local District wearing Class "A: uniform")
  - a. Present Folded Flag

- b. Bugler (Taps)
- 5. All Level "3" funerals shall be performed by local District members wearing the class "A" uniform.
- 6. Any deviation from the above protocols shall have the approval from the Colonel or his designee.
- C. As soon as the death is announced, the Troop Commander should notify General Headquarters and all Florida Highway Patrol stations and assume general supervision of the funeral detail. The Troop Commander shall assign personnel to the positions listed in 24.03.05(A) above, as appropriate.
- D. Retired members may wear the FHP Class A uniform (complete issued uniform upon retirement), minus the firearm and gun belt while attending the funeral of an active or retired member. The retired member will be appropriately groomed for the occasion. No special uniform will be issued if the retired member requires a different uniform size. Any alterations to the uniform will be at the expense of the retired member.
- E. Seating for members will be prearranged so that they will sit in a group, near the front of the chapel.
- F. All members will act with the utmost reverence on such occasions. During the prayers at the graveside service, members shall uncover with the right hand, hold the hat over the left breast, keep the left hand behind the back and bow the head. Members shall follow the lead of the ranking officer in removing and replacing their hats.
- G. Members should observe the following:
  - 1. If the member is on point traffic control, the member shall salute when the hearse passes.
  - 2. The member will wear the side arm at funerals unless the member is a pallbearer.
  - 3. If the member is asked to escort a funeral for traffic purposes only, then the uniform of the day will be worn.
  - 4. If the member attends a funeral which is not being given full formal Florida Highway Patrol honors, the uniform of the day will be worn.
  - 5. The wearing of a black mourning band across the badge will be as provided in Section 6.01.07(G)14, Florida Highway Patrol Policy Manual.

# FLORIDA HIGHWAY PATROL

## FUNERAL WITH HONORS

### OPERATIONAL OUTLINE

#### POLICY

The following is a recommended policy and procedure in providing full honors in the event of an "in-the-line-of-duty death" of a member of the Florida Highway Patrol. The funeral for a member who has died in-the-line-of-duty is a solemn and dignified occasion. It should be designed to bestow honor upon the member for making the *SUPREME SACRIFICE* for the citizens of the State of Florida and not diminish the value of full honors with mid-level or low-level honors.

The information contained in this outline should serve as a guide to assist in the planning of funerals for members that have died in the line-of-duty. Strict adherence to this outline is not required, nor anticipated, since the wishes of surviving family members take precedence and the individual location and availability of resources may render some aspects impracticable. However, due to the short time in which such a funeral must be planned, the information in this plan should be of value.

#### OPERATIONAL OUTLINE

This plan is divided into four sections, each addressing a different stage in the funeral. The term Honor Guard Team includes:

1. Honor Guard Commander (1).
2. Pallbearers/Flag Folding (6); one pallbearer should be designated the Pallbearer Leader
3. Casket Guards (4); two will be in position while the other two are resting.
4. Rifle Team (8); seven armed with rifles or shotguns loaded with blanks and one Rifle Team Leader.
5. Bag Piper(s).
6. Bugler.

#### THE VIEWING

The Honor Guard Team and Casket Guards should arrive at the funeral home, or other location, at least 2 hours prior to the scheduled starting time of the viewing or prior to the arrival of the family, whichever is earlier. The detail will consist of two Honor Guard personnel, standing at parade rest, one at the head and one at the foot of the casket. During the viewing the Casket Guards will relieve each other every fifteen (15) minutes. Relief should be accomplished in the following manner.

1. The relief guards will slowly march down the center aisle of the funeral home to the casket. The relief guards proceed to the casket and to a position facing each of the two Casket Guards.
2. As the relief guards face the casket guards, the casket guards come to attention.
3. The two relief guards and two casket guards exchange salutes in a slow memorial fashion.
4. After the salutes, the two casket guards will take one step to the outside of the casket.
5. The relief guard will then take one step forward putting themselves in the same place that the existing casket guards just moved from and do an about-face. Once the relief guards face the congregation, they become the casket guards.
6. The two relieved casket guards take one step forward, face each other and march to a point where they meet, do a facing movement towards the rear of the funeral home and march slowly to the rear of the chapel.
7. The casket guards now in place at the casket then go to ceremonial parade rest with their heads bowed and remain for fifteen (15) minutes, until relieved.
8. All changes in direction will be accomplished using military facing movements.

The Casket detail will remain in place until the end of the viewing. In consideration of the family, and to allow them the privacy of their last few moments with the deceased member, the following procedures will take place to relieve the remaining casket guard.

1. Relief casket guard members will be the last persons to pass by the casket as a final farewell. They will approach the casket in a single file line with the Honor Guard Team Leader being the last one in line.
2. One at a time each member will approach the casket, stop, come to attention and render a slow memorial salute, then face the exit and leave.
3. After each relief member has paid their respects, the Honor Guard Team Leader will proceed to the center of the casket, approximately three to four feet out from the casket.
4. The Honor Guard Team Leader will look towards the casket guard member at the foot of the casket and give a slow distinctive nod.
5. The casket guard member at the foot of the casket will take one step forward and do a right face. The member will proceed to the center of the casket, face the casket and render a slow memorial salute, face the exit and leave.
6. The Honor Guard Team Leader will look towards the casket guard member at the head of the casket and give a slow distinctive nod.

7. The casket guard member at the head of the casket will take one step forward and do a left face. The member will proceed to the center of the casket, face the casket and render a slow memorial salute, face the exit and leave.
8. The Honor Guard Team Leader will then move slowly to the casket and render a slow memorial salute.
9. Upon completion, the Honor Guard Team Leader will face the family, take one step, stop and render a slow memorial salute to them, then exit leaving the family alone to pay their last respects.

## **THE CHURCH SERVICE**

### **GENERALLY**

The ceremony actually begins when the remains of the deceased are first received by the Pallbearers. In general, the Pallbearers receive the deceased at one of the following places:

1. The church, before the service, and then conduct the remains to the grave site, after the services.
2. The grave site.
3. Any designated place and conduct the remains to the location where services are being held and then to the grave site.

Normally, there will be a casket truck available on which the Pallbearers may place the casket during any moving of the casket.

Each time the Pallbearers move the remains of the deceased member the following will occur:

1. The Honor Guard and all uniformed personnel in attendance are brought to "ATTENTION" then immediately to "PRESENT ARMS" by the Honor Guard Team Leader the Pallbearers will remain at attention.
2. Non-uniformed personnel should remove their hats, if worn, and place their right hand over their hearts.

### **PRIOR TO THE SERVICE**

Reserved seating areas should be so marked in the church.

1. On the right side of the center aisle seating for the family.
2. On the left side of the center aisle seating for the Pallbearers.
3. An area near the front of the church so that members may sit in a group.

Normally, the casket will arrive well before the beginning of the service. If the casket is scheduled to arrive immediately prior to the start of the service, Uniformed personnel

should form a "Corridor of Honor" in which personnel line up on either side of the path the casket will take from the hearse to the church. The following protocol should be observed:

1. Directly in front of the church on the right side, the Color Guard should be placed.
2. As the hearse approaches the Honor Guard Commander will give the commands "ATTENTION" and "PRESENT ARMS". As the hearse stops the command "ORDER ARMS" will be given.
3. Once the casket is ready to be moved into the church, the Pallbearers will approach in a formation of two lines of three (3) personnel.
4. The two closest Pallbearers will pull the casket from the hearse to the remaining Pallbearers. Once all Pallbearers have a good grasp on the casket, the Pallbearer Commander will give the command "READY FACE" in a voice only loud enough for the Pallbearers to hear. The Pallbearers will face the direction they will need to go to enter the church and begin to slowly walk the casket into the church. The casket should enter the church feet first.
5. On the first step of the Pallbearers, the Honor Guard Commander will give the command "PRESENT ARMS", at which time the Piper will begin to play a memorial song.
6. Upon the casket's arrival at the door the Piper will stop playing and the Honor Guard Commander will give the command "ORDER ARMS".
7. The Pallbearers will proceed to the front of the church followed by two Casket Guards where they will place the casket. The casket guards will take their positions at the head and foot of the casket and stand at parade rest until properly relieved.
8. Once the casket has passed through the doors of the church, the Honor Guard Commander will give the command "READY FACE". All uniformed personnel will turn toward the entrance to the church. Uniform personnel will enter the church in columns of two removing their hats as they pass into the church.

#### **DURING THE SERVICE**

Due to the length of the service and the distraction that can occur when formally relieving the Casket Guards, it is suggested that there not be any Casket Guard in place during the ceremony. The Casket Guards who are at the casket should be relieved immediately prior to the beginning of the service in the following manner:

1. The Honor Guard Team Leader will approach the front of the church. The Honor Guard Commander will proceed to the center of the casket, approximately three to four feet out from the casket.
2. The Honor Guard Team Leader will face the casket and give a slow distinctive nod.

3. The Casket Guard members will take one step forward and face the direction in which they will leave and proceed to a prearranged location. The location may be outside of the church or next to the pallbearers' seating area.
4. At the end of the service, the Casket Guards will march slowly to the front of the church and resume their positions at the head and foot of the casket.

### **AFTER THE SERVICE**

At the end of the church service everyone who was seated should exit the church. Uniform personnel should form a Corridor of Honor from the doors of the church to the hearse.

1. Once everyone has exited the church the Pallbearers will proceed to the casket, pick it up, and exit the church in the same fashion as entering. The casket should leave the church feet first.
2. As the casket exits the church, the Honor Guard Commander, will call everyone to by giving the command "ALL UNIFORMED PERSONNEL ATTENTION", followed immediately by "PRESENT ARMS".
3. At the command Present Arms, the Piper will begin playing a memorial song.
4. The Pallbearers will place the casket back into the hearse.
5. Once the casket has been placed into the hearse, the Piper will stop playing and the Honor Guard Commander will give the command "ORDER ARMS" followed by "DISMISSED" (If there is to be no grave site service the order to dismiss will not be given at this time).
6. At this time all personnel will proceed to their vehicles for the procession to the grave site.

### **NOTE:**

To successfully accomplish the move from the church to the grave site by the Honor Guard personnel, certain things must be in place.

1. The Honor Guard personnel must be parked in an area where they can quickly get to their vehicles and leave before the hearse. THIS MUST BE ARRANGED AHEAD OF TIME.
2. The Honor Guard must leave before the hearse in order to arrive ahead of the procession to properly set up at the grave site. There will normally be enough time due to the slow movement of the procession.

### **CREMATION OR OUT-OF-AREA BURIAL**

Due to a cremation or an out-of-area burial there will be no grave site service. If this occurs the following will take place:

1. Once the casket has left the church and has been brought to the hearse in the fashion described above, it will be placed on the casket truck immediately behind the hearse.
2. There will be a rendering of the three-volley rifle salute, as described in the grave site section.
3. Immediately after the rifle salute the Bugler will play "Taps". During "Taps" the Pallbearers will fold the flag and the Colonel or highest-ranking member present will approach the rear of the casket and come to attention.
4. Upon completion of the folding of the flag, the flag will be handed to the Honor Guard Commander, who will ensure that it is properly folded and tucked, turn and present the flag to the Colonel. None of the red or white stripes should be showing when the flag is properly folded.
5. Once the Colonel has taken possession of the flag, the Honor Guard Commander will render a slow memorial hand salute to the Colonel. The Colonel will not return the salute.
6. At the conclusion of "Taps" the Piper will play two choruses of "Amazing Grace".
7. Upon receiving the flag, the Colonel will proceed to the family and present the flag to them.
8. As this is transpiring, the Pallbearers will remove another flag from the hearse and place it over the casket for its journey to place of burial or cremation.
9. The fly over should occur at the conclusion of "Amazing Grace".
10. After the fly over, the farewell radio transmission will be broadcast over the P.A. system.
11. The remains will then be loaded into the hearse and will then depart. This concludes the ceremony and the Honor Guard Commander will give the command "DISMISSED".

### **THE GRAVE SITE SERVICE**

Upon arrival of the Honor Guard at the grave site, the Honor Guard Commander should ensure the proper positioning of the various components. The positioning of the components is flexible depending on the layout of the grave site. The following recommendation is provided for guidance only.

1. The Color Guard should be to the right of the where the head of the deceased will lay or to the right of the Corridor of Honor.
2. The Rifle Team should be placed away from the grave site, but where they can still be seen. Also, they should be so positioned that they will not be firing over the heads of the mourners.



3. The Piper and Bugler should be positioned where they can be seen and heard and usually they should be to the left of the Color Guard.

Upon the procession arriving at the cemetery, the Pallbearers should move into position behind the hearse and other uniformed members should form a Corridor of Honor leading from the hearse to the grave site as quickly as possible. Once the Corridor of Honor is in place the following protocol should be observed:

1. When the funeral director opens the rear door of the hearse, the Pallbearers will approach the hearse and remove the casket in the same manner as at the church.
2. Once the casket is out of the hearse, the Honor Guard Commander will give the command "ATTENTION" and "PRESENT ARMS".
3. The Pallbearers will carry the casket to the grave site followed by the Clergy, immediate family and then other relatives.
4. The salute will be held until the casket has passed through the Corridor of Honor and placed on the lowering device at the grave site. At which time the Honor Guard Commander will give the commands "ORDER ARMS" and "PARADE REST".
5. The Clergy will then conduct the service.
6. At the conclusion of the service the Honor Guard Commander will give the command, "ALL UNIFORMED PERSONNEL ATTENTION". He then gives the command, "PRESENT ARMS".
7. The Honor Guard Commander then turns to the Rifle Team and gives the command "RIFLE TEAM THREE VOLLEYS".
8. The Rifle Team Leader then puts the Rifle Team through the following commands:
  - a. "RIFLE TEAM PORT ARMS".
  - b. "HALF RIGHT FACE".
  - c. "READY-AIM-FIRE".
  - d. "RECOVER-EJECT-LOAD".
  - e. "READY-AIM-FIRE".
  - f. "RECOVER-EJECT-LOAD".
  - g. "READY-AIM-FIRE".
  - h. "RECOVER".
  - i. "HALF LEFT FACE".
  - j. "PRESENT ARMS".

9. After allowing the Rifle Team to assume the present arms position, the Bugler will play "Taps".
10. At the conclusion of "Taps" the Honor Guard Commander will give the command "ORDER ARMS".
11. At this time the Piper will play two verses of "Amazing Grace".
12. After the last note of "Amazing Grace" the Pallbearers will raise the flag off of the casket and fold it. As the flag is being folded, the Aviation Coordinator in contact with the aircraft should give the go ahead for the fly over. (This allows enough time to get into position and accomplish the fly over as, or shortly after the Colonel presents the flag to the family.)
13. The flag is then presented by the folder to the Honor Guard Commander or Team Leader.
14. The Honor Guard Commander or Team Leader presents the flag to the Colonel. As the Colonel takes the flag, the Honor Guard Commander or Team Leader will give a slow, memorial hand salute. The Colonel will return the salute in a similar manner.
15. The Colonel will then present the flag to the family. The Colonel will then give a slow, memorial salute to the family.
16. As the Colonel is presenting the flag to the family, the Pallbearers under the command of the Pallbearer Leader do a facing movement and march away from the casket.
17. Immediately after the fly over the farewell radio transmission will be broadcast over the P.A. system. The following message should be preceded by a tone alert.

"(Deceased Member's Duty Station)...(Members ID#)"

"(Deceased Member's Duty Station)...(Members ID#)"

"(Deceased Member's Duty Station)...(Members ID#)"

"Attention all units, Trooper ----- of the Florida Highway Patrol, ID number ----- is 10-07 from service, may he/she rest in peace. We ask for a moment of silence in honor of his/her dedicated service to the citizens of the State of Florida and the Florida Highway Patrol." (then sign off)
18. This will normally end the service. As the family stands to leave the Honor Guard Commander will call all uniformed personnel to "ATTENTION". All uniformed personnel should remain in place until the family reaches the procession vehicles, at which time the Honor Guard Commander will give the command "DISMISSED".