



DM41

FUNERALS & CEREMONIES

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POLICY

1. The Chief Constable shall provide Procedures, pursuant to this Policy, in order to:
 - a) establish a Ceremonial Unit, and its roles and responsibilities, to represent and convey the honour of the Department at funerals, ceremonies, or events; and
 - b) manage employee participation and attendance at funerals and ceremonies.

REASON FOR POLICY

2. To manage Department participation in funerals, ceremonies, and events.

RELATED POLICIES

- DM40 – Flag Protocol
- DP40 – Uniforms, Insignia & Identification
- DP51 – Weapons Issuance & Management
- EC11 – Conflict of Interest
- EC20 – Personal Appearance
- EM15 – Availability for Duty



PROCEDURES

Funeral Attendance

3. The Chief Constable or delegate may direct the following in the event of the death of a current or former Department employee, or any other person as deemed appropriate, and if requested or approved by the deceased's family:
 - a) the provision of assistance to the family, including the appointment of a family liaison officer;
 - b) Department representation or participation in the funeral or ceremony, which may include:
 - i) pall bearers (uniformed members or business dress staff),
 - ii) the Ceremonial Unit,
 - iii) a police detail (uniformed members or business dress staff),
 - iv) a motorized escort, and
 - v) narration of a eulogy or performance of any part of the funeral arrangements;
 - c) a law enforcement funeral service and full Police Honours for members; and
 - d) assistance with event coordination and financial contributions (e.g., transportation arrangements, accommodations, facility rentals).
4. Employees not part of the Ceremonial Unit or facilitating supporting services, may attend the funeral of a current or former Department employee, dignitaries or other persons, on-duty as part of their work day, as approved by the Chief Constable or delegate.
5. If Department representation is not approved, Department employees may attend off-duty and not in uniform.



Department Ceremonial Unit

6. The Ceremonial Unit may represent the Department at any funeral, ceremony or event, as appropriate, and as approved by the Chief Constable or delegate.
7. Members may be appointed to the following Ceremonial Unit positions as determined by the Chief Constable:
 - a) Officer in Charge, responsible for:
 - i) authorizing and directing the Unit's attendance at ceremonies and events, including liaising with other event participants and personnel from other agencies,
 - ii) recommending members for the Unit, which may include any current members and Reserve Constables, and retired members,
 - iii) assigning Commanders to the Colour Party, Rifle Party, and Bearer Party, and other members to specific positions,
 - iv) sitting on the Uniform & Equipment Committee,
 - v) recommending, administering and maintaining the Unit's ceremonial uniforms and equipment, and ensure Unit members are properly equipped and dressed, and
 - vi) coordinating drill practices and ensuring adherence of Unit members to drill procedures;
 - b) Sergeant Major, reporting to the Officer in Charge, responsible for:
 - i) leading Unit members in a parade, and
 - ii) performing duties as delegated by the Officer in Charge;
 - c) Colour Party, including Flag Bearers and Escorts to the Colours, responsible for:
 - i) preparing for and participating in the parade, and displaying approved Colours (e.g., flags of Canada, British Columbia, Delta Police Department, City of Delta, and United States of America),



- ii) treating the Colours with dignity and respect and ensuring they are secured and well-maintained, and reporting any damage or issues to the Colour Sergeant, and
 - iii) ensuring that the Colours do not touch the ground at any time;
 - d) Rifle Party;
 - e) Bearer Party, including Pall Bearers, Insignia Bearer and/or Headdress Bearer; and
 - f) other members.
8. Members may apply to the Ceremonial Unit through the Officer in Charge.
9. Members performing duties in the Ceremonial Unit are representing the Department and are expected to adhere to all Department policies, including but not limited to:
- a) wearing their Department-issued ceremonial uniform for all events (refer to Policy DP40 – *Uniforms, Insignia & Identification*);
 - b) performing their duties as directed by the Officer in Charge and their respective Commander; and
 - c) ensuring the security of their firearms, and at no time leave the same unattended unless safely stored (refer to Policy DP51 – *Weapons Issuance & Management*).
10. Renumeration for participating in Ceremonial Unit duties at a Department sanctioned event or related training is addressed in Policy EM15 – *Availability for Duty*.
11. Ceremonial Unit roles are not ranks as per the Collective Agreement between the Delta Police Board and the Delta Police Association.

*Revised Dates:
16 March 2012
23 September 2019