



**SUBJECT:** Death of Department Members, Funeral Details, and Gravesite Memorials for Deceased Enforcement Members

**TO:** Department Members

This Order establishes department policy and member responsibilities for the following:

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## **25.1 DEATH OF DEPARTMENT MEMBERS, FUNERAL DETAILS, AND GRAVESITE MEMORIALS FOR DECEASED ENFORCEMENT MEMBERS**

This section provides instructions for the notification of the death of active or retired department members and the conducting of funerals. It also addresses maintaining the graves of deceased enforcement members.

### **25.1.1. DEFINITIONS**

The terms “on duty” and “line of duty” are not synonymous:

- A. **On-Duty:** For purposes of this Order, members shall be considered “on duty” whenever they are working during the hours assigned or approved by their work site commander.
- B. **Line of Duty:** Any action that an enforcement member is obligated or authorized by law or Official Order to perform in the course of general patrol activities, traffic enforcement, controlling or reducing crime, enforcing the criminal law, or protecting persons or property.
- C. **Killed in the Line of Duty:** An enforcement member is killed in the line of duty whenever they lose their life as a direct result of actions taken in the line of duty, to include the off-duty response to either a criminal law violation or action taken to protect the health and safety of another.

### **25.1.2. NOTIFICATION**

#### **A. Work Site Commander’s Responsibilities**

- (1) When there is an on-duty death of a member, the member’s work site commander shall immediately notify his or her district/division and bureau commanders, as well as the Operations Section.
- (2) Once their chain of command has been notified, the work site commander shall immediately and personally contact the relatives of the deceased to advise them of the death and offer assistance. Department chaplains may be called upon to assist with this notification.
- (3) A work site commander who becomes aware of the death of a retired member of the department residing within his or her command jurisdiction shall notify his or her district/division and bureau commanders, as well as the Operations Section.
- (4) Work site commanders advised of the death of an active or retired member of the department shall notify the work site’s department chaplain or the department’s executive chaplain and may notify the retired members residing in their post area.
  - a. If funeral details are not known at the time of the notification, it is the chaplain’s or retiree’s responsibility to call back for them.

- b. The post commander of the Lansing Post shall be responsible for making any notifications in the Headquarters area.

B. Operations Section Responsibilities

- (1) The Operations Section shall notify all Headquarters commanders, the Public Affairs Section, and all posts of the death of an active or retired member.

When the funeral arrangements become available, they shall be transmitted in the same manner.

- (2) The Operations Section shall send an MSPB message directing that work sites' flags be flown at half-staff, in accordance with Section 25.1.11 of this Order.

C. District/Division Commander's Responsibility

The commander of the district/division where the deceased active member was assigned shall ensure that the appropriate department chaplain is contacted.

D. Director's Responsibility

When notified by the Operations Section of the death of a department member, the Director shall send a condolence to the deceased's next of kin.

25.1.3. FUNERAL FOR AN ACTIVE ENFORCEMENT MEMBER

A. Initial Arrangements

- (1) The deceased member's district/division commander, or their designee, shall contact the relatives of the deceased member to determine their wishes regarding the funeral ceremony.

A department chaplain may be called upon to assist in making contact with the relatives.

- (2) If a department ceremony is desired by the deceased member's family, the deceased member's district/division commander shall notify the Director via the Operations Section. The Director shall then designate an officer in charge of the funeral detail.

- a. The officer in charge may use the Funeral Detail Roster form, UD-025, to help them plan and organize the services.
- b. The district commander in whose district the funeral is held shall assign a sufficient number of enforcement members to act as pallbearers, honor guard members, and funeral escorts. This assignment shall be made in conjunction with the officer in charge, and the members assigned shall be directly responsible to the officer in charge.
- c. If the funeral ceremony is in one district and the burial in another district, the officer in charge shall confer with both district commanders to ensure that the required enforcement members are assigned to sufficiently handle both details, and that chaplains in both districts have been notified of all details.

- (3) If the relatives of the deceased do not wish to have a department ceremony, their wishes shall be honored. A department memorial service may be considered after the funeral. The family should be invited to that memorial service.

B. Funeral Ceremony

- (1) The officer in charge shall work with a department chaplain to plan the funeral ceremony. The physical layout of the area where the funeral will be held, the availability of special squads such as color or honor guards, and the desires of the deceased's relatives shall all be taken into consideration.
- (2) In accordance with the wishes of their family, a deceased active enforcement member who died in the line of duty may be provided with a Class A uniform for burial. A deceased enforcement member who was on duty at the time of his or her death may be provided with a uniform of the day for burial.

NOTE: While the enforcement member's badges and weapons may be displayed, the hat badge, breast badge, and weapon shall not be buried with the enforcement member.

- (3) The officer in charge shall confer with the district commander regarding the assignment of members to the funeral detail. The Director shall designate the uniform to be worn by all attending uniformed members.

- (4) Funeral Detail

The funeral detail shall consist of the following uniformed enforcement members:

- a. The officer in charge, as designated by the Director.
  - b. An officer assigned to serve as a liaison between the family and the officer in charge, as designated by the district or division commander.
  - c. A department chaplain.
  - d. Six enforcement members to act as pallbearers.
  - e. One squad to act as an honor guard, which may also serve as pallbearers.
  - f. A funeral escort consisting of at least two squads.
- (5) The officer in charge shall properly train and rehearse the entire detail to ensure that they are able to present a fitting service.
  - (6) Each district is equipped with a supply of white gloves and flags for funeral details.

C. The officer in charge shall confer with the funeral director to ensure proper coordination of the ceremony.

D. The officer in charge shall personally visit the funeral location and gravesite, in order to determine the best routes to and from each location, as well as the best positions for the formation of the funeral escort. Arrangements for traffic control should also be made at this time, to include the assignment of two enforcement members to stand at attention at the entrance to the cemetery, one on each side, during the time the funeral party is entering, if possible.

#### E. Seating

- (1) The officer in charge shall determine if there is sufficient seating in the church or chapel for the uniformed members attending the funeral who are not taking part in the ceremony.

Uniformed officers from other departments shall be grouped according to their respective departments.

- (2) The officer in charge shall assign at least one enforcement member to serve as an usher responsible for seating relatives and friends calling to pay their respects.
- (3) The officer in charge shall assign at least one enforcement member to serve as an usher responsible for seating the spouses of enforcement members in the area reserved for them.

#### F. Honor Guard

- (1) Whether or not an honor guard will be assigned shall be determined by the officer in charge, taking all circumstances into consideration, including the wishes of the family.

- a. If an honor guard is desired, it shall be present during times of viewing and on the day of the funeral.
- b. An honor guard shall be maintained at the casket in the chapel or church for an hour (or more if necessary) immediately before the funeral service.

- (2) An honor guard shall consist of two enforcement members wearing the uniform of the day, as well as their hat and white gloves at all times.

- a. The honor guard squad for an enforcement member shall consist of one sergeant and five troopers.
- b. If possible, the honor guard at a funeral for a motor carrier officer shall consist of motor carrier officers, and that for a state properties security officer shall consist of state properties security officers. However, it may be necessary to use enlisted members in situations where there are not enough available motor carrier or security officers.

- (3) The honor guard enforcement members shall stand at attention, one at the head of the casket and one at the foot.

- (4) Changing the Honor Guard

- a. The honor guard shall be changed at least every fifteen minutes to provide relief.
- b. The honor guard shall be changed using the following two-step procedure:
  - i. One enforcement member shall march to the head of the casket and the other to the foot and stop.
  - ii. They shall execute an "about face" in unison. They should then be in the proper positions at the head and foot of the casket.

c. It may be necessary at times to slightly vary this procedure because of unique circumstances.

- (5) An honor guard is removed by a prearranged signal given by the funeral director when the chaplain is about to start the service. The honor guard shall then take their seats along with the funeral escort detail, unless they are also acting as pallbearers.

#### G. Color Guard

- (1) A color guard is made up of five enforcement members: two flag bearers, two riflemen, and one detail commander.
- (2) If the department is asked to provide a color guard for a department funeral ceremony, the officer in charge shall contact the Emergency Support Team commander and request the necessary trained personnel and equipment.
- (3) If Emergency Support Team members are not available, the district/division commander may assign properly trained enforcement members under their command to serve as a color guard. In such instances, the Emergency Support Team shall provide the ceremonial rifles and flags.
- (4) Requests for color guards for special events other than department funerals shall be made through the Director's Office.

#### H. Pallbearers

- (1) The pallbearers shall wear the uniform of the day, as well as their hat and white gloves at all times.
- (2) Carrying the Casket
- a. The casket shall be carried feet first.
- b. At the appointed time, two pallbearers previously designated by the officer in charge shall remove the flag and fold it in the manner specified in Section 25.1.11 of this Order.

The flag shall be passed to the Director, or in his or her absence, the ranking enforcement member, who shall present it to the nearest of kin. See Section 25.1.3.J.(4).

- (3) If the family of the deceased wishes to use non-department pallbearers, the designated officers may act as honorary pallbearers.

If the family requests to have enforcement members other than those assigned to the detail to act as pallbearers, they shall be advised that the requested enforcement members shall act as honorary pallbearers.

#### I. In the line of duty death additional members assigned

- (1) The officer in charge shall check with the Director's Office on the availability of the following services before offering them to the family of the deceased enforcement member:

a. 21-gun salute for officers.

If available and requested, the Emergency Support Team shall provide a rifle detail consisting of seven trained enforcement members and one rifle detail commander to perform the 21-gun salute. The officer in charge shall coordinate with the Emergency Support Team Commander for 21-gun salute assignments.

b. Helicopter fly-over.

If available and requested, the Field Support and Aviation Section may provide a helicopter fly-over following the funeral service or at the gravesite.

c. Bagpipers

If available and requested, bagpipers may be provided.

d. Bugler

If available and requested, a bugler may be provided. The bugler may be sought from within the department, or from outside resources.

e. End of duty call.

If requested, an end of duty call shall be arranged.

- (2) If the deceased member is a veteran, the officer in charge may also check with their local American Legion Post or other veterans' organization to obtain the services of trained personnel if the relatives desire a color guard, a 21-gun salute, or a bugler, when MSP personnel are not available.

J. Interment

(1) Funeral Escort

- a. The funeral escort shall be placed in formation along the path the casket is carried from the home, church, or chapel to the hearse.

Ordinarily, a rank of officers is formed on each side of the path. When conditions do not permit this, the officers may be in a military formation nearby, or if the size of the escort is large, a combination of both plans may be followed.

- b. Uniformed members and representatives of other departments in uniform, if not on an assignment with the funeral escort, may be in a formation behind the escort detail, if desired.

In this formation and during the services, uniformed officers from other departments shall be grouped according to their respective departments.

- c. Upon the appearance of the casket, the officer in charge, or his or her designee, calls the funeral escort to attention using the command "Attention," then immediately orders the escort to salute using the command "Present Arms."

- i. Uniformed officers not a part of the funeral escort shall assemble into a formation of a size, and at a location, directed by the officer in charge.

- ii. They shall obey the commands given to the funeral escort. If the distance between the formation and the funeral escort make this plan impractical, an enforcement member in the formation should be designated by the officer in charge to echo his or her commands to the rest of the formation.
- d. This salute shall be held until the casket has been placed inside the hearse or has entered the home or church, at which time the formation shall be ordered to drop their salute and resume the position attention using the command "Order Arms."
- e. Enforcement members not in uniform shall stand at attention when the funeral escort and formation are ordered to do so. When the funeral escort and formation are ordered to salute, those not in uniform shall hold their right hand over their left breast, or if a hat is worn, they shall hold their hat over the left breast.
- f. Once the casket has been placed in the hearse, the officer in charge, or his or her designee, shall give the facing commands necessary to order any further movement of the escort and formation, and dismiss them to their vehicles.
- g. The funeral escort shall immediately travel to the cemetery, doing so ahead of the funeral motorcade, and station themselves along the path where the casket will be carried from the hearse to the grave.

(2) Procession

- a. The procession from the hearse to the gravesite shall be formed as nearly as possible in the following order:
  - i. Escort
  - ii. Clergy
  - iii. Pallbearers and honorary pallbearers
  - iv. Casket
  - v. Family
  - vi. Department members
  - vii. Other police officers
  - viii. Distinguished persons, delegations and societies, and other persons in attendance.
- b. The color guard and rifle party, if used, shall lead the procession.
- c. No part of the procession shall be to the right or in front of the colors.

(3) Graveside Formation

- a. All uniformed members present who are not otherwise assigned shall assemble into a formation of a size, and at a location to the right of the grave, directed by the officer in charge.
- b. Upon the appearance of the casket, the officer in charge, or his or her designee, calls the funeral escort to attention using the command "Attention," then immediately orders the escort to salute using the command "Present Arms."

- c. Those uniformed officers in formation at the right of the grave shall come to attention when the funeral escort is ordered to do so, but they shall not salute. Instead, the formation shall remain at attention until the casket has been placed on the grave.

Non-uniformed officers shall stand at attention and hold their right hand over the left breast, or if worn, hold their hat over the left breast.

- d. Once the casket has been placed on the grave, the funeral escort shall be ordered to drop their salute and resume the position attention using the command "Order Arms."
- e. The funeral escort shall then walk in an orderly manner to the formation along the right side of the grave and join its ranks and come to the position of attention.
- f. Once the formation is joined by the members of the funeral escort it shall be ordered to the position of parade rest using the command "Parade Rest."
- g. Uniformed officers shall wear their hats during services at the grave.

(4) Presentation of the Flag

- a. Two previously designated pallbearers shall remove and fold the flag(s) using the following procedure:
  - i. The flag is folded immediately after the sounding of "Taps."
  - ii. The pallbearers shall then pass the flag(s) to the Director or, in his or her absence, the ranking enforcement member present.
  - iii. The pallbearers shall then come to attention and make the facing movements necessary to march an appropriate distance from the grave to be dismissed.
- b. The United States flag, and the Michigan flag if used, are presented to the next of kin by the Director or his or her designee with a statement on behalf of the State, such as, "This flag is (or these flags are) offered by a grateful State and Nation and in memory of the faithful service performed by your loved one."

If only the Michigan flag is presented, the statement may be, "This flag is presented by a grateful State and department in memory of the faithful service performed by your loved one."

(5) Dismissal

- a. At the end of the interment services, the officer in charge, or his or her designee, shall call the formation to attention, and then give the command "Dismissed."
- b. After being dismissed, officers shall return to their vehicles in an orderly and dignified manner.

K. Out-of-State Burial

In cases where the deceased enforcement member's body is taken out of state for burial, arrangements shall be made by the appropriate deputy director for a suitable escort to accompany the body.

25.1.4. FUNERAL FOR A RETIRED ENFORCEMENT MEMBER

A. The same general procedures established for the funeral of an active enforcement member are followed for the funeral of a retired enforcement member, except that only the following department services may be provided:

(1) Officer in Charge

(2) Department Chaplain

(3) Honor Guard

a. If the deceased was a retired enforcement member, an honor guard may be assigned to the casket for approximately one hour prior to the funeral service.

The honor guard may also serve as pallbearers.

b. Whether or not an honor guard will be assigned shall be determined by the officer in charge, taking all circumstances into consideration, including the wishes of the deceased's family.

(4) Flags shall be furnished by the department.

B. If additional department involvement is requested by the family, prior authorization shall be requested from the Field Operations Bureau commander.

C. Deceased retired enforcement members shall not be furnished with a uniform for burial.

25.1.5. FUNERAL FOR A NON-ENFORCEMENT MEMBER OR DEPARTMENT CHAPLAIN

In the event of the death of an active non-enforcement member or department chaplain, a department chaplain may be called upon to assist the family. The district or division commander in the area where the member or chaplain was assigned shall ensure department representatives attend the funeral, as they deem appropriate.

25.1.6. FUNERAL FOR A RETIRED NON-ENFORCEMENT MEMBER, DEPARTMENT CHAPLAIN, OR DEPARTMENT MEMBER'S RELATIVE

In the event of the death of a retired chaplain, a retired non-enforcement member, or a close relative of an active or retired member, the district commander in the area where the funeral is to be held shall ensure that at least one department member attends the funeral ceremony. No other assignments shall be made.

25.1.7. MEMORIAL SERVICE FOR DEPARTMENT CANINES

A. Department canines killed in the line of duty shall be given a memorial service arranged by the canine's handler and the Canine Unit commander.

- (1) The memorial service shall minimally consist of a short presentation by the canine's handler, or the Canine Unit commander or their designee, about the canine and its service history.
  - (2) Department canines shall not be entitled to a funeral with full honors such as an honor guard, color guard, bugler, or bagpipers. However, a department chaplain may be provided for the memorial service if such resources are available.
- B. In cases where the canine and its handler are both killed in the line of duty, the canine shall be memorialized in a manner consistent with the wishes of the deceased member's next of kin.
  - C. A Michigan flag shall be furnished by the department.
  - D. Members attending the memorial service for a department canine may do so in accordance with the provisions for attending funeral ceremonies.
  - E. The deceased canine's name and beginning and end dates of service shall be inscribed on a plaque maintained by the Training Division. The Director's Office shall pay the cost of the inscription.
  - F. Disposal of Department Canine's Remains
    - Regardless of the circumstances of death, the remains of a deceased department canine shall be disposed of in accordance with the wishes of its handler or its handler's next of kin.

#### 25.1.8. FUNERALS FOR OFFICERS OF OTHER DEPARTMENTS

Post commanders shall ensure that there is appropriate department representation at funerals of active police officers of other departments within this state.

#### 25.1.9. MEMBERS ATTENDING FUNERAL CEREMONIES

- A. Members who are on duty on the day of the funeral for an active or retired member of the department, or a close relative of an active or retired member, but are not assigned to a funeral detail, may attend the ceremony with prior approval of their work site commander.
  - (1) Members who are not on duty at the time of the funeral may attend the ceremony either in uniform or civilian attire for no compensation.
  - (2) They may travel with other uniformed personnel in a department vehicle if such use has been otherwise authorized by their district/division commander.
- B. Uniform
  - (1) Members attending the funeral ceremony in uniform of an active or retired member, or of a member of another law enforcement agency, shall wear the uniform of the day unless otherwise directed by the district or division commander.
  - (2) Mourning Badge Ribbon
    - a. The mourning badge ribbon is a black fabric band that when worn, drapes an enforcement member's uniform breast badge. This ribbon is intended to serve as a visual symbol of the grief felt at the loss of a fellow officer.

- b. The mourning badge ribbon shall be worn horizontally around the breast badge, between the shirt pin and badge, with the seam hidden behind the badge.
- c. When an enforcement member of the department dies in the line of duty, all uniformed enforcement members, whether attending the funeral or not, shall wear a mourning badge ribbon.
  - i. The mourning badge ribbon shall be worn from the time that flags are lowered to half-staff at department buildings until the end of the day of the funeral.

The “day of the funeral” shall encompass the entire 24-hour period of the calendar day upon which the funeral is scheduled.
  - ii. When there is an on-duty death of an enforcement member, the Operations Section shall notify all department LEIN locations of the date that the mourning badge ribbon shall be worn via LEIN administrative message.
- d. Members in uniform attending the funeral of a department enforcement member, a retired enforcement member, or a law enforcement officer from another department, shall wear a mourning badge ribbon.
- e. Work site commanders may also authorize their assigned personnel to wear the mourning badge ribbon upon the death of a local officer.
  - i. If wearing the mourning badge ribbon is locally authorized, it shall be worn by all members of that work site.
  - ii. The mourning badge ribbon shall be worn from the time of authorization until the end of the day of the funeral.
- f. Members may wear the mourning badge ribbon for official memorial ceremonies (to include fallen trooper memorials, 911 remembrance ceremony, etc.).
- g. Each member of the department issued a uniform and badge is also provided a mourning badge ribbon. In addition, a small supply of ribbons is maintained by each post.

(3) Mourning Pin

- a. The mourning pin is a lapel pin that features an MSP shield draped by a black band. This pin is intended to serve as a visual symbol of the grief felt at the loss of a fellow officer.
- b. The mourning pin shall be worn on the left lapel of a suit jacket.
- c. When an enforcement member of the department dies in the line of duty, all non-uniform members, whether attending the funeral or not, may wear a mourning pin.
  - i. The mourning pin may be worn from the time that flags are lowered to half-staff at department buildings until the end of the day of the funeral.

The “day of the funeral” shall encompass the entire 24-hour period of the calendar day upon which the funeral is scheduled.

- ii. When there is an on-duty death of an enforcement member, the Operations Section shall notify all department LEIN locations of the date that the mourning pin may be worn via LEIN administrative message.
  - d. Members not in uniform attending the funeral of a department enforcement member, a retired enforcement member, or a law enforcement officer from another department, may wear a mourning pin.
  - e. Work site commanders may also authorize their assigned personnel to wear the mourning pin upon the death of a local officer. The mourning pin may be worn from the time of authorization until the end of the day of the funeral.
  - f. Members may wear the mourning pin for official memorial ceremonies (to include fallen trooper memorials, 911 remembrance ceremony, etc.).
  - g. The Human Resources Division shall provide a mourning pin to each new member during his/her new employee orientation.
- C. To assist the officer in charge and the funeral director with determining the need for seating and other logistics, work site commanders shall notify the officer in charge of their members planning to attend in uniform via email or other means.
- D. Patrol cars may be used by uniformed members voluntarily attending the funeral ceremony upon the approval of the district/division commander.
- (1) Transportation normally shall not be approved for travel more than 100 miles one way.
  - (2) In the case of a duty-incurred death of a member, travel limits may be extended by the district/division commander.
- E. When uniformed members walk by the casket to pay their respects, or as they enter the home, church or chapel, they shall hold their hat over their breast badge and remain uncovered during the ceremony.

#### 25.1.10. DEATH BENEFITS

A. Letter of Benefits

Upon the death of a member, civilian or enlisted, the Human Resources Division Director or his or her designee shall send a letter of benefits to the deceased's beneficiary.

The letter shall specifically outline the death benefits that the individual member has and when payment may be expected.

B. Memorial Plaque

- (1) The department shall only supply memorial plaques for enforcement members who die in the line of duty.

The families of other deceased enforcement members may purchase memorial plaques. The cost of the plaque must be paid by the family at the time of the request. The installation cost must also be paid by the family.

- (2) Upon the death of an active enforcement member or their spouse, the Human Resource Division shall provide information on the availability of the memorial plaque in the letter sent to beneficiaries.
- (3) After retirement, the Department of Technology, Management, and Budget, Office of Retirement Services, handles notifications to beneficiaries after the death of a retiree or spouse.
- (4) The Grants and Community Services Division, Management Services Section, may be contacted for additional information on the memorial plaque at 517-636-0681.

C. Badges

- (1) The next of kin of an enforcement member who dies in the line of duty shall be presented with the member's actual badge encased in a plastic stand. The commander of the deceased shall obtain the badge and forward it to the Human Resources Division, which shall order the embedment.
- (2) If the member is killed in the line of duty, the badge number shall be retired from service.

D. Flag Box

- (1) The next of kin of any enforcement member who dies while an active member of the department shall be presented with a display box in which to store the folded flag received during the funeral ceremony.
- (2) The flag box shall be provided by the Human Resources Division, and shall include a plate inscribed with the member's name, rank, enlistment date, and date of death.
- (3) The flag box may be presented to the next of kin on the day of the funeral ceremony or given to them at another suitable time.

25.1.11. DISPLAY AND FOLDING OF FLAGS

A. Flying the Flag at Work Sites

- (1) Flags at all department installations shall be flown at half-staff upon the death of the following:
  - a. Active enlisted members.
  - b. Motor carrier or state properties security officers who lost their lives in the line of duty.
- (2) Flags at Lansing Headquarters and the deceased's local work site shall be flown at half-staff upon the death of the following:
  - a. Active motor carrier or state properties security officers who lost their lives while off duty.
  - b. Active department chaplains.
  - c. All other active civilian members of the department.

- (3) When an enforcement member dies in the line of duty, the Director's Office shall request that the Governor's Office of Legal Counsel have state flags lowered to half-staff at all state buildings.
  - (4) In the event of the death of a law enforcement officer from another agency, the flag shall be flown at half-staff at the post or posts whose geographic area includes the community where the deceased officer served.
  - (5) Flags shall be flown at half-staff until sunset on the day of the funeral.
  - (6) Unless properly illuminated, work sites shall only fly flags between the hours of sunrise and sunset. Illuminated flags may be flown 24 hours a day.
- B. Flags shall be furnished by the department, and a supply of them is kept by each district. The officer in charge shall ensure that the required flags are available.
- (1) If the deceased has been honorably discharged from the armed forces of the United States, the United States flag and, if requested, the Michigan flag shall be provided.
  - (2) When the deceased is not a veteran, the Michigan flag shall be provided.
- C. Display
- (1) When the body is on view to the public, the flags shall be folded in the manner described below, and may either be laid inside the casket or displayed near it.
  - (2) After the casket is closed, the flag shall be draped over it with the star field over the left shoulder of the deceased.
- D. Instructions for Correctly Folding Flags
- (1) United States Flag
    - a. Two pallbearers shall be designated by the officer in charge to fold and present the flag. They shall first position themselves on either end of the flag, grasp each corner, and step slightly to one side. They shall then fold the lower striped section of the flag over the blue field.
    - b. The folded edge is then folded over to meet the open edge.
    - c. A triangular fold is started by bringing the striped corner of the folded edge to the open edge.
    - d. The outer point is turned inward parallel with the open edge to form a second triangle.
    - e. The triangle folding is continued until the entire length of the flag is folded in this manner.
    - f. When the flag is completely folded, only the blue field shall be visible and it shall be folded in the triangular shape of a cocked hat.
  - (2) Michigan Flag
    - a. Two pallbearers shall be designated by the officer in charge to fold and present the flag. They shall first position themselves on either end of the flag, grasp each

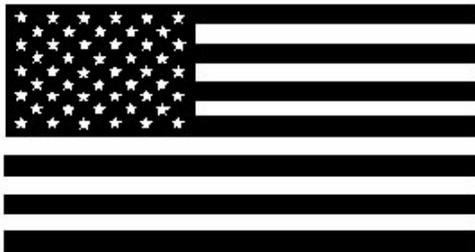
corner, and step slightly to one side. They shall then turn the flag front side down.

- b. The white border edge is folded five inches inward.
- c. The flag is then folded lengthwise leaving the top of the state seal facing down.
- d. The open edge is folded over to meet the folded edge, leaving the top of the state seal facing down.
- e. At the end opposite the white border, a fold is made inward at the near edge of the state seal.
- f. A triangular fold is then started at the white border end by bringing the corner of the folded edge to the open edge.
- g. The outer point is turned inward, parallel with the open edge, to form a second triangle.
- h. The triangle shall continue to be folded until the entire length of the flag is folded in this manner.

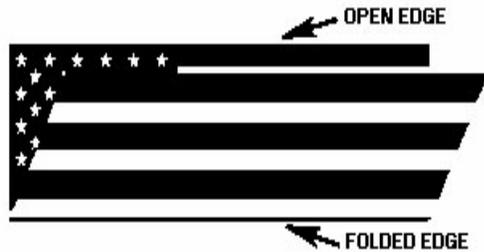
The fold is completed by tucking the final edge into the open triangle fold.

E. DIAGRAMS FOR FOLDING THE UNITED STATES AND MICHIGAN FLAGS

1.



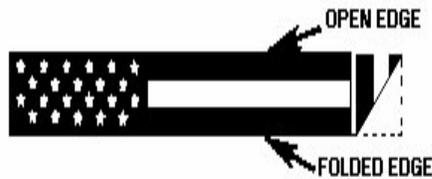
2.



3.



4.



5.



6.



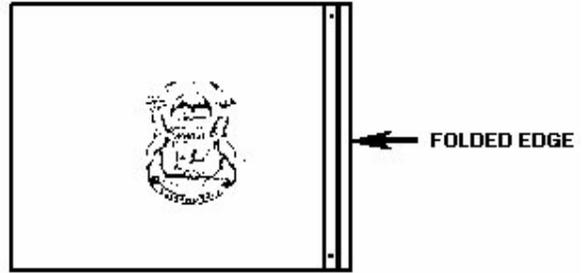
7.



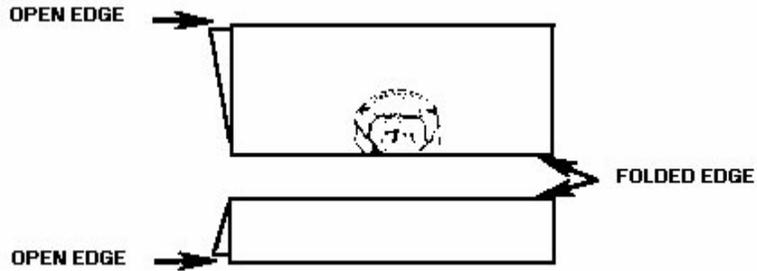
1.



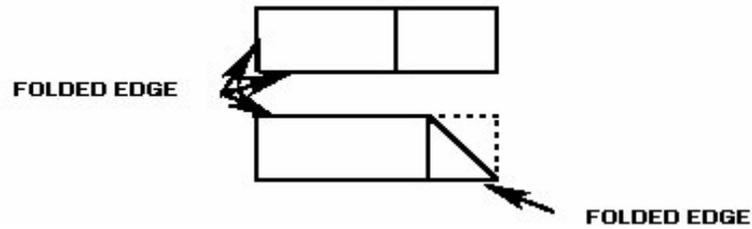
2.



3.



4.



5.



6.



25.1.12. MAINTENANCE AND DECORATION OF GRAVES OF DECEASED ENFORCEMENT MEMBERS

- A. Prior to Memorial Day each year, a supply of appropriate Michigan flags shall be forwarded to every post in whose area deceased enforcement members are buried.

- (1) A link in Section 25.4 of this Order contains a list of deceased enforcement members buried in Michigan.
  - (2) Work sites shall submit any additions or corrections to the lists of deceased enforcement members in Section 25.4 of this Order to the Executive Operations as soon as such information becomes available. The deceased enforcement member's name, year of death, and the city, state and place of interment (if known) shall be included.
- B. Prior to the observance of Memorial Day, a uniformed enforcement member shall place the Michigan flag in each department plaque at the gravesite. A uniformed enforcement member may be assisted with flag placement by a retired enforcement member of the department.
- (1) A flag socket is located near the top of each plaque, in the center, concealed under a small rosette ornament that can be turned to expose the socket.
  - (2) If there is no plaque, the flag shall be placed at the head of the grave, preferably in an urn or vase if available to prevent groundskeepers from removing the flag prematurely.

## **25.2 FALLEN TROOPER MEMORIAL CRITERIA**

This section provides criteria and guidance for the placement of deceased enforcement members' names on the Fallen Trooper Memorial, which is dedicated to all the enforcement members of the Michigan State Police killed in the line of duty.

### **25.2.1. ELIGIBLE PERSONNEL**

- A. The names of troopers, motor carrier officers, and state properties security officers killed in the line of duty as defined in Section 25.1.1 are eligible for placement on the Fallen Trooper Memorial as long as they meet the criteria listed in this Order.
- B. The names of civilian members of the department shall not be eligible for placement on the Fallen Trooper Memorial.

### **25.2.2. EXCLUDED DEATHS**

Deaths occurring under the following circumstances are not eligible for consideration for the Fallen Trooper Memorial:

#### **A. Disease**

Death caused by disease shall be excluded unless a medical doctor determines that the enforcement member died as a result of a disease contracted while performing their official duties, or by exposure to hazardous materials or conditions while performing their official duties.

#### **B. Misconduct/Gross Negligence**

Death caused by an enforcement member's intentional misconduct such as horseplay with weapons or exhibition driving, as well as any action that could reasonably be considered grossly negligent.

C. Natural Causes

Death attributed to natural causes shall be reviewed by the Director's committee described in Section 25.2.4.A.(1) below to determine whether the medical condition causing death had arisen in the line of duty.

D. Substance Abuse

Death attributed to voluntary alcohol or controlled substance abuse is excluded.

E. Suicide

Death caused by an enforcement member's intention to bring about his or her own death is excluded.

25.2.3. VEHICLE CRASHES

A. Deaths involving vehicle crashes, including but not limited to automobile, aircraft, and watercraft crashes, shall be eligible for consideration for the Fallen Trooper Memorial under the following circumstances:

- (1) Enforcement members who are called to duty by the department and are actually en route to a specific law enforcement emergency (e.g., mobilizations).
- (2) Enforcement members, as required or authorized by law or condition of employment, who are traveling in a department vehicle to or from work (e.g., canine handlers).
- (3) Enforcement members who are driving a department vehicle in the official performance of their duties.

B. Deaths involving other types of vehicle crashes that occur in the line of duty may be allowed, and will be reviewed by the Director's committee described in Section 25.2.4.A.(1) below. The committee's recommendation, as well as the Director's final determination as to whether the deceased member's name is eligible for inclusion on the Fallen Trooper Memorial, shall be based on the necessity of the member's actions, whether those actions were later determined to be grossly negligent, and any other mitigating factors.

25.2.4. RESPONSIBILITIES

A. Director's Responsibilities

- (1) The Director shall form a committee to review each enforcement member's death in question and make a recommendation as to whether to place their name on the Fallen Trooper Memorial. At a minimum, this committee shall consist of:
  - a. The Director or his or her designee.
  - b. The Human Resources Division Director or his or her designee.
  - c. A representative of the Michigan State Police Troopers Association (MSPTA).
  - d. A representative of the Command Officers Association.

- (2) The Leadership Team shall review the committee's recommendation, but the Director shall be responsible for making the final decision on whether to place the deceased member's name on the Fallen Trooper Memorial.
  - a. The Director shall not make the final decision until all decisions regarding member benefits have been made.
  - b. The Director's final decision shall not be subject to appeal.

**B. Human Resources Division Responsibilities**

The Human Resources Division shall ensure the correct spelling of the deceased enforcement member's name prior to its inscription by reviewing the deceased member's personnel file and verifying the spelling with their work unit commander and surviving family members. The deceased member's date of birth and date of death shall be confirmed at that time as well.

**C. Training Division Responsibilities**

- (1) Although the Fallen Trooper Memorial is located on the grounds of the Training Academy, public funds are not used for its maintenance. Instead, the MSPTA administers a private fund made up of income from donations and other sources for this purpose. The Training Division shall work in cooperation with the MSPTA to arrange for regular maintenance for the Fallen Trooper Memorial, including the replacement of any damaged or worn name plates.
- (2) The Training Division shall obtain the deceased member's name, date of birth, and date of death from the Human Resources Division and make arrangements with the MSPTA for the engraving and installation of the name plate on the Fallen Trooper Memorial.
- (3) The Trooper Development Section shall be responsible for organizing semi-annual meetings with the Fallen Trooper Memorial Committee established by the MSPTA. This committee charged with oversight of maintenance and improvements to the Fallen Trooper Memorial. No changes to the Memorial or kiosk are authorized without approval from the committee.

**25.3 NATIONAL LAW ENFORCEMENT OFFICERS MEMORIAL**

**25.3.1. ELIGIBILITY AND RESPONSIBILITIES**

This section outlines the process to be used by the Director's Office to nominate a deceased enforcement member's name to be inscribed on the National Law Enforcement Officers Memorial, which honors federal, state, and local law enforcement officers who have made the ultimate sacrifice for the safety and protection of our nation and its people. It also provides instructions for selecting department representatives to attend the national ceremony in the event an MSP member's name is being inscribed.

**A. Eligible Personnel**

- (1) The names of enforcement members killed in the line of duty are eligible to be nominated for inscription on the National Law Enforcement Officers Memorial as long as they meet the criteria listed in this Order for the Fallen Trooper Memorial.

- (2) The names of civilian members of the department shall not be eligible for nomination on the National Law Enforcement Officers Memorial.

B. Responsibilities

(1) Public Affairs Section Responsibilities

- a. The Public Affairs Section shall complete the National Law Enforcement Officers Memorial Fund (NLEOMF) Officer Data Form and verify all information with the Human Resources Division.
- b. The Public Affairs Section shall send the authorized NLEOMF Officer Data Form to the NLEOMF by December 31 of the calendar year of the enforcement member's death.

(2) Director's Responsibilities

- a. The Director shall review the completed NLEOMF Officer Data Form and shall sign the form authorizing the name of the enforcement member to be added to the National Law Enforcement Officers Memorial as long as it meets the criteria listed in this Order.
- b. In the event an MSP member's name is being inscribed on the National Law Enforcement Officers Memorial, the Director may authorize department member(s) to attend the engraving ceremony on behalf of the department.

**25.4 LISTS OF DECEASED ENFORCEMENT MEMBERS**

For a list of the deceased enforcement members of the Department of State Police buried in Michigan, [click here](#).

For a list of the deceased enforcement members of the Department of State Police who are buried outside the State of Michigan, [click here](#).

For a list of the deceased enforcement members of the Department of State Police with no grave site listed, [click here](#).

**25.5 REVISION RESPONSIBILITY**

Responsibility for continuous review and revision of this Order lies with the Field Operations Bureau (Special Operations Division) and Field Support Bureau (Training Division), in cooperation with the Executive Operations (Human Resources Division and Public Affairs).

DIRECTOR