



GREENVILLE COUNTY  
SHERIFF'S OFFICE

GO - 117

## GENERAL ORDERS

### FUNERAL/ LINE OF DUTY INJURY PROCEDURES

**PURPOSE:**

The policy outlines responsibilities and procedures for funerals of deceased deputies as well as serious injuries sustained in the line of duty incidents.

**PROCEDURE:**

In the event of a deputy's death, in the line of duty, the deputy's identity is relayed to communications by telephone only. The deputy's identity is not broadcast over communication channels. The Shift Supervisor is to confirm the identity of the deceased and immediately contact the deputy's division commander.

The division commander is to notify the Sheriff's Office Chaplain and the Sheriff. The Sheriff and Chaplain will make death notification to the deputy's next of kin. If the deputy's appropriate ranking officials are not available, notification is not to be delayed.

**FUNERAL LIAISON:**

The division commander of the deceased deputy's division is to appoint a deputy to serve as a liaison between the family and the Sheriff's Office. The liaison and Victim Witness Coordinator are to be assigned to the family within the first few hours of the death.

The Chaplain, Liaison, and Victim Witness Coordinator are to assist the family in working out details of funeral arrangements, making certain family wishes are carried out and the appropriate type of honor rendered. The Chaplain is to coordinate and assist the family's minister in every way possible, making him aware of Sheriff's Office concerns and traditions. Chaplain and Victim/Witness assistance is available to employees who have experienced serious injuries.

Each Division Commander is supplied with a copy of the Sheriff's Office Funeral Manual. This manual contains policies relating to the needs involved in an employee funeral as well as checklists to aid in the planning process. The affected Division Commander will, upon notification of the death of one of their employees, begin using the manual and checklists to begin the planning process. When a liaison is appointed, they will be responsible for completing the checklist and process.

**The Liaison will:**

- Go to the home of the next of kin and assist the family with making funeral arrangements, and acquaint them with what the Sheriff's Office does and can do.

- Coordinate with the Uniform Patrol Commander and Chaplain concerning the family's wishes in funeral arrangements, which may include a firing squad to perform a salute and/or playing of taps.
- Assist the family in conducting any personal business, notifying relatives, and arranging with the County Safety Officer to initiate death benefits to the family.
- Arrange for deputy's personal property to be returned to the family and arrange for Sheriff's Office property to be recovered/returned.
- Remain available to the family during the period of mourning, and especially during visitation at the funeral home.
- Accompany the family to the funeral service, remaining physically in their presence during the religious service, ride with them in the procession and return with them to their home.
- Offer assistance of the Chaplain and Sheriff during the period of adjustment, and always bear in mind the family's wishes are to be respected in every detail.

**Honor guard:**

The Honor Guard Commander appoints a sufficient number of deputies to serve as an Honor Guard and one member to serve as Detail Commander. The Honor Guard:

1. Serves during visitation at the funeral home.
2. When the deceased is moved from the funeral home to the hearse, to the grave, the Honor Guard forms on either side for the casket to pass through.
3. Wears Class "A" uniforms with white gloves.

**FUNERAL DRESS:**

If the family wishes uniformed deputies to participate as pallbearers, they will wear Class "A" uniforms with white gloves. All other uniformed deputies wear Class "A" uniforms.

**FUNERAL VISITORS:**

**A Sergeant or above is to assist out of county personnel.** This deputy is appointed by a division commander, and his/her duty consists of:

1. Arranging to lodge for out of town guests.
2. Identifying an appropriate place for guests to assemble for transportation to the funeral.
3. Giving instructions to visiting personnel as to their participation in the ceremony.
4. Compiling a list of names and departments of out of town visitors.

**FUNERAL TRAFFIC CONTROL:**

**The Selective Enforcement Division Commander** appoints a Traffic Supervisor who:

1. Plans route for the funeral procession.
2. Remains in charge of traffic control to address funeral traffic problems.

**SPECIAL  
RECOGNITION:**

Flags at the Law Enforcement Center, Southern, Northern, and the Center for Advanced Training are flown at half-mast for seven (7) days. The deceased deputy's unit number and badge are to be retired. Administrative Services is responsible for mounting the badge on a suitable plaque, for presentation to the family.

**NON-LINE OF DUTY  
DEATH:**

A modified version of this order can be adapted to a memorial service for active duty deputies who die from causes other than in the line of duty.

**RETIREE DEATH:**

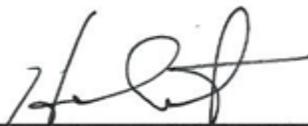
If requested by the family of a retired deputy, this order can be modified to fulfill their wishes.

**PROCEDURES FOR  
SERIOUS LINE OF  
DUTY INJURIES:**

If a deputy receives serious or life-threatening injuries in the line of duty, the following procedures will be followed.

The Division Commander, or in their absence the next in command, will respond to the hospital to serve as a hospital liaison. The Division Commander will be responsible for coordinating the arrival of survivors, family members, and other agency personnel. The Commander will also assume the following responsibilities:

1. Ensure that a Sheriff's Office chaplain has been notified of the incident and is responding to the hospital.
2. Assist family members in gaining access to the injured deputy per their desires.
3. Ensure that immediate family members are provided with appropriate assistance at the hospital.
4. Provide hospital personnel with all necessary information on billing for medical services.



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Hobart Lewis, Sheriff