

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: February 3, 2021

HISTORY: April 15, 2019
March 26, 2019

SUBJECT: Mourning & Funeral Protocol

POLICY NUMBER: 19-081

I. PURPOSE

The purpose of this policy has been established to define the proper time to display a mourning band, funeral attire, and etiquette.

II. POLICY

This policy is to ensure that City of Oconomowoc Officers have a clear understanding of mourning band display, funeral attire and etiquette to provide uniformity and a professional police image.

III. GENERAL GUIDELINES

- A. Approved mourning band is limited to only a solid black band. The mourning band will be no more than one half inch in width and will be positioned in the center of the Oconomowoc Police Department badge.
- B. All officers, as outlined in this policy, are expected to display a mourning band for the entire time to ensure that department personnel maintain uniformity.
- C. Mourning bands should be worn by all Law Enforcement Officers (LEO) in uniform or in civilian clothing while displaying a badge when attending the funeral of an active LEO. Upon completion of the funeral, the mourning band shall be removed.

IV. PROCEDURE

- A. Law Enforcement Line of Duty Death- City of Oconomowoc Employees
 - 1. Upon the line of duty death of an active City of Oconomowoc LEO, the mourning band should be worn for a period of thirty days from the date of death.
- B. Law Enforcement Line of Duty Death- Out of Jurisdiction, within Wisconsin
 - 1. Upon the line of duty death of an out of jurisdiction LEO within the State of Wisconsin, the mourning band should be worn from the time of death and removed at the end of the day of burial.
- C. Anniversary of EOW for City of Oconomowoc Officer Line of Duty Death
 - 1. On the anniversary date of a previous line of duty death of an Oconomowoc Police Officer, the band should be worn for 24hrs on the end of watch date.
- D. National Peace Officers Memorial Day
 - 1. On the date designated (May 15) - The band should be worn for the period from 0001 hours until 2359 hours.
- E. Chief's Direction

1. At the direction of the Chief of Police, when special circumstances dictate, department personnel's display of official mourning is appropriate.

V. FUNERAL UNIFORM

A. Class "A" uniform shall be worn when attending any In the Line of Duty Death

1. Administrative Class "A" uniform consists of
 - a. Long sleeve white dress shirt- Note: In the event of extremely hot weather, short sleeve shirt without tie may be worn at the discretion of the Chief.
 - b. Standard issued dress pants
 - c. Collar insignia
 - e. Black shoes with shine
 - f. Department issued tie
 - g. Department issued 5-star military style hat with badge
 - h. Name plate
 - i. Department issued badge affixed to shirt
 - j. Department dress coat, if available
2. Patrol Officer/Detective Class "A" uniform consists of
 - a. Long sleeve blue dress shirt with new department patch (2019) Note: In the event of extremely hot weather, short sleeve shirt without tie may be worn at the discretion of the Chief.
 - b. Standard issued six pocket pants
 - c. Collar insignia
 - e. Black shoes with shine
 - f. Department issued tie
 - g. Department issued 5-star military style hat with badge
 - h. Name plate
 - i. Department issued badge affixed to shirt
3. Civilian Personnel
 - a. Personnel not attending in uniform shall wear a style of civilian clothing that is of a conservative and contemporary business attire.

VI. PROPER FUNERAL ETIQUETTE

A. 5-star military style hat etiquette and salute

1. When a pallbearer or member of the honor guard or color guard department personnel may wear their hats inside of the building
2. All other department personnel should remove the hat upon entry into the funeral home or church and put hats back on when they exit the building.
3. When you approach the casket of the fallen brother/sister, you stop, say a short prayer, put on your hat, come to attention with a sharp salute and then slowly lower the salute, turn and depart, removing your hat once you return to your seat or point of assembly.

VII. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict