



ALACHUA COUNTY SHERIFF'S OFFICE

104 – Line of Duty Death/Serious Injury

PUB: 12/19/16
STATUS: Current

- I. **EFFECTIVE DATE:** January 02, 2017
RESCINDS: DIR 104 of May 5, 2004
- II. **SCOPE AND PURPOSE** - This directive applies to all Alachua County Sheriff's Office (ACSO) personnel and reserve deputies and establishes policy and guidelines for responding to employees and their families.
- III. **POLICY** - The ACSO will respond in a prompt manner to the death, serious or critical injury of an employee and will provide needed assistance to the immediate family. [PSCAP 3.2.4]
- IV. **GUIDELINES**
 - A. For the purpose of this directive, "line of duty" death/serious injury includes any action, felonious or accidental (i.e., auto accidents, training accidents, etc.), which causes the loss of life or serious injury of an ACSO employee who was performing law enforcement functions either while on or off duty.
 - B. The Sheriff, at her discretion, may put certain parts of this directive into effect for cases of death from natural causes of an employee.
 - C. Timeliness takes precedence over protocol in the death/serious injury notification process. The senior ranking deputy on the scene is responsible for ensuring the Shift Commander is promptly notified so the family notification process can be put in motion. The surviving family should hear from an ACSO representative first and not from the media or other secondhand source.
 - D. It is incumbent upon any employee who has been made aware of a death or serious injury, not to divulge any information to other than authorized ACSO personnel until proper notification has occurred.
 - E. Communication regarding notifications should not be made over the radio.
 - F. The name of a deceased or seriously injured employee must never be released to the media before immediate survivors are notified. If the media already has the employee's name, the media should be requested to withhold this information pending notification of next-of-kin.
 - G. The Patrol Operations Watch Commander is responsible for immediately notifying the Honor Guard Commander or their designee in the event of a line of duty death.
- V. **NOTIFICATION OF THE IMMEDIATE FAMILY** [PSCAP 6.3.3]
 - A. The Sheriff, designee or the ACSO Chaplain will make the notification.
 - B. Family members living in Alachua County and the surrounding contiguous counties will be notified in person. Notifications outside of this immediate area will be made by the local law enforcement agency in that area.

1. The names of family members to be notified will be relayed to the appropriate agency and a request for an in-person death/serious injury notification be made, as well as confirmation of same.
 2. The person making the notification should maintain a written list of times and individuals notified.
- C. Notification Process Suggestions
1. Employees making notifications should be professional and compassionate, but never "matter of fact."
 2. Request admittance to the residence prior to making notification. Death/serious injury notification should not be made on the doorstep.
 3. Inform the family slowly and clearly of the information available on the incident, making sure the employee's name is used during the notification.
 4. Employees making notifications should be prepared for any number of reactions from family members including hysteria, anger, fainting, or shock. Keep in mind it is not unusual for relatives to show emotions during this process. It is a normal reaction.
- D. Employees making notification will offer to notify other family members. If the family desires to make their own notifications, these wishes will be respected.

VI. ASSISTING THE FAMILY [PSCAP 3.2.4]

- A. Employees are authorized to transport family members to the hospital or any other appropriate facility. In the event a seriously injured or deceased employee is at a hospital, every effort should be made to provide transportation for the family to the hospital, if they desire to go. Should family members insist on transporting themselves to the hospital, they should be accompanied by an employee.
- B. When a seriously injured/deceased employee is going to or is at a hospital, the Sheriff or designee shall dispatch a supervisor to the hospital to be responsible for and handle liaison duties. These duties include, but are not limited to:
1. Becoming the contact person with the hospital.
 2. Making arrangements for appropriate waiting areas.
 3. If it is possible for the family to visit a critically injured employee prior to death, and medical condition dictates, they should be afforded that opportunity without delay.
 4. Notifying appropriate hospital personnel that all billing for medical services that resulted from a line of duty injury/death will be directed to the ACSO Human Resources Bureau, not the family.
 5. Arranging transportation for the family and others from the hospital back to their residence.

VII. FAMILY SUPPORT

- A. After an employee's serious injury or death, the ACSO will ensure the family will be supported by, but not limited to:
1. Providing contact and liaison to the family.

2. Determining the needs of the family and making all applicable ACSO resources available to the family.
3. Assisting the family with funeral arrangements.
4. Assisting the family in obtaining information on survivor's benefits, filing for Workers' Compensation Claims, maintaining health insurance coverage and filing other related paperwork.
5. Keeping the family abreast of and supporting the family during a perpetrator's criminal proceedings.



ALACHUA COUNTY SHERIFF'S OFFICE
LINE OF DUTY FUNERAL PREPARATION CHECKLIST

FUNERAL TEAM MEMBERS' LIST

TITLE	NAME	PRIMARY CONTACT #	EMAIL
Funeral Logistics Coordinator (Incident Commander)			
Funeral Logistics Assistant			
Honor Guard Coordinator			
Viewing Coordinator			
Church Service Coordinator			
Gravesite Coordinator			
Traffic Coordinator			
Transportation Coordinator			
Chaplain/Minister/Clergy (Order of Service Coordinator)			
Victim Advocate Coordinator			
Food/Refreshments Coordinator			
Fiscal Management Coordinator			
HRB Benefits Coordinator			
PIO and Photography			
Administrative Coordinator			
Aviation Coordinator			
Alachua County EMS			
ACFR/GFR Fire Rescue			
Volunteer Coordinator			

FUNERAL ARRANGEMENTS: BACKGROUND INFORMATION

Demographics	
Decedent's Name:	
Address:	
Telephone:	
Date of Birth:	
Date of Death:	
Age:	
Employment History	
Date of Hire:	
Termure with Agency:	
Job Title:	
Work History:	
Prior Law Enforcement Service:	
Prior Military Service:	
Funeral Arrangements	
Funeral Home Handling Arrangements:	
Contact Information for Funeral Home:	
Type of Funeral Requested:	
Viewing/Visitation	
Name of Funeral Home for Visitation:	
Address of Visitation Location:	
Date and Times of Visitation:	
Funeral Services	
Name of Place for Funeral:	
Address of Funeral Location:	
Date and Time of Funeral:	
Graveside Services	
Name and Location of Cemetery:	
Date and Time of Graveside Services	
Date and Time of Graveside Services	
Reception	
Name and Location of Reception	
Date and Time of Reception	

FUNERAL ARRANGEMENTS: BASIC DETAILS & FAMILY PREFERENCES

Official Notification Announcements should be made **only after** immediate family has been notified. The first teletype message should be sent making notification of the incident and the second message should be sent when funeral details have been confirmed. Email notification within the agency should also be done when funeral details have been confirmed:

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
TELETYPE – Date and Time of First Notification and Announcement (Death Announcement – FCIC/Email) TELETYPE – Date and Time of Second Notification and Announcement (Funeral Information – FCIC/email) Teletype lists the following information and points of contact for Honor Guard, food and funeral: <ul style="list-style-type: none"> • Viewing Information • Funeral Information • Gravesite Information • Parking Information • Staging Information for Visiting Honor Guards • Staging Information for VIPs • Staging Information for Working Honor Guards • Hotel Information and Rates (if possible) 			
WEBSITE – Upload memorial banner on main page and ensure http://www.alachuasheriff.org lists the following: <ul style="list-style-type: none"> • Points of Contact for Honor Guards, Food, Funeral and Volunteers: • Viewing Information • Funeral Information • Cemetery Information • Parking Information • Staging Information for Visiting Honor Guards • Staging Information for VIPs • Staging Information for Working Honor Guards • Memorial Fund and Donation Account with Web Link • Hotel Information and Rates (if possible) 			

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
DECEDENT VIGIL – (Required for line of duty death and includes sworn personnel remaining at funeral home and standing by in front of residence as a liaison.) <ul style="list-style-type: none"> • Who is coordinating? • Is decedent at funeral home or how are they arriving? • Post vehicle and deputy outside of family home from the day of the viewing through the funeral/burial. 			
FUNERAL PLANNING			
Will the funeral be local?			
Has family decided on a funeral home?			
Has the family decided on a law enforcement funeral?			
Has a formal request for assistance from other agencies been made? Who?			
Has family decided on a specific church? <ul style="list-style-type: none"> • Is that church large enough? • Does it have sufficient parking? • If not, suggest larger church and get permission from that church if family agrees. 			
Obtain an official photograph of decedent (This is the family's decision). <ul style="list-style-type: none"> • Coordinate with photo lab about the decedent's photograph. • Make enough copies. • Is video requested? 			
Will the decedent be in uniform or plain clothes? (This is the family's decision).			
Will an American flag be included? <ul style="list-style-type: none"> • Verify prior military service with decedent's DD-214. • Has the flag been dry cleaned and stretched? • Is there a spare flag? 			
Will an honor flag be included in the funeral?			
Are other organizations or agencies involved?			
Confirm and distribute contact cell phone list.			
Establish radio channels for viewing and services.			

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
Who does the family want to speak at the Funeral? (Coordinate with Chaplain/Minister Coordinator and Funeral Home.)			
Has the family decided on pallbearers? List them. 1. 2. 3. 4. 5. 6. 7. 8.			
Does the family want donations to a charity in lieu of flowers?			
Obtain biographical information from family for order of service bulletin and biography.			
Confirm <u>all</u> information again with Victim/Witness Coordinator including: <ul style="list-style-type: none"> • Order of Services for Bulletin • Preparation of Memorabilia <ul style="list-style-type: none"> ◦ Shadow Box ◦ Photo and Frames ◦ Flag Display Case ◦ Ribbons ◦ Extra Badge ◦ Medal of Valor 			
Make sure family reviews order of service bulletin before it is printed. THIS IS TIME SENSITIVE!			
Everything that is typed must be triple checked for accuracy. Shadow boxes should be inspected twice.			
Do dressed down funeral team members have earpieces and radio equipment?			
Who will have the star wreath?			
Who will have the car wreath?			
Who is the embedded deputy?			

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
Schedule the rider-less horse (if applicable)			
Who is responsible for Deputies vehicle?			
When will Honor Guard be released?			
Address any uniform issues for Command Staff that need to be taken care of immediately for uniformity.			
Assess the weather outlook to determine whether or not umbrellas or rain gear need to be assessed or purchased.			
Identify volunteers to serve food and make ribbons.			
Assess the availability of tissues in stock to determine the purchase need.			
FAMILY LOGISTICAL CONSIDERATIONS			
Identify immediate family members of the deceased and obtain headcount.			
Are there hotel needs for out-of-town family members? (Coordinate with Victim Advocate.)			
Are there food needs? Identify what, when, where, how many and whether there are food allergies or other concerns?			
Coordinate transportation needs of family members. Parking needs should be coordinated with Traffic Coordinator.			
AWARDS, RECOGNITIONS, BENEFITS AND DONATIONS			
Who will be responsible for donations?			
Submit name to National Law Enforcement Officer Memorial Fund (NLEOMF) for national recognition.			
Submit application for Florida State Fraternal Order of Police (FOP) memorial recognition.			
Submit name to Florida Sheriff's Association (FSA) memorial for state recognition.			
Notify Officer Down Memorial Page.			
Have Human Resources start a benefits checklist.			

VIEWING-SITE SERVICES CHECKLIST

Location: _____

(Viewing Coordinator): _____

1. Confirm all information concerning the funeral viewing-site location, date and time.
2. Visit the viewing-site and talk with the funeral director.
3. Make a map of the viewing-site location (including buildings) and of the layout of the inside of the viewing-site location.
4. Plan the viewing-site service.

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
TRANSPORTATION AND PARKING			
What are the transportation needs for the family members?			
Will extra limos or vans be needed?			
How will motors, funeral coach and family limo(s) arrive at the viewing-site?			
Who will drive where and will they pick up?			
Who will advise their progress and ETA?			
Where will motors, the funeral coach and family limos park?			
Where will the decedent's vehicle be parked?			
Who will park vehicles at viewing site?			
Will a sign board be sufficient?			
Is EMS also staging with ambulance?			
Where will Fire/Rescue/EMS be embedded?			
Who will notify the Motor Unit Leader when motors are to leave the viewing?			
PERSONNEL AND GUESTS			
Where will the Sheriff meet the family at the viewing-site?			
Where will Honor Guard meet at the funeral coach?			
Where will the uniformed guests stand in formation?			
Who will call commands to the formation?			

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
PERSONNEL AND GUESTS (CONTINUED)			
Where will the other guests stand?			
Is seating reserved for the family, squad members, command staff, visiting VIPs, uniformed officers from other agencies, Alachua County Sheriff's office uniformed members, non-uniformed guests and others?			
OTHER CONSIDERATIONS			
Arrange flowers so not to interfere with Honor Guard protocol at the viewing-site.			
How is the sound system at the viewing-site?			
What religious concerns should we be aware of at the viewing-site? (Will there be prayer, music be played, etc.)			
Is there a room where the family can wait before and during the viewing? (restrooms)			
Is there a room reserved for the Honor Guard before and during the viewing? (restrooms / refreshments)			
Is there a room where the family can be presented special items from the Sheriff before or during the viewing? (restrooms)			
What is expected to happen at the viewing? Make sure all parties know when they are to speak (cue).			
Who will hand out the viewing cards?			
Obtain the names and addresses of all those who helped and how, for thank you's.			
Are there any special needs from family?			

WAKE OR VIEWING

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
What is the location, date and time(s)?			
Make a map of funeral home location, the parking area and layout of inside.			
Notify Motor Unit Leader of viewing date and time(s).			
Create an escort for family to and from viewing.			
How and when will motors and family arrive at the funeral home and where will they park?			
When will Honor Guard arrive and where will they park?			
Ensure Honor Guard practice ceases before the family arrives.			
Is there a room available for the Honor Guard?			
Funeral arrangements. Burial, closed or open casket? Special concerns.			
Religious service at Viewing, music, prayers or concerns? Speakers, who, when (cue) (Pastor/Chaplain)			
Presentation of memorabilia to family members by Sheriff. Who gets what and when? (# items, extra room available for presentation)			
Photographs, awards, stand for the viewing. Uniform and other items for inside casket. When needed? Who? Special concerns.			
Obtain names and addresses of those who we will need to send a thank you.			
Media at Viewing			
Receiving Line			
Final Walk Thru Scheduled and conducted!			

CHURCH-SITE SERVICES CHECKLIST

Location: _____ (Church Coordinator): _____

1. Confirm all information concerning the funeral church-site location, date and time.
2. Visit the church-site and talk with the presiding religious person, music director, church custodian and the funeral director.
3. Make a map of the church location (including buildings) and of the layout of the inside of the church.
4. Plan the church-site services.

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
How and when will motors, funeral coach and family limo(s) arrive at the church? Who will advise of their progress and ETA? Where will they park? Where will the deceased's vehicle be parked? (map)			
Who will advise the progress and ETA?			
Where will motors, funeral coach and family limo(s) park at the church?			
Where will the Sheriff or designee meet the family at the church? Where will the Honor Guard, pallbearers, squad members, and family meet the funeral coach?			
Where will the Honor Guard meet the funeral coach?			
Where will the uniformed guests be standing outside the church in formation? Who will call commands for the formation?			
Where will any other guests be standing?			
Who will call commands to the formation?			
Where will the other guests stand?			
Where will the decedent's vehicle be parked?			
Flowers, when and how will they arrive at the church? Where will they be placed?			
How is the sound system at the church? Can we play music?			
What religious concerns should we be aware of at the church?			

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
Viewing/Procession in front of casket line			
Is there a special room where the family can wait prior to and directly after the service? Are there facilities nearby? Who and how many will be in the room? Refreshments? How do they get to the room prior and after?			
Does working Honor Guard have a staging/rest area with restroom and refreshments?			
What will be the order of service? Make sure all participants know when they are to speak. (cue)			
Seating concerns (reserved for family, squad members, command staff friends, Honor Guard, staff, VIP's) special guests, uniformed, non-uniformed personnel.			
Publish a map and layout of seating for team and ushers prior to service or at last walk-through			
Who will hand out the service programs? Who will be ushers?			
Make sure everyone knows their responsibilities.			
Who will be the inside supervisor?			
Who will be handling and staffing sign-in books? Are there enough? (Pass sign-in book around to all who are participating in the service and arrived early.)			
Who will be the outside supervisor?			
Who will be the ushers? Make sure they know their tasks.			
Who will park vehicles at the church-site? (Keep progress of procession in mind.) Parking arrangements. Those who are not going to the cemetery should be parked elsewhere.			
Working Honor Guard leaves early and parks separately.			
Maps of all locations with and without information overlaid			
Who will notify Motor Unit Leader when Motors are to leave church?			

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
Obtain the names and addresses of all those who helped & how, who we will need to send a thank you.			
Location, date & time of service. Make a map of the church location, the parking areas and layout of inside the church. (Determine best entrance & exit point, inside & outside)			
Order of Service information. Meet with the pastor, (person performing the service) music director, church custodian, and funeral director. Obtain names, titles and addresses of everyone. Can service be video-taped? Determine proper placement of casket and flowers.			
Who will speak at the service where will they sit, and when do they speak? (cue)			
Music desired by family (is all kinds of music acceptable)?			
Check sound system.			
Determine best entrance/exit point for casket, family, VIP's, visitors. Other special concerns with church (custodian).			
Details surrounding Honor Guards responsibilities at church. When will they arrive? All practicing must cease 30 minutes prior to service. (Dressing room available)			
Who will bring all stands, photographs, awards to the church and when?			
Other organizations involved? What are the responsibilities? Liaison name & address. (Military, Lodges, Law Enforcement Agencies)			
Who will give the order for the procession to leave the church?			
Who is the video technician? Does he/she know where to set up? When will arrive at the church? Any other concerns?			
Who is the AGENCY and media photographer? Does he/she know when and where they can take pictures? When will he/she arrive at the church? Any other special concerns?			

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
Parking Passes/Placards for Family, VIPs, etc.			
Sign board & reverse 911 regarding potential traffic delays and heavy congestion on day of funeral.			
Ensure flag at church & cemetery is at half-staff for event			
Ensure Pew Bows are color coded to coordinate with seating chart			
Police up sanctuary after service (remove tissues & pew bows)			
What is to be done with altar flowers or Extra flowers from graveside or the church			
Volunteers – Ensure are wearing ID's badges That make them readily visible			
Media Pool Camera			
Rescue/EMS – Ambulance staging?			
Fire Dept. displays flags at entrance?			
Bagpiper scheduled for casket detail coming out of church to funeral coach?			
Sign Language Interpreter needed or requested			
If Ag or Governor attends ensure 15 minutes built into timeline for them to visit with family if done prior to church service.			
Umbrellas transported to graveside!!			
Final Walk-Thru scheduled and conducted!			

GRAVE-SITE SERVICES CHECKLIST

Location: _____ **(Graveside Coordinator):** _____

1. Confirm all information concerning the funeral grave-site location, date and time.
2. Visit the grave-site and talk with the presiding religious person, music director, church custodian and the funeral director.
3. Make a map of the cemetery location and layout
4. Plan the grave-site services.

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
Graveside triangle for 3 shot volley, burial, and bugler			
When will the motors, funeral coach and family limo(s) stage to view procession?			
Remember restroom facilities for family.			
How will the procession enter the cemetery?			
How will the procession proceed to the grave-site?			
Who will notify the Motor Unit Leader when Motors are to proceed to the grave-site?			
Where will the family limo(s) park?			
Where will the motors park?			
Which direction will the grave-site canopy face?			
Where will the Pipe & drum band or piper be placed?			
Pipe & drum band or piper contacted and scheduled here as well?			
Where will the sound system and speakers be placed? Ensure line of sight for AV so he/she can see when to turn mics on/off			
Where will the deceased's vehicle be parked?			
Obtain the names and addresses of all those who helped & how, who we will need to send a thank you.			
Obtain a bag for shotgun shells.			

GRAVE-SITE SERVICES

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
Location, date and time. Make a map of the cemetery location, the parking areas and the grave-site. Check on family seating, enough chairs & canopy for shade			
Order of grave-site service information. Confirm sequence of events, advise those who need to know their cues. Obtain names, titles & addresses of speakers.			
Check sound system and power source. Who is in charge of Technical Support? When will truck arrive, where will it be setup?			
Notify Fire Department for rescue unit. Have water and umbrellas at the grave-site. Where will the flowers be placed? (make sure everyone can see)/ FOP/PBA can help.			
When will motors, funeral coach, family limo(s) arrive at cemetery? Who will advise of their progress? Where will they park and view the procession? Are there facilities available?			
Where will the procession vehicles park at the cemetery? Who is in charge? Leave space behind funeral coach to remove casket? (Traffic Coordinator/Funeral Home)			
Who & where will the Mounted Unit meet the funeral coach? Will the Sheriff be walking in front of the funeral coach?			
Where will pallbearers and squad members be standing at grave-site?			
What family members will be seated at grave-site, who will stand and where?			
Where will the uniformed guests be standing? Who will call commands for the formation? Where will other guests be standing? Who will direct the guests to the right place?			
Whoever is calling command for the uniformed formation must know commands & uniforms must know them!			

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISCELLANEOUS COMMENTS
Aviation Fly Over. Who will notify Aviation when to proceed?			
Who is on and where will the firing team be positioned for the 3 round volleys? Not too close. What is the (cue)			
Who is playing Taps & where will he/she be positioned? What is the (cue)			
Who is on and where will the pipe band be positioned? What is the (cue)			
10-7 Message (live or pre-taped) What is the (cue)			
Who will be involved in the presentation of the flag? What is the (cue)			
Who will be involved in the presentation of the Bible? Know the family's faith. Not all faiths use the same Bible. (FOP/PBA)			
Food/refreshments after service.(location/announcement)			
Ensure location is cleaned up and policed up			
GFR/ACFR have flag at entrance with Tower trucks			
Ensure all memorabilia is brought back to the house or stored in office at police station			
Media			
Police up of area and clean up			
Ensure at least one member of Funeral Team remains with funeral home at gravesite until all of family is gone to ensure Parks and Rec is able to do their job.			
Final Walk Thru scheduled and conducted!			

ORDER OF EVENTS FOR GRAVESIDE

1. Motors enter with hearse and family limos AND Family is staged at _____
2. Arrival of precession and staging of attendees at gravesite
3. Motors escort hearse and limos around cemetery to intersection at _____.
4. Hearse pauses, while motors continue on AND Pipe band/rider less horse picks up hearse and limos.
5. Just prior to Pipe Band turning onto _____, Detail is called to "ATTENTION".
6. Hearse and Limos are staged on their marks. ***** (need staging location for pipe band and horse) TBD _____.
7. Family exits limos and "STAGE" between Limos and Hearse.
8. Honor Guard moves from van to hearse.
9. Detail is called to "**PRESENT ARMS**"
10. Casket is removed from hearse.
11. Detail called to "**ORDER ARMS**"
12. Helicopter Fly-over.
13. Family is then moved into place seated under Canopy.
14. Detail Called to "PRESENT ARMS"
15. Casket is moved to site.
16. Detail is called to "**Order Arms**", "**PARADE REST.**"
17. Religious Service - At conclusion of religious service, _____ will take a LARGE step back to indicate the end.
18. "Amazing Grace" by band with rider less horse salute.
19. Detail called to "**ATTENTION, PRESENT ARMS**"
20. 3 Shot volley
21. 10-7 message (about 60 seconds) **last sentence "your tour of duty is complete"**
22. Taps
23. Group called to "**ORDER ARMS**"
24. Flag folding
25. Flag presented to _____ by _____
26. Presentation of Bibles by _____ to _____
27. Honor Guard moves back to van
28. Closing statement/announcement of Reception
29. "**All Uniform Personnel, DISMISSED**"
30. Order of operations may change as decided by incident commander.

RECEPTION CHECKLIST

Location: _____ **(Coordinator):** _____

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISC COMMENTS
Location Selected / Offered			
Type of Reception – snacks/type of food			
Flowers transported to Reception			
Shadow box, etc. transported as well			
Enough paper products, plates forks, napkins			
Thank you list for food donated			
Tables, chairs, etc.			
Left-over food plan? Does Family want it, etc.?			
Flowers left overnight or go to graveside?			
Ensure enough volunteers/workers scheduled			
PA system			
Computer and AV system needed for slideshow again?			

BENEFITS CHECKLIST

Location: _____ (ACSO Risk/Benefits Coordinator): _____

TASK	COMPLETE (Y, N, N/A)	ASSIGNED TO	MISC COMMENTS
Contact Risk Management –			
Ordering of Death Certificates with cause – 15			
Ensure bills sent to COL for LODD			

THANK YOU LETTER LIST

[illegible]

RESOURCE LIST

[illegible]

