

ILLINOIS STATE POLICE DIRECTIVE OPS-035, MOURNING

RESCINDS: OPS-035, 2012-040, revised 05-28-2012.	REVISED: 06-08-2015 2015-049
RELATED DOCUMENTS: OPS-036, PER-021, PER-023, SRV-012, ISP Funeral and Ceremonial Protocol Manual	RELATED CALEA STANDARDS: 22.2.4, 22.2.6

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Observe a time of mourning after the death of an ISP officer.
- I.B. Designate memorial observance time for the death of other law enforcement officers killed in the line of duty.
- I.C. Pay directly, or reimburse, in accordance with current statutes, the burial expenses of each ISP officer killed in the line of duty.

II. AUTHORITY

- II.A. 20 ILCS 2610/12.2, et seq. - "Burial benefit for State Police officers killed in the line of duty"
- II.B. ISP Funeral and Ceremonial Protocol Manual
- II.C. ILCS 465/0 – Flag Display Act

III. PROCEDURES

III.A. Death of ISP personnel

III.A.1. Mourning personnel

III.A.1.a. Sworn personnel killed in the line of duty

The official flag of mourning will be flown statewide, in lieu of the state of Illinois flag, for seven days (or until dusk of the day of interment if more than seven days) from the time of notification by the Director or as directed by the Governor under the Flag Display Act.

III.A.1.b. Code personnel killed in the line of duty

The official flag of mourning will be flown at the direction of the Director.

III.A.1.c. Personnel (sworn or code) whose death is non-service connected

The official flag of mourning will be flown, in lieu of the state of Illinois flag, at the decedent's permanent headquarters from the time of notification until dusk of the day of interment.

III.A.1.d. Retired personnel (sworn or code)

III.A.1.d.1) The headquarters of the District in which the decedent is waked will fly the official flag of mourning, in lieu of the state of Illinois flag, on the day of interment from 8 a.m. to 5 p.m.

III.A.1.d.2) The headquarters of the District in which the decedent last worked will fly the official flag of mourning, in lieu of the state of Illinois flag, on the day of interment from 8 a.m. to 5 p.m.

III.A.2. Notification

Commanders/Supervisors, learning of an employee's death, will forward an Officer Action Request (OAR), form ISP2-94/Personnel Action Request (PAR), form ISP2-39 (both forms are available in the ISP Document Library at <http://maphome/documentlibrary/>) through the chain-of-command to the Public Safety Shared Services Center (PSSSC) as soon as possible. The OAR/PAR should outline pertinent data about the employee's death.

III.A.3. The Office of Human Resources (OHR) will prepare the appropriate certificate, plaque, and any additional articles (see ISP directives PER-021, "Department Awards and Service Ribbon Program" and PER-023, "Department Certificates, Plaques, and Service Pin Programs").

III.A.4. If an officer dies while employed by the Department, the family will be presented with a memorial plaque and one of the officer's active duty stars.

III.A.5. If a code employee dies while employed by the Department, the Department will present the family with a memorial plaque. If the employee was in receipt of a department service pin, the family may keep the pin.

III.A.6. OHR will ensure that the certificate is forwarded to the late employee's work location. The Logistics Bureau, DOA, will ensure that all appropriate items are forwarded to the late employee's work location.

III.A.7. If requested by the family, the Department will provide a uniform for burial.

III.A.7.a. Personnel allowed to be buried in uniform are:

III.A.7.a.1) All sworn personnel

III.A.7.a.2) All officers who were considered in good standing at the time of separation, and have completed at least 10 years of service.

III.A.7.b. Upon request, the Logistics Bureau will provide the following uniform items for burial purposes:

III.A.7.b.1) Hat (and appropriate hardware)

III.A.7.b.2) Shirt (uniform)

III.A.7.b.3) Tie

III.A.7.b.4) Tie bar

III.A.7.b.5) Rank insignia

III.A.7.b.6) Slacks

III.A.7.b.7) Inner belt

III.A.7.c. Active duty officers buried in uniform will have their active duty star affixed to the uniform.

III.A.7.d. Retired officers buried in uniform will have their "retired" star affixed to the uniform.

III.A.8. Funeral details

For information on funeral details, see ISP directive OPS-036, "Military Courtesy and Formations," and the ISP Funeral and Ceremonial Protocol Manual, form ISP 2-370 (available in the ISP Document Library at <http://maphome/documentlibrary/>).

III.A.9. Mourning band

III.A.9.a. Sworn employees will wear the mourning band (1/4 inch black elastic) horizontally across their star during the time the official flag of mourning is flown at their headquarters.

- III.A.9.b. Sworn employees will wear the mourning band at funerals and wakes of present or past law enforcement officers. Retired officers are encouraged to display their star with the mourning band on their civilian attire at such funerals.
- III.A.9.c. The District Commander may direct that personnel may wear the mourning band during the mourning period for a deceased officer from another agency.
- III.A.9.d. The Quartermaster will supply mourning bands. Mourning bands provided by the Quartermaster Section are the only authorized band to be worn over the star during mourning.

III.A.10. Mourning pin

When worn, the mourning pin will be positioned in the center of the left pocket flap, and will take the place of the American flag pin.

III.A.11. Benefits

- III.A.11.a. The PSSSC will contact the officer assigned to coordinate ISP activities for the funeral of an officer killed in the line of duty to ensure the family received notification of the legislated burial and any other benefit.
- III.A.11.b. The OHR will assist the family in completing the proper paperwork for receiving the legislated burial benefit.

III.B. Death of Illinois local law enforcement personnel/out-of-state law enforcement personnel

III.B.1. Notification

- III.B.1.a. Upon notification of the death of an officer of another state law enforcement agency killed in the line of duty, the Springfield Communications Center will obtain the funeral arrangements and notify the Division of Operations (DOO).
- III.B.1.b. Based on the location of the state involved, with consideration given to costs and travel time associated with participation, the Director, or designee will:

- III.B.1.b.1) Determine whether the ISP, in cooperation with any of the ISP fraternal organizations (i.e. FOP Lodge 41, Command Council, Command Officers Association, Teamsters Local 700), will send one or more representatives from the agency's Honor Guard Unit(s).
- III.B.1.b.2) In these cases, the fraternal organization will bear all travel expenses while the ISP will grant the representative(s) department time and the use of a department vehicle, as appropriate, for attending the funeral. However, no overtime will be authorized.

III.B.1.c. ISP will participate in funerals for officers of Illinois local law enforcement agencies.

- III.B.1.c.1) The Director or District Commander will direct involvement with local agency's funeral arrangements.
- III.B.1.c.2) ISP participation may include, but not be limited to:
 - III.B.1.c.2)a) Attendance at visitation and funeral services
 - III.B.1.c.2)b) Wearing of mourning band and pin
 - III.B.1.c.2)c) Escort or participation in the procession from the funeral site to the cemetery
 - III.B.1.c.2)d) Body bearers or honorary pallbearers
 - III.B.1.c.2)e) ISP Honor Guard Unit (see ISP directive SRV-013, "Honor Guard"), depending upon availability
 - III.B.1.c.2)f) Assign personnel to assist in coverage of the agency's patrol areas or cover calls during the funeral services

III.B.1.c.2)g) Other requests will be considered on a case-by-case basis

III.B.1.c.3) District Commanders may consult with the OHR concerning assistance requests from local agencies regarding funeral protocol.

III.B.2. Funeral location

III.B.2.a. Contiguous states

III.B.2.a.1) Representative(s) from the agency's Honor Guard Unit may be sent by the ISP to states that are contiguous to Illinois or close enough for a department vehicle to be used for travel purposes.

III.B.2.a.2) When traveling by department vehicle, officers may wear the uniform and service weapon or carry them as luggage, at the discretion of the officer.

III.B.2.b. Non-contiguous states

III.B.2.b.1) The ISP may send representative(s) from the agency's Honor Guard Unit to states that are within a reasonable flight distance from Illinois when a department aircraft is available and may be used for the transportation.

III.B.2.b.2) When traveling by commercial airlines, personnel will:

III.B.2.b.2)a) Travel to and from the funeral location in suitable civilian attire.

III.B.2.b.2)b) Comply with airline regulations and department directives regarding transportation of weapons (see ISP directive ORD-001, "Authorized Defensive Weapons").

III.B.3. Sworn personnel attending the funeral as an official representative of the ISP will attend in uniform unless excused by the Director, or designee.

III.B.4. Officer(s) selected to represent the ISP at these funerals will not earn overtime on this detail.

| Indicates new or revised items.

-End of Directive-