



AB90

**FUNERAL, CEREMONIES AND HONOUR
GUARD**

AB90

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POLICY

1. In the event of the death of an active or retired employee of the Delta Police Department (“Department”), staff may participate in the funeral service at the discretion of the deceased’s family.
2. The Department’s Honour Guard may be used at the funeral of an active or retired member at the request of the family and with the approval of the Chief Constable, but only when the funeral service takes place within Metro Vancouver or Abbotsford.
3. At the Chief Constable’s discretion and at the request of the family, a police detail, other than an Honour Guard, may participate in a funeral of an active or retired police staff.
4. The Chief Constable may approve participation of the Honour Guard at other ceremonial events.

REASON FOR POLICY

5. To provide guidelines for deployment of the Honour Guard and in the case of funerals, to ensure proper dignity and respect is shown to deceased members, their families and other dignitaries.

PROCEDURES

6. The Chief Constable will appoint a member to coordinate all aspects of a funeral or other ceremonial event and liaise with all participant representatives.



Funerals

7. Participation in a funeral may include any or all of the following as requested by the family:
 - a) pall bearers (uniform or police staff dress);
 - b) Funeral Honour guard (uniform only);
 - c) narration of a eulogy or performance of any part of the funeral arrangements; and
 - d) a police detail in attendance (uniform or police staff dress).
8. Police participation is solely at the discretion of the family, and when no official designation of police participation is made, members and police staff wishing to attend may do so informally.

Police Staff

9. In the event of the death of a police staffperson, the Chief Constable will ensure that Department assistance is afforded to the deceased's family including the appointment of a family liaison officer, subject to the family's approval.
10. The Chief Constable, with the approval of the family, may assign a police detail to represent the Department at the funeral.

Members

11. In the event of the death of a member, the Chief Constable in consultation with and approval of the family, may:
 - a) authorize the type of funeral service;
 - b) accord full police Honours consistent with the officer's oath of office; and
 - c) may use the Honour Guard.



Dignitaries

12. At the discretion of the Chief Constable, an Honour Guard may be provided at the funerals of dignitaries, which may include:
 - a) leading citizens;
 - b) political leaders; and
 - c) other community dignitaries.

Funeral Honour Guard

Composition

13. The Funeral Honour Guard will generally consist of a minimum of six (6) uniformed members and a commander.
14. For the purpose of this Policy, commander refers to the NCO or Officer In Charge of the Honour Guard.

Dress

15. Members of a Funeral Honour Guard must wear full dress uniform, white gloves, and lanyard.

Inspection

16. The Funeral Honour Guard shall be paraded for inspection and instruction by the commander in an appropriate place at least forty-five (45) minutes before a funeral or ceremonial service commences.

Use of Honour Guard

Funeral Service

Commencement of Service

17. If the deceased is being placed in the church on the same day as the funeral, the bearer party should attend to the loading of the casket into the hearse at the funeral home to experience the handling procedures before performing publicly.



18. After the loading of the casket, the bearer party must form up outside the church, on the roadway, before the hearse arrives.
19. The casket bearers will form in two ranks facing inwards, but sufficiently apart to permit the hearse to pass through before coming to a stop just beyond the formation.
20. If pallbearers have been appointed, they will form two ranks facing each other on either side of the walkway leading to the entrance of the church.
21. The remainder of the bearer party will pass between these ranks, after which the pallbearers will follow to their assigned pews in the church.
22. When the hearse comes to a stop and the rear door has been opened by the funeral home director, the commander will give the following orders:

“Bearer Party...Change Formation...March!”

23. The casket bearers will take two paces forward, halt, and turn to the left or right towards the rear door of the hearse to form files facing the same directions as the hearse.
24. The commander will move to a position in line with the axis of the hearse, two paces behind and facing in the same direction as the bearers, altogether about four paces of travel.
25. The insignia bearer, if present, will imitate the movement of the commander, halting two paces behind the commander, about four paces of travel.
26. The headdress bearers will move similarly to face the front, widening the interval between them so that each covers one of the two files of casket bearers, and halting two paces behind the insignia bearer. If there is no insignia bearer, they will halt two paces behind the commander.
27. Once in place, the Commander will give the order:

“Remove Head dress!”



28. The left-file casket bearers will, with the right hand, remove and place their head dress under the left arm. The right-file casket bearers will, with the left hand, remove their head dress and place it under the right arm.
29. The commander and insignia bearer, if the latter is wearing a hat or cap, will remove their headdress with the right hand and place it under the left arm.
30. Once the headdress is removed, the headdress bearers will advance simultaneously to the front of the files, the left-hand member moving forward along the left, outside flank of the left-file bearers, and the right-hand member moving forward along the right, outside flank of the right-file bearers, each stopping at the head of their file; then collect the headdress from each bearer, taking care to pile them in order of receipt, one atop the other. The left-hand headdress bearer will also collect the insignia bearer's hat providing he/she is wearing one; and resume their assigned positions. The commander will carry his/her own headdress.
31. If an Insignia Bearer is present, the commander will give the order:

“Collect Insignia!”

32. As soon as the headdress bearers have resumed their positions, the insignia bearer will advance to the rear of the hearse, moving between the two files of casket bearers. The insignia bearer will take up the ceremonial cushion, usually placed on the floor of the hearse next to the head of the casket, and resume his/her position immediately behind the commander.
33. The commander will then give the order:

“Dress to Receive!”

34. The casket bearers will dress forward, close in to the rear bumper of the hearse in preparation to remove the casket while spacing themselves approximately 40 cm apart. Once the casket bearers are ready, the commander will give the order:

“Prepare to Unload. Unload!”



35. The leading two casket bearers will reach into the hearse, grasp the handles of the casket, carefully draw it out as and pass it to the rear until all eight bearers have a secure grip on the handles at which time the commander will give the order:

“Carry!”

36. The bearers will straighten their bodies, face front, outside arms free and held at the side at attention and the commander will give the order:

“Prepare to Shoulder Lift!”

37. The bearers will raise the casket to the shoulder position by facing half inwards, use their free arms to raise the casket just above shoulder height, and place their inside shoulder under the casket.
38. When the casket is in the final shoulder position, the bearers will spread cut evenly, four on each side of the casket, their inside arms extended across to reach the shoulder of the bearer opposite, hands grasping the opposite bearer’s shoulder, the casket resting on the shoulders with the bearers faces close to the side of the casket, and the free outside hands grasping the casket handles.
39. The shoulder lift should be practised beforehand by using an actual casket at the funeral home or a similarly shaped weighted box. If time or circumstances do not permit a practice session and members of equal height cannot be obtained, the carry position may be used in place of the shoulder lift.
40. Regardless of which position is used, the commander will give the order:

“Dress to Advance!”

41. With the casket at the shoulder (or in the carry position), the bearers will dress several paces to the rear in order to clear the hearse door, simultaneously swinging the foot of the casket around so they are aligned facing the church entrance and have steadied their position.
42. The commander then gives the order:

“Slow March”



43. The casket bearers will step off leading with the inside foot to the casket, that is, left file step off on the right foot, and the right file on the left foot.
44. The chaplain will lead the procession into the church followed by the casket bearers, commander of bearer party, insignia bearer, headdress bearers, and pallbearers.
45. The headdress bearers will detach themselves from the bearer party immediately inside the church and remain near the entrance for the duration of the service.
46. If space is available, they may occupy the last row of pews, but must move quickly to precede everyone out of the church, taking up their original positions behind the hearse.
47. On entering the church, the bearer party, led by the chaplain, will proceed to the chancel and halt when the casket is placed on the church carrier.
48. The commander will order:

“Bearer Party... Halt!”
49. followed by:

“Prepare to lower!”
50. Each bearer will withdraw his/her extended arm from the shoulder of the member opposite, and position the hand at the bottom edge of the casket, approximately in line with the outer hand grasping the handle.
51. The commander will order, “Lower!” Each bearer will half-turn inwards and carefully begin to lower the casket onto the church carrier.
52. Once the casket is resting securely on the carrier, all bearers will straighten to attention facing their front. The commander will give a signal, verbal or nod of the head, for the bearers to file into their designated pews.
53. Immediately after the bearers move away from the casket, the insignia bearer will lay the ceremonial cushion on the casket and take his/her place with the bearer party. This is always done from the right side of the casket.



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Alternative Entrance Procedures

Alternative 1

55. If it is impractical or impossible to bear the casket through the church to the chancel, the casket may be lowered onto a church carrier just inside the church entrance.
56. When the casket is secure on the church carrier and all eight bearers have a grip on the casket handles, the commander orders:

“Bearer Party...Slow...March!”

57. The party will advance to the chancel while rolling the carrier.

Alternative 2

58. When the casket is secure on the church carrier, the bearers release their grip on the handles and face the front. The commander will order:

“Bearer Party...,Slow...March!”

59. The bearers will proceed without the casket, following the chaplain along the aisle directly to their pews.
60. The insignia bearer remains with the casket which is moved to the front of the church by the funeral-home directors.
61. Once the casket is in place, the insignia bearer will place the ceremonial cushion on the casket and join the bearer party members.

Conclusion of Church Service

General

62. When the church service ends, the chaplain will descend from the chancel, proceed to the rear of the pews occupied by the honorary pallbearers turn and face the chancel. This will signal the insignia bearer



- to approach the casket, remove the ceremonial cushion, and then stand to one side while the funeral home directors reposition the foot of the casket to face the exit.
63. While the casket is being repositioned, the bearer party will exit their pews and approach the casket. As soon as the funeral home directors have stepped clear, the bearer party will resume their positions on either side of the casket, with the commander in the rear at the head of the casket. The pallbearers will exit their pews to take their positions between the chaplain and the casket.
 64. When the chaplain notes that the bearer party is ready to proceed, he/she will turn about and move towards the church exit. The order of exit for the procession is: chaplain, pallbearers, bearer party and casket, commander of bearer party, insignia bearer, next of kin and relatives, official mourners, and other mourners.
 65. If the casket was borne to the chancel at the shoulder position, the commander will order, "Lift...Slow March!" -out of the church followed immediately by the insignia bearer.

Funeral Procession

66. Where practical, a funeral procession may precede or follow the church service in the case of a state funeral, large police funeral or in cases involving internment where the place of internment is in close proximity to the church.

Cemetery Service

67. Where a cemetery service follows the church service and where the Funeral Honour Guard participation is necessary and practical, the casket bearers will similarly follow or adapt the procedures noted under "Funeral Service" beginning at Section 17 to the graveside service. The adapted procedures will be at the discretion of the commander.

Other Events

68. The Chief Constable may authorize the use of the Honour Guard at other ceremonial events.



Financial Considerations

69. The Department may assume financial responsibility for aspects of a funeral or ceremonial event, which may include but are not limited to transportation arrangements, rally point, suitable venue for the event, audio and visual arrangements, and a reception following the event. Detailed arrangements for each event will be coordinated in consultation with the Delta Police Association and other participating parties.