



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 312

Policy Name Funerals and Formal Functions

Approved by *Wendell Franklin, Chief of Police*

Effective Date 06/29/2009

Approved Date 06/29/2009

Previous Date 07/24/2003

PURPOSE OF CHANGE:

To update policy format.

POLICY:

While in attendance at a funeral or formal function, officers in uniform will present a military bearing.

SUMMARY: Procedures for funerals or formal functions.

APPLIES TO: All sworn personnel

DEFINITIONS:

FORMAL FUNCTION – any function the Tulsa Police Department participates in where military bearing and any type of honor to colors is called for, whether in ranks or individually.

HAND SALUTE – at the position of attention, with the right hand brought sharply to the right side of the brim of the hat, with the fingers together, the wrist straight in line with the forearm and the heel of the hand slightly lower than the thumb.

LINE-OF-DUTY DEATH – death of a Tulsa Police officer or a Tulsa Police Reserve officer occurring while on-duty or while acting in the official capacity of a police officer. This definition may also include the on-duty deaths of officers from other Oklahoma law enforcement agency or any other agencies so designated by the Chief of Police or his designee.

MOURNING BANDS – a thin black strip of elastic material wrapped horizontally across the center area of the uniform badge.

NON-LINE-OF-DUTY DEATH – any death of an officer occurring outside the official capacity of a police officer.

OUTSIDE AGENCY – any law enforcement agency other than the Tulsa Police Department.

RETIRED OFFICER – any Tulsa Police officer who has completed their service of duty as recognized under the Oklahoma Police Pension System.

PROCEDURES:

1. Officers attending a funeral or formal function in uniform shall wear the formal uniform including long sleeve shirt, tie, and hat as prescribed in the Uniform Specifications Manual.
2. Officers in specialty units (e.g., Honor Guard, motorcycle unit) may wear the appropriate unit attire if it is needed and approved for a specific purpose.
3. Officers will remove their hats while inside a church or other building unless performing a ceremonial function

(e.g., Honor Guard).

4. Officers in uniform (wearing hat) shall render the hand salute during the passing of the casket, presentation of the National Colors, playing of the National Anthem, or when commanded to “PRESENT ARMS” (salute).
5. When commanded to “PRESENT ARMS,” officers will hold the salute until command-ed to “ORDER ARMS” (drop salute).
6. Officers in uniform (not wearing a hat) shall stand at attention with arms at their side during the passing of the casket, presentation of the National Colors, or during the playing of the National Anthem.
7. All officers (except for the Honor Guard) will place their right hand over their heart during the recitation of the Pledge of Allegiance.
8. Mourning bands will be worn as follows:
 - a. Line-of-duty death - 30 days from the date of death.
 - b. Non-line-of-duty death - through the day of the funeral.
 - c. Retired officer's death - the day of the funeral, if attending.
 - d. Outside agency's officer's death - through the day of the funeral.
 - e. As otherwise directed by the Chief of Police.

REFERENCES:

201A, *Uniform Equipment and Specifications*
Uniform Specifications Manual