

## Death of an Employee or Retiree

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## Policy Statement

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### Summary

West Yorkshire Police (WYP) has established a procedure to ensure that appropriate arrangements are in place to honour current or former colleagues who have died, particularly those who have died in the execution of their duty.

The primary importance when making any arrangements for a memorial or funeral following the death of a colleague is to ensure that the needs and desires of the person's family and friends are met. Those closest to the deceased must be listened to carefully and treated in a sensitive, dignified, and respectful way.

At no time must those closest to the deceased feel that their wishes and needs are not being met or that their desires have been overridden.

It is intended that this policy will assist those who are asked to notify various departments and/ or make the funeral arrangements on behalf of the family and the organisation.

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### Scope

This policy applies to all serving Police Officers, Special Constables and Police Staff members who die, in any circumstance, on or off duty. It also applies to Police Officers and Police Staff who have retired from West Yorkshire Police.

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## Principles

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### General

- This policy is intended to provide a supportive framework rather than a prescriptive protocol.
  - A member of the Chief Officer Team (COT) must give approval for any arrangements to be operated which vary from those detailed in this policy.
  - No arrangements will be made without the full consent of the next of kin.
  - This policy will apply to people from a variety of ethnic, cultural, and religious background, their practices must be respected, and arrangements must be adapted to meet the faith of the deceased. There must be sensitivity not to impose any approaches and arrangements on the deceased's family.
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## Notification of Death

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### Principles

- Upon notification of the death of an individual covered by this policy, the Chief Constable's office must be immediately informed of the death. This must be done by the:
    - West Yorkshire Police duty officer if the death occurs while on duty; or
    - Line manager who receives the first report.
  - The District Commander or Department Head must also appoint a nominated person to:
    - Notify all appropriate departments and organisations as outlined in the supporting information;
    - If the deceased died on duty, notify the Home Office, Her Majesty's Chief Inspector of Constabulary (HMCIC) office, Her Majesty's Inspector of Constabulary (HMIC) and the Police and Crime Commissioner (PCC), providing the following details:
      - Personal details of the deceased, including name, age, rank, post, name and ages of any children;
      - Contact details for the next of kin;
      - Details of the incident or circumstances surrounding the death;
      - Funeral arrangements; and
      - Contact details for the Nominated Person.
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## Types of Funeral

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### Principles

- West Yorkshire Police may offer a ceremonial or service funeral to the family of the deceased. Details of these are outlined below. Alternatively, the family may wish to conduct a private funeral.
- The District Commander or Department Head should appoint a Liaison Officer to assist in the planning and organising of any arrangements for a ceremonial funeral or service funeral. If the funeral is for a Special Constable, the Liaison Officer would usually be the Special Constable Liaison Officer.
- If the funeral is taking place outside of West Yorkshire, the Liaison Officer should contact the local force to discuss the funeral arrangements including the operational policing aspects
- The Chief Constable's Office should consider the following:
  - Publishing details of the funeral service on the NPCC internet site; and
  - Contacting all Chief Constables and local MP's inviting them to the funeral service (further details provided in supporting information).
- Representatives of West Yorkshire Police who attend a funeral of a former colleague must respect and comply with any religious or cultural

requirements such as a dress code or the separation of men and women.

- If relatives of the deceased wish to use a specific venue or minister of religion known to them, this must be accommodated.
  - The person conducting the funeral must be fully consulted to ensure that any religious, social, and cultural sensitivities are properly observed.
  - A committal held after a ceremonial, service or private funeral would usually have no police involvement, unless the next of kin requests otherwise.
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#### **Ceremonial Funeral**

- A ceremonial funeral will usually only be offered if an individual is killed, or dies from injuries sustained, in the execution of their duty.
  - Ceremonial funerals require approval from the relevant member of the COT.
  - A ceremonial funeral is likely to be arranged by West Yorkshire Police and include a bearer party, a guard of honour and uniformed street lining party. Full details are provided in the supporting information.
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#### **Service Funeral**

- A service funeral will usually be offered if a serving officer or staff member dies on or off duty in any other circumstances.
  - Approval must be obtained from the district or departmental head.
  - West Yorkshire Police will provide elements to the service which would include, for example, attendance of the Chief Constable (or Chief Officer in their absence), a bearer party and a guard of honour. Full details are provided in the supporting information.
  - If it is proposed to offer a service funeral in other circumstances, e.g. for a retired Police Officer or Police Staff member approval must be given by the relevant member of the Chief Officer Team following initial consideration by the district or departmental head.
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#### **Private Funeral**

- There is no police involvement in the organisation of a private funeral. Individual attendance at a private funeral would require plain clothes, unless otherwise instructed, following agreement with the next of kin.
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## **Memorial Services**

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#### **Principles**

- Memorial services are normally held 4 to 6 months after a funeral. If the next of kin decide that they would like a memorial service to be held then the Liaison Officer must discuss this with the family and agree a date for one to be held, taking account of the availability of the Chief Constable or

their representative. Further details for Liaison Officers on arranging a memorial can be found in the supporting information.

- If a Police Officer dies 'in the line of duty', details of the case must be forwarded to the Chair of the Police National Memorial Trust and they will consider whether a national memorial is appropriate. The Corporate Communications Manager is responsible for doing this, but only after they have consulted the family of the deceased; and after any criminal case has been concluded.
  - If the Police National Memorial Trust decides that a national memorial is appropriate, they will determine a date. West Yorkshire Police will nominate an appropriate person (usually a senior officer) to make the operational arrangements from the district or department concerned.
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## Internal Communication

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### **Serving Officers and Staff**

- An internal announcement should be made on the organisation's Intranet page. An announcement should be drafted and sent to the Webmaster Mailbox. The following information about the deceased can be provided:
    - Name
    - Age
    - Rank or job title and the district or department in which they last worked
    - Date of their death
    - Date they joined West Yorkshire Police and in what capacity
    - Details of their family (providing their agreement has been obtained) i.e. do they have a partner, or any children
    - Details of the funeral arrangements, such as the time, date and venue, dress code, flowers, police bearers etc. If there is to be a private funeral, this can be simply stated in the notification.
  - Information about incorporating a photograph with the internal communication is included in the supporting information.
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### **Retired Officers and Staff**

- An internal announcement is not made for individuals who have retired from service unless there are exceptional circumstances and it has been ratified by the Chief Officer Team. For example, if the officer or staff member had only recently retired.
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## Additional Information

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### Compliance

This policy complies with the following legislation, policy and guidance:

- Data Protection Act 2018
  - NPIA Guidance on handling a death of a serving member – police officer
  - NPIA Guidance on funeral arrangements for serving police officers and police staff
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### Supporting Information

The supporting information for this policy can be accessed.

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