



**CITY OF AKRON, OHIO**  
**POLICE DIVISION**  
**KENNETH R. BALL II, CHIEF OF POLICE**

<b>NUMBER</b> P-2019-002	<b>EFFECTIVE DATE</b> December 2, 2019	<b>RESCINDS</b> P-2011-002 Issued 10-31-11
<b>SUBJECT</b> Death Notification - Funeral Procedure		<b>ISSUING AUTHORITY</b> Chief Kenneth R. Ball II

**I. POLICY**

Upon being informed of the death of an active officer, retired officer, reserve officer, an employee or a member of their immediate family, notifications will be made. Members of their immediate family will be informed of departmental services that are available to them.

**II. PROCEDURE**

**A. NOTIFICATION**

1. Death of an active officer or on duty reserve officer
  - a. On duty shift commander's responsibilities
    - 1) Notify the Chief of Police immediately.
    - 2) Notify the deceased officer's subdivision commander immediately.
    - 3) Ensure that the deceased officer's family is notified immediately.
    - 4) Ensure that the Information Desk officer completes the Death Notification Form.
  - b. Information Desk officer's responsibilities
    - 1) Complete Part I of the Death Notification Form and forward the report to the Chief's Office during normal business hours.
    - 2) Outside normal business hours, the Death Notification Form will be sent to the ranking on duty officer.
  - c. The Chief of Police or ranking on duty officer shall ensure that a follow-up visit is made to the officer's family in order to complete the notice and offer the available services.
2. Death of a retired police officer, off duty reserve officer, retired reserve officer, and civilian personnel.
  - a. Police Department personnel responsibilities – Upon notification, record all available information and forward that information to the Information Desk officer.

- b. Information Desk officer's responsibilities – Upon notification, complete Part I of the Death Notification Form and forward the report to the Chief's Office during normal business hours.
  - c. The Chief of Police or ranking on duty officer's responsibilities – Shall contact the family in order to complete the notice and offer their services.
3. On duty civilian employees – The immediate supervisor is responsible for immediately notifying the Chief of Police, subdivision commander, the family, and the Information Desk.

**B. HONORS SHOWN FOR ACTIVE, RETIRED, AND RESERVE OFFICERS**

1. Officers who attend calling hours while in uniform, will adhere to the following:
  - a. Place their uniform hat under their left arm while in the facility.
  - b. While facing the casket, place their uniform hat over their badge and remain there for a moment of silence.
2. Officers attending the funeral will follow the commands of the honor guard, if present.

By Order Of,



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Kenneth R. Ball II  
Chief of Police

Date: January 7, 2020

**GUIDELINES**

	Line of duty officer	Active officer	Retired officer	Active civilian	Retired civilian	Active reserve officer	Retired reserve officer
Honor guard at casket during calling hours	■	■	■			By request	By request
Honor guard funeral home corridor	■	By request	By request			By request	By request
Honor guard pallbearers	■						
Honor guard cemetery corridor	■	By request	By request			By request	By request
Honor guard 21 gun salute	■	If served in military					
Honor guard flag folding	■	By request	By request			By request	
Bagpipes	■	By request					
Taps	■	If served in military					
Class "A" uniform at funeral	■						
Class "A" uniform pallbearers		■					
Uniform of the day pallbearers			By request	By request	By request	By request	By request
Mourning band	Upon occurrence through funeral	By Chief's Order	By Chief's Order			By Chief's Order	By Chief's Order
Motorcade	■	By request	By request			By request	By request
Cruiser escort starting in Akron	■	■	■	■	■	■	■