



Missouri Law Enforcement Funeral Assistance Team

"Honoring Our Fallen"

Objectives

- Statistics / Trends
- Our organization
- Our mission
- Our funding
- Education
- What we do

National statistics

- **A total of 1,762 law enforcement officers died in the line of duty during the past 10 years, an average of one death every 49 hours or 176 per year. There were 295 law enforcement officers killed in the line of duty in 2020.**
- **Another 219 have died in the line of duty as of September 8, 2021**

NLEOPF

Missouri Statistics Over The Last Decade

- 2020 – 8 Deaths
- 2019 – 2 Deaths
- 2018 – 4 Deaths
- 2017 – 2 Deaths
- 2016 – 2 Deaths
- 2015 – 5 Deaths
- 2014 – 2 Deaths
- 2013 – 2 Deaths
- 2012 – 1 Death
- 2011 – 7 Deaths

Missouri Law Enforcement Memorial

Be Prepared before it happens

- Have a LODD Policy
- Confidentiality Forms on File
- PSOB Designation of Beneficiary Forms

Our Organization

In March of 2008, The Missouri Law Enforcement Funeral Assistance Team was founded as a resource to assist agencies and families upon the death of a Peace Officer. The primary focus is line of duty deaths but the Team does assist with funerals for retired Peace Officers and active duty Peace Officers who pass away from non-duty related injury or illness.

Our Organization Cont...

- Our goal is to insure that fallen Officers are laid to rest with the highest level of dignity and honor. Additionally, we will work to coordinate resources to directly support the agency and family such as chaplain services, mental health support, and assistance in obtaining financial support available to the family, including the Federal Public Safety Officer Benefit (PSOB).

Our Mission

- The primary mission of the team is to provide professional honors, plan and carry out a LODD funeral.
- Provide assistance and comfort to the family and agency.
- Help with filing PSOB and other benefits.

Our Team Member's Home Agencies

- United States Attorney's Office
- Missouri STAT
- Greene County Sheriff's Office
- Missouri Dept. of Conservation
- Andrew County Sheriff's Office
- Rockport Police Department
- Nodaway County Sheriff's Office
- Springfield Police Department
- Polk County Sheriff's Office
- Webster County Sheriff's Office
- Riverside Police Department
- Cass County Sheriff's Office
- Buckner Police Department
- Oak Grove Police Department
- Federal Reserve Bank Police Dept.

Our Funding

- Our organization is a registered 501c3 and is funded by donations and fundraising.
- We currently provide all services at no cost to the agency or family.
- We host two large fundraisers a year, a raffle and a golf tournament.
- Several other groups hold fundraisers to support the team.
- General Donations and Grants

Motorcycle Ride



Golf Tournament



By: Meredith Evans



Outreach

The team currently has a vendor booth at the Missouri Sheriff's Association and Missouri Police Chiefs Association yearly conferences. Our goal is to connect with and educate agency leaders, so they are familiar with our organization and know they can rely on us when tragedy strikes.



Honor Guard Training



Educating Our Team

The National Office of COPS has several training opportunities available, including the "Traumas in Law Enforcement" course which several members have attended.

The Missouri Fire Service Funeral Assistance Team has allowed our team members to attend their "Taking Care of Our Own" course.

Several of the Honor Guards we work with have been through funeral specific training and we have co-hosted such training.

We conduct team training to educate those that have not yet had the opportunity to attend training or taken part in a LODD funeral.

What We Do



The team is focused on bringing together and utilizing existing resources. The team has not created, for example, its own Critical Incident Stress Debriefing Teams. Instead we have developed resource lists and call upon established professionals to assist as requested.

What We Provide

- Professional Honors & assistance in planning memorial services including Honor Guard & Ceremonial Support
- Chaplain Services Referral
- Coordinate immediate assistance from Concerns of Police Survivors (COPS) & Supporting Heroes

What is a Line of Duty Death

Any law enforcement officer whose death was the direct and proximate result of an injury sustained in the line of duty.

Our team operates from national recognized practices and operates with 3 levels of honors.

Level 1 – This is the highest level and is reserved for peace officers who die as a result of line of duty or direct job-related event.

Level 2 – This level of service is available to peace officers who die while an active member, but the death was not job or duty related.

Level 3 – This level of service is available to peace officers that are inactive such as retirees.

What Now??????

- Phone Call
- Initial Deployment
- Meet Agency/Family
- Funeral Home Meeting
- Full Deployment
- Daily Briefing with Agency Rep
- Service
- Exit

Action Plan
FINAL
Officer Kendle Blackburn
Lebanon Police Department

Color Guard (Flags/rifle teams) Liaison - Jon Poulson 417-838-3566
Honor Guard = any uniformed officer
Casket Guard (uniformed formal team)
Door Guard (uniformed formal team, w/rifle)
Casket Vigil = relaxed vigil watch

Thursday 12/31/2020 1200-1700 Visitation: Shade's Colonial Chapel, 1001 Lynn St., Lebanon, MO

- Family Time prior to visitation 1000
- Casket Guard/Door Guard takes first stand 1200 before doors open
- NO EMS

Friday 1/1/2021 1200-1700 Visitation: Shade's Colonial Chapel, 1001 Lynn St., Lebanon, MO

- Casket Guard/Door Guard takes first stand 1130 before doors open
- NO EMS

Funeral:

- 0800 Funeral Home opens
- 0830 Parking detail briefing at Funeral Home
- 0945 LPD briefing at PD
- 1000 CASKET GUARD BEGINS
- 1000 Assigned LPD officers arrive at funeral home to pick up limos for family escort to Funeral Home
- 1000 Mercy EMS in place at Funeral Home
- 1015 LPD/FH Staff arrive at family home for escort to Funeral Home
- 1040 Leave family home headed toward Funeral Home
- 1045 Greene Co SO takes last Casket Guard Post
- 1050 Family arrives under escort
- 1055 ALL Seated Close Foyer
- 1058 COLOR GUARD STAGED AT EXIT DOOR / REAR OF Chapel
 - Family Enters led by Color Guard (CG returns flags to back of chapel and posts)
- 1100 Traffic meeting Joe D. Esther Elementary School parking lot, 1200 Clark St
- 1115 Fire Service to raise flag at Washington St & Elm (1 Truck)
- 1115 Fire Service to raise flag at Jefferson & Beverly St. (2 Truck)
- 1115 Fire Service to raise flag at LFD Station #2 (1 Truck)
- 1130 Mercy EMS in place at cemetery (West curb of East Entrance)

LINEUP FOR PROCESSION

- Lead car – Lebanon PD #LPD24
- Outside Agencies
- All other Emergency vehicles
- General Public
- Lebanon PD (Pallbearers in last 2 vehicles – #LPD15 and #LPD20)
- Funeral Home SUV
- Hearse
- Family
- Lebanon PD – Tail Car #LPD6
- Tow Truck



Benefits Assistance

If requested, assistance can be provided with completing necessary benefits paperwork for the fallen officer's family. Such services are provided by members of Missouri Chapter of Concerns of Police Survivors, Supporting Heroes and Our Team Members.

Benefits

PSOB - \$370,376.00

- Surviving Spouse/No Children – 100%
- Surviving Spouse/Age Eligible Children – 50%/50% evenly
- No Spouse/Age Eligible Children – 100% divided evenly
- No Spouse/No Children – 100% PSOB Designee
- No PSOB Designee – 100% to beneficiary on last life Ins.
- None of the Above – 100% divided evenly to parents
- No surviving parents – 100% divided evenly to adult children

Benefits

- State of Missouri
 - \$25,000 Death Benefit
 - \$5,000 Burial Benefit
- Local Organizations
- Private Organizations/Associations

National Police Funeral Team Alliance

- Statewide Law Enforcement Funeral Assistance Teams are now operational in multiple states.
- We have assisted other regions and states in establishing teams of their own.
- The leadership of the Missouri team is currently discussing the creation of a national network of teams to ensure all peace officers receive appropriate funeral/memorial services.

Recognition

- The team has received significant recognition nationwide.
- Our team has been featured in American Police Beat, IACP.NET, PERF Newsletter and numerous other publications.
- Received the "Hero Supporting Heroes Award" from Supporting Heroes, Inc.



Heroes We Have Honored

Riverside Police Dept. | Officer Jeff Taylor E.O.W. 06/03/2011
 Cedar County Sheriff's Office | Deputy Matthew Chism E.O.W. 11/02/2014
 Harrison County Sheriff's Office | Deputy Steven Hawkins E.O.W. 09/13/15
 Barry County Sheriff's Office | Master Sgt. Carl Cosper Jr. E.O.W. 4/07/2017
 Clinton Police Dept. | Officer Gary Michael Jr. E.O.W. 08/06/2017
 Clinton Police Dept. | Officer Ryan Morton E.O.W. 03/06/2018
 FBI | Special Agent Melissa Morrow E.O.W. 03/22/2018
 Miller County Sheriff's Office | Deputy Casey Shoemate E.O.W. 04/20/2018
 Greene County Sheriff's Office | Deputy Aaron Roberts E.O.W. 09/7/2018
 North County Police Coop. | Officer Michael Langsdorf E.O.W. 06/23/2019
 Springfield Police Dept. | Officer Christopher Walsh E.O.W. 03/16/2020
 DeKalb County Sheriff Andrew Clark E.O.W. 06/03/2020
 Kennett Police Dept. | Major Rick Groves E.O.W. 10/16/2020

Heroes We Have Honored

Missouri Dept. of Corrections | CO Richard Wright E.O.W. 11/19/2020
 Greene County Sheriff's Office | DO Dwight Willis E.O.W. 11/22/2020
 Lebanon Police Department | Officer Kendle Blackburn E.O.W. 12/28/2020
 Missouri Dept. of Corrections | Lt. Leslie Lentz E.O.W. 07/01/2021
 Missouri Dept. of Corrections | Sgt. Sonny Orbin E.O.W. 07/18/2021
 Missouri Dept. of Corrections | CO Robby Welch E.O.W. 07/22/2021
 Homeland Security Investigations | SA J.D. Holdman E.O.W. 07/25/2021
 Missouri Dept. of Corrections | CO Dennis Bennett E.O.W. 08/12/2021



Contact Us

Les Kerr
 State Coordinator
 (816) 509-0256
les@mopolicefuneral.org

AJ Carrel
 Assistant State Coordinator
 (816) 510-6466
ajcarrel@yahoo.com

Confidential

Line of Duty Death Information Form

This form is to be completed/revised annually.

The information you provide on this form will be kept absolutely **confidential** and used only in the event that you are seriously injured or killed in the line of duty. Please take the time to fill it out accurately, as the data will be extremely valuable and helpful to your family in the unfortunate event of your death.

Name: _____

Address: _____

City, State, Zip: _____

Home Phone Number: (____) _____

FAMILY INFORMATION

Spouse's Name: _____

Address (if different):

City, State, Zip:

Home Phone Number: (____) _____

Spouse's Place of Employment: _____

Employment Address: _____

Employment City, State, Zip: _____

Employment Phone Number: (____) _____

ADDITIONAL NOTIFICATIONS

Please list the persons you would like to be contacted by agency in case of serious injury or death in the line of duty. This will be in addition to those individuals listed above.

Name Address City State Zip Home & Work Number

FURTHER CONTACT INFORMATION

Is there anyone in particular you would like to be one of the individuals to make the notification to your family? If you list someone who does not work for your agency, please include address and phone number.

Name Address City State Zip Phone Number

Is there anyone you would like contacted to assist your family, or to assist with funeral arrangements, or related matters who is not listed above? Please list the below if applicable.

Name Address City State Zip Phone Number

ADDITIONAL INFORMATION

Please list any preferences you may have regarding funeral arrangements:

Funeral Home: _____

Church or Synagogue: _____

Cemetery: _____

Are you a veteran of the US Armed Services? _____ If so, where is your DD214 located? _____

If you are entitled to a military funeral as determined by the Department of Veterans Affairs, do you wish to have one? _____

I would like full law enforcement honors if killed in the line of duty. Yes No

Suggested Pallbearers:

Please list memberships in law enforcement, religious, or community organizations that may provide assistance to your family.

Do you have a living will? _____

Would you like a copy maintained with this form? If so, include a copy in a SEALED envelope.

Do you have a will? _____

If yes, where is it located? _____

Designation of Beneficiaries Form
for U.S. Department of Justice Public Safety Officers' Benefits (PSOB) Program

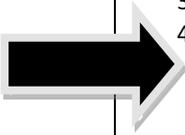
WHO RECEIVES PSOB BENEFITS IF A CLAIM IS APPROVED?

Benefits are paid to survivors according to the following criteria:

1. If there is a spouse and no child* or children, all to the spouse.
2. If there is a spouse and child or children, one-half to the spouse and one-half to the child or children in equal shares.
3. If no spouse, and children only, all to the child or children in equal shares.
4. **If no spouse or children, then to the individual(s) designated by the officer in the most recently executed designation of (PSOB) beneficiary on file with the officer's agency at the time of the officer's death. If no PSOB designation, then to the individual(s) designated by the officer on the most recently executed life insurance policy on file with the officer's agency at the time of death.**
5. If no spouse, children, PSOB designation, or life insurance beneficiary, then to the officer's surviving parents in equal shares.
6. If none of the above, then to the officer's children who would receive the benefit but for age (i.e., adult children.)

**"Child" is defined as any natural, illegitimate, adopted or posthumous child or stepchild of a deceased public safety officer who, at the time of the officer's death, is 18 years old or under; 19-22 and a full-time student; or 19 and older, and incapable of self-support due to a physical or mental disability.*

PURPOSE
OF THIS
FORM



This form is for use in declaring a beneficiary for any PSOB benefits that your survivors may be eligible for in the event of your death. The circumstances in which the beneficiaries identified here might be eligible for the PSOB benefit identified in Step 4 above and would not apply if there is an eligible surviving spouse and/or children. Should you wish to complete this form, it **must be retained with official department records**.

I, _____ (print full name), as a member of _____
 (print agency name), hereby designate the following beneficiary(s) for an PSOB benefits that may be paid in the event of my death:

Name	Percent (must total 100)	Address	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Public Safety Officer signature: _____

Date: ___/___/___

Witness signature: _____

Date: ___/___/___

RESOURCE GUIDE & INVENTORY



Missouri Law Enforcement Funeral Assistance Team

www.mopolicefuneral.org

816-509-0256



To Honor With Dignity.....

The Missouri Law Enforcement Funeral Assistance Team is a resource team that makes themselves available to departments who have been stricken with a loss. Team members are trained in many aspects. One of the main focuses our group takes is in relationship to a Line of Duty Death (LODD).

In the case of a LODD, there are many notifications on a Federal and State level that need to be made. Team members are trained to assist departments with the proper notifications as well as the federal paperwork process that will follow in the weeks and months to come.

To activate the team for a prompt or immediate response call 816-509-0256 or 816-510-6466. Your call will be answered or returned very soon. This is at NO COST to the agency!!

To contact us for non-urgent items please email les@mopolicefuneral.org, or call the above numbers.

.... With Reverence

The team serves in a behind the scenes capacity and offers suggestions based on what the department needs are, as well as, the needs of the officer's family. Team members have a timeline of things that need to be done to ensure maximum benefits are available and to assist the agency with the necessary paperwork and legalities that occur with a LODD. The team stays in place at the agency until the conclusion of the service or until the agency no longer needs there assistance. The team will respond with many items necessary to facilitate the officer's funeral service. Departments will not be burdened with having to acquire these items, as they will be provided by the team. A guide has been established to assist the family and department in choosing options to fit the services. Funeral protocols are provided to use if desired. Once again, we work behind the scenes, leaving your agency as the "front" people for the services.



MISSOURI LAW ENFORCEMENT FUNERAL ASSISTANCE TEAM

FUNERAL SERVICE GUIDE

www.mopolicefuneral.org

les@mopolicefuneral.org

816-509-0256

This article appeared in the March/April 2005 issue of National Fire & Rescue. It offers an excellent perspective to keep in mind when planning a funeral. We thought we should share it with you, as it sums up our beliefs and follows the ideals in which our funeral protocols were written.

Law Enforcement has similar traditions, and we share in the belief that some traditions are reserved for LODD's.

WHEN EMOTIONS TAKE OVER: PLANNING A FD FUNERAL

This is an uncomfortable subject to write about, and it will be uncomfortable for you to read. I have thought about this for a long time, and it is a subject that doesn't get discussed but should be. It should be thought out and talked about, especially before you find yourself—or your department—in the awful position of planning a fire department funeral. I am not talking about a funeral for a line-of-duty death. I am talking about the terrible situation where a member of your department dies or is killed off duty, and there is a push to provide for a traditional fire department funeral.

I have faced that situation more than once, not only within my own department, but also in departments of colleagues, when an active firefighter or fire officer passes away after a brief illness or accident. Everyone in the department is totally shocked and caught off guard. We respond to situations all the time that involve tragic or untimely deaths and think we are steeled against it, but when it is one of our own, we react with shock and grief like any normal human being. It is especially hard if the death was totally unexpected or happened to a person of youth or someone in his prime. The natural reaction is to want to do all you can to show your respect for that colleague and to honor his family. We have many traditions in the fire service, and funerals rich with ceremony, honor and memorable symbolism are one of the strongest.

The traditions of fire department funerals have many elements and individual acts of honor. The more recognizable traditions include uniformed pallbearers and honor guards; Maltese cross floral arrangements; ringing or sounding final alarms; presentation of badges, helmets or flags to family members; fire trucks in the funeral procession; rows of uniformed firefighters lining the walk or the family at the funeral; a black-draped fire truck to bear the casket in the procession; bagpipes; crossed aerials over the procession route; and many others. All of these elements are intended to show honor and respect to a fallen colleague. Fire department funerals, whether line of duty or not, are always emotional and leave lasting impressions on everyone who attends and even those who see it passing by.

Thank God most fire departments will never have to contend with a line of duty death and the subsequent funeral ceremony. This is absolutely the most horrible event for any department and has ramifications, both short and long term that only those who have experienced it can fully understand. However, the fire service has a strange fascination with the traditions of funerals, and the emotional pressure to provide such a funeral for a lost member- even when it doesn't

come in the line of duty-can be great both within the department and from the family. This situation can create a very uncomfortable dilemma for a department and its leaders.

The question I pose is this:

If you provide a full-honors fire department funeral for a member who is lost off duty, and you use all of the traditions that you know of and can provide, what will you do should a member of the department be lost in the line of duty at a later time?

You have inadvertently created a situation whereby you have nothing extra to provide. I have seen this occur, and it is a very difficult situation that would have been avoided if some restraint had been exercised during a difficult and emotional time. I think there is a greater potential for this problem in smaller departments that have never, or only very rarely, experienced the loss of a member. When it does happen, emotions take over and everyone wants to do all they can, and before anyone thinks about it, a full-honors fire department funeral is provided in a situation that didn't really warrant it, which in turn may take away from a future loss.

Don't get me wrong. The loss of any member of a department is tough, and anyone who serves in this noble service should be honored for that service. I lost a member of my department several years ago in an off-duty accident. It was very emotional, and we wanted to honor this service. But with full understanding of his family, we did not provide a full honors type of service. I believe that several traditions should always be reserved for a line of duty death service. By holding some traditions back only for this purpose, the recognition of line of duty sacrifice is preserved. For example, I believe the tradition of bearing the casket on the hose bed of a fire engine and sounding the last alarm should be used only in a line of duty service. That is my belief and yours may differ, but my point is that we need to keep some of the traditions more sacred.

It is both OK and advisable to include some fire department traditions and ceremonies of honor in the funeral of a lost colleague, even if the nature of the loss was unrelated to the fire service. Just don't use all the traditions. Save some of the ceremonies and symbols. The greatest of your traditions, whatever you decide those are, should be reserved for a line of duty death funeral. The other part to consider is the wishes of the family, along with their religious beliefs and stipulations. However, family SHOULD NOT influence an inappropriate increase in the level of honor services. These are two important parts of the process that must be considered before suggesting the use of elements from the fire service traditions.

PURPOSE

Law Enforcement Agencies throughout the State of Missouri have had to, or may face the difficult task of being involved in an official funeral for one or more of its members. One of the more difficult questions the department must decide upon is what types of funeral honors are appropriate for the deceased.

SCOPE

This guideline defines different levels of honor with corresponding suggested arrangement options. To establish consistency, it is recommended that departments adopt a funeral protocol plan prior to its need.

During the entire funeral process, the department must highly consider the deceased member's family's wishes.

Before any plan is instituted, the deceased member's family must agree with the department's intended participation. The family may choose to forgo some suggested and appropriate level of honor services; however, family **should not influence** an inappropriate increase in the level of honor services.

ASSISTANCE

The Missouri Law Enforcement Funeral Assistance Team is available at all times to answer questions or assist in funeral matters. We have members who have been trained on funeral matters. We can assist in many ways. We will respond to your Line of Duty incident bringing necessary supplies and some knowledge of the benefits process. We will also provide guidance for non-line of duty incidents as well as offering our supplies for use. The supplies are offered on a first request basis with priority given to Line of Duty incidents.

The Team can be reached for immediate activation by calling 816-509-0256 or 816-510-6466, via email at les@mopolicefuneral.org or through our website at www.mopolicefuneral.org

LEVEL OF SERVICES

LEVEL ONE (1)

This is the HIGHEST level of ceremony. It is reserved for officers who die as a result of a line of duty incident or direct job-related event. This may include members whose death has stemmed from injuries or illness directly sustained during active duty. This may include heart attack, stroke, and mental illness (suicide) under certain circumstances.

LEVEL TWO (2)

This level of service is available to officers who die while an active member of law enforcement, but the death was not job or duty related.

LEVEL THREE (3)

This level of service is available to inactive (retired) members, but the death was not job or duty related.

SERVICE OPTIONS

WITH SUGGESTED LEVEL OF APPROPRIATENESS

American Flag	(1) (or if military veteran)
Badge Shrouds	(1, 2, 3)
Bagpipers	(1, 2)
Bugler	(1) (or if military veteran 1, 2, 3)
Casket Vigil	(1, 2, 3) Single or double for Level 2, Single for Level 3
Department Vehicles	(1) (as hearse)
Eulogy	(1, 2)
Vehicle other than Hearse	(1)
Flags at half-staff	(1) (only by order of the Governor)
Honor Guard-Color Guard	(1)
3 shot volley/ 21 gun	(1)
FD Aerials with Flag	(1, 2)
Last Call Ceremony	(1, 2)
Station Bunting	(1, 2, 3)
Thin Blue Line Funeral Flag	(1, 2, 3)

DEFINITIONS

Line of Duty: A death that is the result of traumatic injury or illness directly sustained while performing duties.

Active Member: A full-time or reserve member of an agency serving in an active capacity.

Inactive Member: A retired or former member of an agency who remains in good standing

Non-Duty Related Death: Death that results from injury or illness that is not directly related in the performance of their duties.

Casket Vigil: Two uniformed officers standing guard at the casket during visitation.

Door Guard: Two or more uniformed officers standing guard at the entrance to the visitation or service.

Badge Shroud: Black elastic, horizontally covering the uniform badge. Also known as a mourning band.

Funeral Bunting: Mourning drapes and fans placed on the outside of the agency building.

Sea of Blue: Non-detailed uniformed officers and visiting officer's formation. Members make a corridor that the family and casket pass through.

Last Call: Dispatch tones out agency and reads the last call information, which includes a short incident info and career history if requested.

American Flag: Provided for all Line of Duty Deaths.



Available Sponsorships

<u>Item</u>	<u>Cost</u>	<u># Available</u>
14' x 7' Transport Trailer	\$3,000.00	0
Large American Flag (20' x 30')	\$800.00	1
Funeral Bunting - Complete Set	\$800.00	2
Portable P.A. System	\$1,800.00	1
American Flag Parade Set (Flag, Pole, Base)	\$180.00	2
Missouri Flag Parade Set (Flag, Pole, Base)	\$180.00	1
White Parade Gloves (30 pr.)	\$150.00	Many
Mourning Bands (per 100)	\$100.00	Many
Wooden Flag Cases for Casket Flag	\$150.00	2
Cash Donations	Variable	Many

As you may know, our funeral assistance team is run with volunteer staff that makes themselves available to serve in this capacity. Likewise, our trailer is stocked with items provided by generous donations we have received to aid in our cause.

Should you as an individual or any department or agency wish to sponsor an item in our response trailer –we would be extremely grateful. When possible, the donors name will be engraved or otherwise attached to the item so those agencies who are utilizing the supplies know who made those items available for their use.

Above is a list of items available for sponsorship or general cash donations to cover operating expenses and other smaller priced items is always greatly appreciated. For additional information contact Les Kerr, Team Leader at les@mopolicefuneral.org or via phone at 816-509-0256 or [sponsorships can be sent directly to 9425 N. Gower Ave., Kansas City, MO 64154.](https://www.mopolicefuneral.org/sponsorships)

We are a 501©3 non-profit organization and your sponsorship may be tax deductible.



Missouri Law Enforcement Funeral Assistance Team

Trailer Inventory

QUICK REFERENCE

To Whom It May Concern:

Below is the inventory for the trailer to better assist you with the equipment. Remember you may call your team member contact if you have any questions. **Please see that ALL equipment is returned, to the best of your ability.** Please take the time to read all the instructions because this will assist you in some of the basic procedures. Below is a list of the boxes and quick rundown of equipment for your reference.

Top Shelf

- Portable Office
- Sound System
- Long Black Umbrellas
- Extension Cords/Power Strips
- Water Cooler
- Drill w. accessories

Upright Racks

- Stands for Sound System
- Parade Flags
- Extra Poles for Parade Flags
- 10' x 10" Black EZ up Canopy w/ sides
- 5' Step Ladder
- 2 Dry Erase Boards



KC 1

- 24 US Flags for Motorcycles
- 24 Thin Blue Line Flags for Motorcycles

KC 2

- 3 3' x 6' Black Bunting Fans
- 1 Each 3' x 6', 3' x 10', 3' x 12', 3' x 14' Black Bunting
- 4 Black Mourning Bows

KC 3

- 30 PR. White Ceremonial Gloves
- 50 Black Badge Shrouds
- 10 Black Clip on Ties
- 10 Navy Clip on Ties
- 20 Pin Back
- Collar Extenders
- Waist Extenders

KC 4

- 2 NLEOMF Stuffed Dogs
- 2 NLEOMF Stuffed Lions
- 3 NLEOMF Sheriff Bears
- 2 NLEOMF Police Bears
- 5 Toy Deputy Sheriffs Hats
- 3 Lion Purses
- 5 Junior Badges NLEOMF
- 3 Sheriff Badges
- 3 Police Badges



KC 5

- 4 Flag Bases
- 3 - 3' x 5' U.S. Flags
- 1 Missouri State Flag
- 3 Flag Spreaders
- 25 – 3' x 5' TBL Flags for signing

KC 6

- 4 - 5' x 91/2' Cotton Casket Flags
- 2 Casket Bands
- 2 Flag Cases
- 1 Army Flag
- 1 Air Force Flag
- 1 Marine Flag
- 1 Navy Flag
- 1 Coast Guard Flag
- 1 5' x 91/2' Cotton TBL Casket Flag
- 3 Clear Plastic Easels for Folded Flags

KC 7

- 13 48" All Black Raincoats (L-2XL)
- 5 LED Traffic Batons
- 1 Roll Yellow Tape (No Parking)
- 25 Fluorescent Vest
- AA & AAA Batteries



KC 8

- 1 Book Gifts My Father Gave Me
- 2 Books Here If You Need Me
- 15 Books Better Not Bitter
- 5 Matchbox Police Cars
- 3 NLEOMF Charm Bracelets
- 3 NLEOMF Key Chains
- 20 Cops Pamphlets
- 20 Heroes Live Forever Bracelets
- Traumas of Law Enforcement Manual
- Various CD's (Pipe and Drum and Ceremonial Music)
- COPS Ribbons
- 3 Books Police Cat NLEOMF
- 1 Book Feeling Safe with Officer Frank NLEOMF
- 3 Books Mini Police Officer NLEOMF
- 5 Bookmarks NLEOMF

KC 9

- Toolbox w/ basic tools
- Staple Gun & Staples
- Rubber Mallet
- Short Sledgehammer
- Cable Ties
- 2 Pr. Black Work Gloves
- 1 Roll Duct Tape
- Long Handle Lighters
- Black Podium Cover



KC 10

- Ironing Board
- Iron
- Tide to Go Sticks
- Shout Wipes
- Lint Rollers
- First Aid Kit
- Sewing Kit
- 1 Pkg. Black Velcro
- 1 Can Starch
- Sunscreen Spray
- 3 Black Liquid Shoe Polish
- 3 Instant Shine Sponges
- 1 Shoeshine Kit
- 6 Black Dress Shoelace
- Excedrin Extra Strength
- 1 Roll Double Sided Fabric Tape
- Safety Pins

KC 11

- 2 Portable Halogen Lamps
- 1 Pkg. Terry Clothes
- 1 Roll 55 Gallon Trash Bags
- 1 Roll Clear Plastic Sheeting
- Extension Cords
- Multi Plug

KC 12

- Runner Mats

KC 13

- Black Blankets
- Small Umbrellas



KC 14

- Hand Warmers
- Foot Warmers
- 9 Boxes of Kleenex
- 1 Pkg. Clear Water Cups 5 oz.
- 1 Pkg. Styrofoam Coffee Cups
- 3 Rolls Paper Towels
- Coffee Maker

KC 15

- Speaker Cables, Microphones, etc. for sound system

KC16

- Jump Start (Available but not in trailer)
- 750W Power Inverter
- Jumper Cables
- 1 Can Slime Tire Sealer
- 1 Can Inflatair
- 1 Can Orange Marking Paint

KC 17

- **EMPTY**

KC 18

- 4 Runner Mats

KC 19

- **EMPTY**

KC 20

- 1 Bugle w/ Pre Recorded Music
- 9 Volt Batteries

	<p>Missouri Law Enforcement Funeral Assistance Team 9425 N. Gower Ave. Kansas City, MO 64154</p> <p>www.mopolicefuneral.org 816-509-0256</p>
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Casket Flags

There are 2 casket sized flags in each response trailer.

- **American Flag**
- **Thin Blue Line Flag**

OUR flag should ONLY be used in the following circumstances:

- The Officer was killed in the line of duty
- The Officer is NOT a Veteran of War*

Officers who served in the military during a war time period will be eligible for an American Flag provided by the U.S. Government. This will be available through the funeral home conducting the services. Please utilize the government issued flag in this instance.

The Thin Blue Line Flag OR the American flag is provided free of charge for line of duty services.

Either flag can be purchased for non-line of duty services for presentation to the family at a cost of:

\$125.00

Please contact a member of the funeral team to inquire about the purchase of a flag.

Rubber casket cords are provided. This goes over the flag to secure it to the casket so the flag does not come off during casket moves.



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Hardwood Flag Case



The hardwood flag cases in the trailer will hold the casket sized American Flag once it has been properly folded into their triangle shape.

The flag case is provided free for line of duty services.

The flag case can be purchased for non-line of duty services for presentation to the family at a cost of:

\$90.00

To Purchase the flag display case, please let one of the team leaders know and they will invoice you or your department.



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Last Call Ceremony

Attention All Agencies

(Agency Name) (Radio Number)

- Silence for 3 seconds

(Agency Name) (Radio Number)

- Silence for 3 seconds

A1 Tone, 3 Times:

This is the last call for (Agency Name, Officers Name, Radio #) Officer (Name) made the Ultimate Sacrifice and gave his life on (Date) while (Short Description of incident 1 Sentence).

(Officers Name) selflessly served the citizens of (Jurisdiction).

He is a true hero and will be missed by all.

(Agency Name) (Radio Number)

- Silence for 3 seconds

(Agency Name) (Radio Number)

- Silence for 3 seconds

(Radio Number) is 10-42, (Agency) is Clear – (Agency Call Sign)

Gloves

There are 2 types of gloves in each trailer.

The difference will be obvious to determine.

Formal Gloves

The formal parade gloves are to be worn by front line people. These would include pallbearers, vigil detail, and honor guard.

These gloves will be washed and reused, please return them.

Persons wishing to keep their formal gloves can purchase them for \$8.00 per pair.

Informal Gloves

These are available for use for any persons who are not “Front Line” people but desire a more formal look to their Class A Uniform. They are disposable and do not need to be returned.



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Funeral Bunting

The trailer contains black or black and purple funeral bunting. There are multiple pieces to this. There is enough to cover a sally port or garage door and the front entrance to the station.

PLEASE DO NOT PLACE ANY HOLES IN THE BUNTING. MAKE ALL ATTEMPTS TO SECURE BUNTING WITHOUT DEFACEING IT.

Feel free to use the pieces in varying ways to adjust to your needs. Bunting can be hung in many different configurations. Some are shown below. Please ensure that all bunting is returned to the storage case.

If your agency wishes to leave bunting in place for an extended period, please contact us so we can advise where to ship it to.

Departments wishing to purchase bunting can do so at our cost.

Examples:



Missouri Law Enforcement Funeral Assistance Team

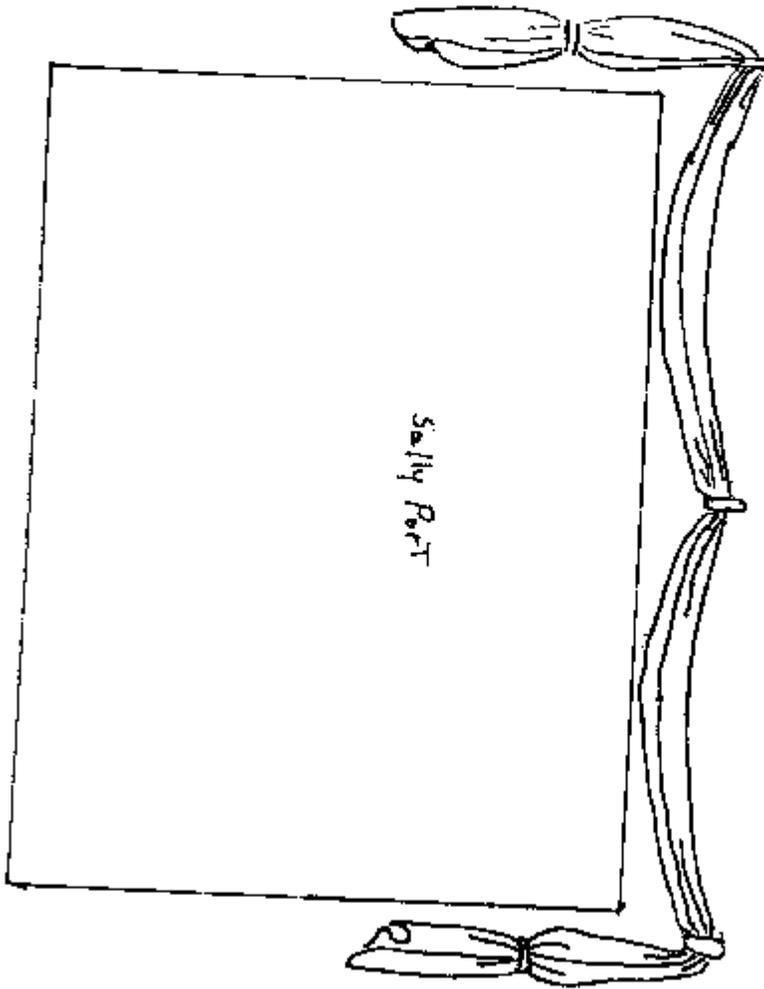
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Same Concept for Pedestrian Door
May Also add Mournig Fans



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Large Flag Protocol

When the flag is displayed over the middle of the street, it should be suspended vertically with the union (blue) to North in an east/west street or to the East in a north/south street.

The flag provided by the Funeral Team is 20' x 30' and can be flown between 2 ladder trucks or a single ladder truck with the rigging device included in the trailer.

We appreciate gentle care when using this flag.

Please attempt to avoid grease from the ladder trucks and other soiling while using this flag.

Please do not tether the flag to restrict movement, but special consideration should be taken if winds are heavy.

Remember that if used after dark, illumination is required.

Return the flag to its carrying bin by placing the bin in the street and carefully lowering both ladders slowly while a person guides the flag into the bin to avoid contact with the ground.

Rules for display of the American Flag

Display Outdoors

Over the middle of the street

It should be suspended vertically with the union to the north in an east/west street or to the east in a north/south street

Flown at half-staff

Should first be hoisted to the peak for an instant and then lowered to half –staff. The flag should be again raised to the peak before it is lowered for the day. By half-staff is meant lowering the flag to one half the distance between top and bottom of the pole. Crepe streamers may be affixed to spear heads or flagstuffs in a parade only by order of the President of the United States.

Flown on the same halyard with non-nation flags

The American Flag should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States.

Suspended over a sidewalk

The flag may be suspended from a rope extending from a house to a pole at the edge of the sidewalk. The flag should be hoisted out, union first, from the building.

From a staff projecting horizontally or at an angle

The flag may be projected from the windowsill, balcony. Or front of a building with the union of the flag placed at the peak of the staff unless the flag is at half-staff.

In a parade with other flags

The flag, when carried in a procession with another flag or flags should be either on the marching right, that is the flags own right or if there is a line of other flags, in front of the center of that line.

Rules for display of the American Flag

Display Outdoors (Cont'd)

With non-national flags

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.

With other National flags

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

With another flag against a wall form crossed staffs

Should be on the right, the flag's own right which is the viewer's left, and its staff should be in front of the staff of the other flag.

Display Indoors

From a staff in a church or public auditorium on a podium

The flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker.

From a staff in a church or public auditorium off the podium

Custom and not flag code hold that the flag of the United States of America should hold the position of superior prominence as part of the audience in the position of honor at the audience's right.

Used to cover a casket

It should be placed so that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground. There is no code or correctness to how the flag draped casket exits the building.

Rules for display of the American Flag

Display Indoors (Cont'd)

Other than being flown from a staff

The flag should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flags own right, that is to the observers left. When displayed in a window it should be displayed the same way. When festoons, rosettes or draping are desired, bunting of blue, white and red should be used but never the flag.