

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INJURY OR DEATH OF AN EMPLOYEE OR VOLUNTEER	Policy Number GD-19 Effective Date 05-07-24
Related Information CP-6, <i>Bloodborne Pathogens</i> CP-7, <i>Airborne Pathogens</i> GC-1, <i>Leaves and Absences</i> GC-22, <i>Critical Incident Stress Management Program</i> GD-16, <i>Modified Duty</i> GH-5, <i>Early Identification System</i> GJ-2, <i>Critical Incident Response</i>	Supersedes GD-19 (07-19-23)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for reporting and handling an industrial injury or the death of an employee or a volunteer.

POLICY

It is the policy of the Office to ensure a proper incident response is completed and to ensure that support and assistance is provided to Office personnel in the event of an industrial injury or death of an employee or a volunteer.

DEFINITIONS

Critical Incident: An event producing emotional or psychological distress sufficient to overwhelm an individual's psychological defense mechanisms. Typically, these incidents are sudden, powerful events which are outside the range of ordinary experiences. Because they are so sudden and unusual, they can have strong psychological effects, even on well trained, experienced employees. The term "critical incident," as used in this Office Policy, is not to be confused with the term specified in Office Policy GJ-2, *Critical Incident Response*.

Early Identification System (EIS): A system of electronic databases that captures and stores threshold events to help support and improve employee performance through early intervention and/or to identify problematic operating procedures, improving employee performance, identifying detrimental behavior, recognizing outstanding accomplishments, and to improve the Office's supervisory response. The computerized relational database shall collect, maintain, integrate, and retrieve information gathered to highlight tendencies in performance, complaints, and other activities. The database allows the Office to document appropriate identifying information for involved employees, (and members of the public when applicable), and the actions taken to address the tendencies identified. Blue Team, IAPro, and EIPro are applications of the EIS.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Industrial Injury: An injury or illness that the employee or volunteer reports as having arisen out of the course of employment.

Line-of-Duty Death: A current employee in the classification of deputy sheriff of any rank, who dies by felonious or accidental means while performing law enforcement functions while on-duty, off-duty, or working in an off-duty capacity and takes law enforcement action, or a current employee in the classification of detention officer of any rank, who dies by felonious or accidental means while performing detention functions while on-duty.

Line-of-Duty Death (Volunteer): A reserve deputy who dies by felonious or accidental means while performing law enforcement functions while on-duty, off-duty, or working in an off-duty capacity and takes law enforcement action, or a posse member who dies by felonious or accidental means while performing law enforcement functions when specifically directed to do so by a deputy sheriff.

Non-Line-of-Duty Death: A current employee in any classification who dies as the result of circumstances occurring while in an on-duty or off-duty capacity but is not considered line of duty.

Non-Line-of-Duty Death (Volunteer): A current reserve deputy, posse member, or other volunteer who dies as the result of circumstances occurring while in an on-duty or off-duty capacity but is not considered line of duty.

Peace Officer Capacity: Working as a peace officer performing law enforcement functions. Only deputies and reserve deputies may work in this capacity.

Posse Member: An at-will volunteer who has, at a minimum, completed the Basic Posse Training Level.

Retiree: A former Office employee who retired from the Office as indicated in their official personnel file and/or the Maricopa County Human Resources Information System. This does not include employees who resigned from or were involuntarily separated from the Office and later retired from ASRS, CORP or PSPRS.

Retiree (Volunteer): A former reserve deputy who retired from the Office in good standing from the reserve program after 10 or more years of service.

Volunteer: A person who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered.

PROCEDURES

1. **Industrial Injury Reporting and Documenting:** When an industrial injury occurs, whether the injury was treated with first aid or by medical personnel, the incident shall be immediately reported to the employee's or volunteer's on-duty supervisor.
 - A. **Injured Employee or Volunteer Responsibilities:** The employee or volunteer shall immediately notify their on-duty supervisor that an industrial injury has taken place unless it is impractical to do so; another employee on scene shall notify an on-duty supervisor. In addition, unless incapacitation from the injury does not make this possible, the employee or volunteer shall:
 1. Complete and submit an *Industrial Injury/Significant Exposure Memorandum* to the supervisor prior to the end of shift or upon return from medical treatment, if applicable. This memorandum can be found on the M:\PUBLIC_INFO\TECHNOLOGY_BUREAU\OFFICIAL MCSO FORMS\OSD Forms\Injury and Exposure forms.
 2. If there was a significant exposure to bodily fluids, with or without injury, the employee or volunteer shall complete a *Report of Significant Exposure to Bodily Fluids* form and submit it to the supervisor prior to the end of shift or upon return from medical treatment, if applicable. This form can be found on the M:\PUBLIC_INFO\TECHNOLOGY_BUREAU\OFFICIAL MCSO FORMS\OSD Forms\Injury and Exposure forms.
 3. If medical treatment is obtained for the injury or exposure incident, the Leave Management Section (LMS) shall be provided with a work status update from the healthcare provider indicating whether the employee is released to return to full duty with no restrictions or

return with medical restrictions, and the scheduled date of any follow-up evaluation, if applicable.

- B. Supervisor Responsibilities: Prior to the end of shift, the supervisor shall:
1. Complete and submit the Injured County Employee or Volunteer Form found on the Maricopa County Intranet website at [REDACTED]. The form can be accessed by selecting Departments, then scrolling down to Risk Management Documents\Online Claim Form. The form can also be found by going to the *Industrial Injury Claims Forms* icon located on the SharePoint Portal Manager.
 2. In the event the employee or volunteer was exposed to blood or other potentially infectious materials, provide the employee or volunteer with the Fact Sheet for Significant Work Exposures. This document provides information regarding timelines for testing and requirements in the event that the employee or volunteer later develops a medical condition resulting from the exposure incident. The Fact Sheet is located on the [M:\PUBLIC_INFO\TECHNOLOGY_BUREAU\OFFICIAL_MCSO_FORMS\OSD_Forms\Injury and Exposure forms](M:\PUBLIC_INFO\TECHNOLOGY_BUREAU\OFFICIAL_MCSO_FORMS\OSD_Forms\Injury_and_Exposure_forms).
 3. Complete an entry in the Early Identification System (EIS) Blue Team. The Blue Team entry shall be entered by using the Incident Type: Performance Assessment Measure (PAM); Allegation: Pam-Exposure/Injury, as specified in Office Policy GH-5, *Early Identification System*. The entry must document that an injury occurred (without specifying confidential medical information) and the cause of the injury. The PAM entry shall be routed through the chain of command to the Early Intervention Unit (EIU) with the employee being carbon copied, as specified in the Office Policy GH-5 *Early Identification System*, Blue Team Flowchart attachment. Supervisors shall only attach the Maricopa County Risk Management online claim form to the Blue Team entry. Supervisors shall not attach the *Industrial Injury/Significant Exposure Memorandum* or any documents that disclose an employee's protected health information.
 4. E-mail the following documents to the Occupational Safety Division (OSD), [REDACTED] and to the LMS Section, [REDACTED].
 - a. *Industrial Injury/Significant Exposure Memorandum* completed by the employee or volunteer; and
 - b. *Report of Significant Exposure to Bodily Fluids* form completed by the employee or volunteer, if there was a significant exposure to bodily fluids, with or without injury.
 5. Contact the OSD for emergency incidents such as fatalities, hospitalizations, amputations, and loss of eye/eyes through the Communications Division as soon as possible, as specified in this Office Policy.
 6. Direct the employee to provide any documentation received from the healthcare provider regarding the employee's work status to the LMS, [REDACTED] or through fax [REDACTED].
 - a. The employee must provide documentation to the LMS that indicates whether the employee is released to return to full duty/no restrictions or return with medical restrictions, and the scheduled date of any follow-up evaluation, if applicable.

Health (ADOSH) reporting requirements are met, notification must be provided to OSD within eight hours of the incident.

4. In the event of an exposure to blood or other potentially infectious materials, refer to Office Policy CP-6, *Bloodborne Pathogens*. In the event of exposure to chickenpox or other airborne pathogen, refer to Office Policy CP-7, *Airborne Pathogens*.
4. **Responsibilities Following Medical Treatment of the Industrial Injury:** Once an employee or volunteer receives medical treatment for an industrial injury, the following shall occur:
- A. Employee Responsibilities:
 1. Promptly provide the LMS with written documentation of the work status from the healthcare provider indicating whether the employee is released to return to full duty/no restrictions or return to work with medical restrictions, and the scheduled date of any follow-up evaluation, if applicable.
 2. If the healthcare provider has placed the employee on no work status, verbally inform the LMS and supervisor immediately regarding the anticipated duration of no work status and the date of the next follow-up visit.
 3. If the healthcare provider has issued medical restrictions, submit a *Request for Temporary Modified Duty* form, as specified in Office Policy GD-16, *Modified Duty*.
 4. Provide the LMS with updated work status notices from the healthcare provider as they are received.
 5. Keep all appointments with the healthcare provider or reschedule in a timely manner.
 6. Abide by all medical restrictions, both at work and outside of work.
 - B. Volunteer Responsibilities:
 1. Posse volunteers must provide to the Enforcement Support Division a healthcare provider's written release to return to providing volunteer services, with or without restrictions. No medical documentation shall be kept other than a statement of release. This document shall be placed in the volunteer's divisional file.
 2. Volunteers assigned to the Custody Support Division must provide to the Custody Support Volunteer Services Coordinator a medical provider's written release in order to return to providing volunteer services, with or without restrictions. No medical documentation shall be kept other than a statement of release. This documentation shall be placed in the volunteer's divisional file.
 3. Reserve deputies must provide documentation to the LMS that indicates whether the reserve deputy is released to return to full duty/no restrictions or return with medical restrictions, and the scheduled date of any follow-up evaluation, if applicable.
 - C. Supervisor Responsibilities:
 1. Promptly notify the LMS, through e-mail, of an employee's hospitalization, medical treatment, and any follow-up medical treatment including, but not limited to, forwarding a healthcare provider's report and/or return to work authorization.

2. If the employee has submitted a *Request for Temporary Modified Duty* form, it shall be processed, as specified in Office Policy GD-16, *Modified Duty*.
 3. Supervisors shall restrict volunteers from providing any volunteer services until the volunteer provides written confirmation from their healthcare provider of their ability to return to volunteering without restrictions.
5. **Responsibilities Regarding Absence Due to an Industrial Injury:** In the event that an employee or volunteer will be absent due to an industrial injury, the following shall occur:
- A. **Employee Responsibilities:** The employee shall contact the LMS to determine if leave for the industrial injury is qualifying leave under the Family and Medical Leave Act (FMLA), as specified in Office Policy GC-1, *Leaves and Absences*.
 1. When absent from duty for more than seven calendar days and it is unknown when the employee may be able to return to work, the employee must report their work status to the LMS in intervals established by their LMS case manager.
 2. Prior to returning to work, the employee shall obtain and submit to the LMS the healthcare provider's release authorizing the employee's return to work. The release must indicate whether there are any medical restrictions.
 - a. The LMS will approve an employee's return to work and notify the supervisor of the expected return date. Employees are not allowed to work without prior approval from the LMS when returning from continuous leave for their own serious health condition, as specified in Office Policy GC-1, *Leaves and Absences*.
 - b. If medical restrictions impact the employee's ability to perform the essential functions of the job, the employee shall submit a *Request for Temporary Modified Duty*, as specified in Office Policy GD-16, *Modified Duty*.
 - c. If returning to full duty, the employee shall provide the LMS the healthcare provider's written release to return to full duty.
 3. Once an employee returns to work, medical treatment for the industrial injury must be made on the employee's own time or covered with paid leave if taken during the employee's normal scheduled work shift, as specified in Office Policy GC-1, *Leaves and Absences*.
 - B. **Volunteer Responsibilities:** Volunteers shall provide their supervisor a healthcare provider's written release to return to providing volunteer services, with or without restrictions. No medical documentation shall be kept other than a statement of release. This document shall be placed in the volunteer's divisional file.
 - C. **Supervisor Responsibilities:**
 1. Upon submission by the employee, forward all Maricopa County Employee Leave Requests Forms to the LMS, along with any documentation that was received.
 2. If contacted by the employee, when the employee is absent from duty for more than seven calendar days and it is unknown when they may be able to return to work, the employee shall be advised of their responsibility to keep the LMS updated about their work status at the intervals communicated to the employee by their LMS case manager.

3. When the employee has submitted information indicating their ability to return to work may be with restrictions, determine whether a *Request for Temporary Modified Duty* is appropriate, including consulting with the LMS in advance of the employee's return to duty.
6. **Contracted Industrial Health Clinics:** It shall be the responsibility of the OSD to distribute updated lists of designated contracted industrial health clinics as they are advised by Maricopa County Risk Management, but no less frequently than once a year. Each division commander shall be responsible for ensuring the information is posted in a location accessible to all employees.
7. **Maricopa County Risk Management:** Maricopa County Risk Management shall make the determination as to whether a reported industrial injury, illness, or fatality is accepted for coverage under workers' compensation. Maricopa County Risk Management shall evaluate workers' compensation claims.
8. **Fatality, Hospitalization, Amputation, or Loss of an Eye due to a Work-Related Incident:** Reporting requirements for fatalities, hospitalizations, amputations, and loss of eye/eyes because of work-related incidents are mandated by ADOSH.
 - A. For emergency incidents listed below, supervisors shall contact the OSD through the Communications Division as soon as possible, no later than the end of the work shift or within eight hours of the incident, whichever is sooner. If the supervisor does not learn of a reportable incident at the time it occurs, the supervisor shall notify the OSD and the LMS as soon as they become aware of the incident.
 1. Work-related employee or volunteer fatality;
 2. In-patient employee or volunteer hospitalization;
 3. Amputations; or
 4. Loss of an eye and/or eyes.
 - B. When reporting an injury or death, the following information shall be provided:
 1. The location of the incident;
 2. The time of the incident;
 3. The number of fatalities or hospitalized employees or volunteers;
 4. The contact person;
 5. The contact person's phone number; and
 6. A brief description of the incident.
9. **Critical Incident Stress Management (CISM) Program:** The Office's Critical Incident Stress Management (CISM) Program attempts to hasten the rate of recovery for people who are having normal reactions to abnormal events. Supervisory personnel shall ensure that the CISM coordinator is notified, as specified in Office Policy GC-22, *Critical Incident Stress Management Program*.

10. **Unnatural Death While Working Off-Duty in a Peace Officer Capacity:** The Office may render all the notification protocols appropriate to a line-of-duty death when an employee who suffers an unnatural death while working off-duty in a peace officer capacity or taking law enforcement action. Any employee or volunteer learning of the employee's death shall immediately notify a supervisor, who shall ensure that notice is forwarded immediately through the chain of command to the OSD, a Public Information Officer (PIO), and the Sheriff.
11. **Line-of-Duty Death:** When a line-of-duty death occurs, it shall be reported immediately through the chain of command to the OSD, a PIO, and the Sheriff. The deceased employee's or volunteer's supervisor shall be responsible for initiating notification procedures and ensuring that the employee's next-of-kin are notified. Next-of-kin notifications shall be made by Office command staff or supervisory personnel, in person when possible, and completed as soon as possible.
12. **Non-Line-of-Duty Death:** When a non-line-of-duty death occurs, the deceased employee's or volunteer's supervisor shall be responsible for notifying the chain of command. If the death occurs while the employee or volunteer is on-duty or off-duty but on Office premises, the supervisor shall also be responsible for notifying the next-of-kin, in person, whenever possible. If the deceased is a retired employee, any employee or volunteer having information of the death is requested to notify the Human Resources Bureau Chief or designee through the chain of command.
13. **In-Memoriam Ribbon:** The black elastic in-memoriam ribbon shall normally be worn for the line-of-duty death of an Arizona law enforcement officer, Office employee, or volunteer. The in-memoriam ribbon may be worn on other occasions, when authorized by the Office.
 - A. When the in-memoriam ribbon is authorized to be worn, Sheriff's administrative personnel shall send notification throughout the Office by e-mail.
 - B. The in-memoriam ribbon shall be worn through the day of the funeral or memorial service. If no services are held, or if the services are conducted out-of-state, the in-memoriam ribbon shall be worn during the time period specified by the Office.
 - C. Uniformed personnel shall display the in-memoriam ribbon horizontally across the middle of their Office badge. Sworn personnel who are non-uniformed may display their in-memoriam ribbon in the same manner when displaying a flat badge.
 - D. Other personnel may display the in-memoriam ribbon horizontally across the middle of their Office identification card.
14. **Assisting the Deceased Employee's or Volunteer's Family:** The Human Resources Bureau Chief or designee shall be responsible for offering to assist the deceased employee's or volunteer's family. Duties of the chief or designated employee may include, but are not limited to, the following:
 - A. Contacting the deceased employee's or volunteer's family and determining the assistance needed or desired;
 - B. Assisting with return of any Office-issued property or equipment;
 - C. Assisting the family in making funeral arrangements. The family shall be advised of the extent of funeral services provided by the Office. When a military funeral is requested by the family, the Veteran's Administration shall be contacted;
 - D. Contacting Maricopa County departments or outside organizations from which the family may receive assistance and facilitating the family's receipt of benefits;

- E. Recording, safeguarding, and forwarding any funds donated to the family. Disbursement of such funds shall be determined by the family;
- F. Notifying other law enforcement agencies and organizations that may be concerned with the employee's or volunteer's death; and
- G. Recording the names of all the outside agencies attending the funeral, and ensuring that letters of appreciation are sent, if the death was a line-of-duty death.

15. Office Funeral Liaisons and Funeral Procession Responsibilities for In the Line-of-Duty Deaths:

- A. Designated Office peer support team members are selected to act as the Office Funeral Liaison and assist with funeral procession arrangements as applicable. Duties of the Office Funeral Liaison may include, but are not limited to, the following:
 - 1. Make sure the needs of the family are brought to the attention of the Office;
 - 2. Meet with the family regarding funeral arrangements;
 - 3. Oversee arrangements for travel and lodging for out-of-town family, and provide assistance getting them from the airport to the hotel and funeral services;
 - 4. Be available to the family throughout this traumatic time as requested;
 - 5. See that the surviving parents, siblings, and all biological children and stepchildren, including those with former spouses, are recognized and will have appropriate seating during the funeral and funeral procession;
 - 6. Brief the family on the funeral procedure. The Office should consider transporting the family to and from the funeral home and all of the planned services;
 - 7. Act as the liaison between the family and the Office on all decisions and relay information in an expedited manner in both directions; and
 - 8. Hold a pre-service meeting to ensure all members and divisions have the location, time, and role defined before the day of the services.
- B. Refer to Attachment A for a procedural guide detailing funeral service process responsibilities provided by Office personnel regarding line-of-duty, non-line of duty, and retiree deaths.

16. Office-Conducted Funeral Services: Office-conducted funerals shall be authorized in all line-of-duty deaths of Office employees or volunteers and may be authorized in non-line-of-duty deaths, subject to the approval of the Sheriff or designee. The Patrol Resources Bureau Chief or designee shall act as the incident commander, working in collaboration with the Intelligence Information Division Commander, responsible for the planning and the Enforcement Support Division Commander, responsible for the logistics. The incident commander will have authority over the coordination of both internal and external resources necessary to support line-of-duty funeral services. The Sheriff or designee may assign additional resources to assist as needed.

- A. During an Office-conducted funeral for a non-veteran, an American flag shall be supplied by the Office and draped over the casket for line-of-duty deaths. If the employee or volunteer was a military veteran, the flag shall be provided by the mortuary.

- B. Funeral services and itinerary may vary, as determined by the family of the deceased. However, funeral services shall typically be conducted in the following manner:
1. Uniformed personnel shall line up facing each other along both sides of the pathway leading from the funeral coach to the church. The line shall normally be formed using Office Honor Guard members and honor guard members from other agencies.
 2. Pallbearers shall carry the casket from the funeral coach to the church. Uniformed personnel shall salute on command of the Honor Guard Commander or designee prior to the casket being taken out of the funeral coach. Procedures are reversed when the casket is removed from the church and returned to the funeral coach.
 3. Vehicles in the funeral procession shall normally be in the following order:
 - a. Escort motorcycles;
 - b. Funeral coach and family cars;
 - c. Command staff vehicles and the vehicles of other dignitaries;
 - d. Marked Office vehicles;
 - e. Marked outside-agency vehicles;
 - f. Unmarked Office vehicles and unmarked outside-agency vehicles; and
 - g. Civilian vehicles.
 4. Upon arrival at the gravesite, uniformed personnel shall form in ranks between the gravesite and the funeral coach.
 5. Uniformed Office personnel shall salute on command of the Honor Guard Commander or designee prior to the casket being removed from the funeral coach.
 6. Religious rites shall be conducted.
 7. The flag shall be removed from the casket and uniformed personnel shall be ordered to salute the Honor Guard Commander or designee. The flag shall be held open until completion of the 21-gun salute, taps, Riderless Horse, and the missing-man fly-over, if applicable. At the command of order arms, the Honor Guard shall fold the flag and present it to the Sheriff, or the ranking command officer, who shall then present it to the surviving spouse or family member.
 8. The Last Call radio communication shall be conducted with assistance from the Communications Division.
 9. Uniformed Office personnel shall be dismissed by the Incident Commander or designee at the conclusion of the ceremony.
 10. When authorized by the Sheriff, the flags shall be flown at half-mast at Office facilities throughout the day of the funeral or memorial service.

- C. The Incident Commander or designee with approval of the Sheriff, and in coordination with the Office Funeral Liaison, may determine the funeral procession route, and the number and type of Office vehicles to be used.
 - 1. In a line-of-duty death, the Office may provide marked patrol vehicles for the funeral procession and traffic control. The number of vehicles provided shall be determined by the affected divisions' supervisors based on Office manpower needs and equipment constraints.
 - 2. In a non-line-of-duty death, the Office may provide up to three marked patrol vehicles for the funeral procession. Traffic control shall not be provided by the Office.

- 17. **Uniform Requirements for Office or Out-Of-Agency Funerals:** Uniformed personnel attending Office or out-of-agency funerals shall wear the Class "A" uniform. Non-uniformed personnel shall wear business attire. Gun belts and equipment need not be worn by uniformed pallbearers. All command officers attending funerals shall wear a class A uniform, headgear, and footwear, as specified in Office Policy GC-20, *Uniform Specifications*.
 - A. Personnel who are off-duty may attend the funeral. However, no overtime compensation shall be authorized.
 - B. On-duty Office personnel may attend the funeral with the permission of their supervisor. Supervisors shall determine who may attend based on manpower and equipment needs.

- 18. **Honor Guard:** The Office shall determine when the participation of, the appropriate level, and the compensation of the Honor Guard is to be authorized. The Honor Guard shall normally be used for line-of-duty deaths. The Honor Guard may be used for non-line-of-duty deaths, if requested by the family. If the Honor Guard is used, the unit shall wear the approved Honor Guard uniform. The Office may authorize the Honor Guard to participate in line-of-duty funerals for other law enforcement agencies in Arizona. Absent extenuating circumstances, efforts shall be made by division commanders to arrange for sufficient staffing coverage to allow Honor Guard members to attend and participate in planning meetings and honor guard services for funeral events.

- 19. **Marked Vehicle Use for Other Law Enforcement Line-of-Duty Deaths:** The Office may authorize marked patrol vehicles to participate in line-of-duty funerals for other law enforcement agencies in Arizona.



GD-19, *Injury or Death of an Employee or Volunteer*
FUNERAL PROCESS RESPONSIBILITIES
Attachment A



BUREAU/UNIT/DEPARTMENT	SERVICES/ROLE	LODD	NON-LINE OF DUTY	RETIREE
AVIATION	Provide aerial surveillance during the motor funeral procession or motor escort to identify potential obstacles or hazards so alternate route decisions can be implemented	•		
	Missing man flyover	•		
COMMUNICATIONS	Provide a Dispatcher to monitor radio traffic during the operational period of the funeral	•		
	Last Call	•	•	
DEPARTMENT PERSONNEL	Cordon	•	•	
ENFORCEMENT SUPPORT	Coordinate logistical support for the funeral	•		
	Facilitation of the Honor Guard, Honor Services, and flags.	•	•	•
	Coordinating personnel and vehicles	•		
HEALTH AND WELLNESS (CISM TEAM)	Assign a Team Lead as the family liaison	•	•	•
HUMAN RESOURCES	Assist the family in processing survivor benefits and County Risk Management process, if applicable	•	•	•
INTELLIGENCE INFORMATION DIVISION	Coordinate and facilitate the planning meetings for the funeral in conjunction with the CISM team and Command.	•	•	•
MOUNTED UNIT	Riderless Horse Preparation/Logistics	•		



GD-19, Injury or Death of an Employee or Volunteer
FUNERAL PROCESS RESPONSIBILITIES
Attachment A



PATROL RESOURCES BUREAU CHIEF (INCIDENT COMMANDER)	Coordination of the motor escort	•		
	Coordination of the procession	•		
PIO	Provide photography/videography of the visitation and funeral services	•	•	
	Press releases as necessary	•	•	
SERVICES		LODD	NON-LINE OF DUTY	RETIREE
BAG PIPES AND DRUMS (UPON AVAILABILITY)		•		
CASKET WATCH		•		
FLAG DRAPE		•	•	
FLAG PRESENTATION (AMERICAN FLAG)		•	•	(U.S. Veterans only)
FLAG PRESENTATION (MCSO FLAG)		•	•	•
HONOR GUARD AT INTERNMENT		•	•	
HONOR GUARD CORDON (APPLIES TO DETENTION AND SWORN ONLY)		•	•	
HONOR GUARD FLAG FOLD (INTERNMENT)		•	•	
PALL BEARER ASSISTANCE		•	•	
POST COLORS (CHURCH/VENUE)		•	•	•
RIDERLESS HORSE		•		
RIFLE SALUTE		•		
TAPS (UPON AVAILABILITY)		•		

NOTE: The family of the deceased employee or volunteer, not the Office/Division/Individual, shall decide whether to accept the services that may be provided.