



Illinois Department of Corrections

Administrative Directive

Number: 03.02.115	Title: Official Department Funeral Representation	Effective: 7/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	03.02.115 effective 8/1/2020

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1A-07 and 10
Referenced Policies: 03.02.110	Referenced Forms:

I. **POLICY**

The Department may authorize official representatives to attend the funeral of any employee who is killed in the line of duty or any other individual whose loss of life resulted from assisting the Department or as a result of violence by an individual in custody, unless the family expresses a desire for a private ceremony.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish written instructions to staff governing attendance, dress code and conduct at funerals.

B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **General Provisions**

1. The Department may designate official representatives to attend the funeral of any employee who is killed in the line of duty, the funeral of any individual whose loss of life resulted from assisting the Department or as a result of violence by an individual in custody, or other funerals as determined by the Director. Such attendance shall be on State time and at State expense. Representatives shall be selected by the Chief Administrator and may include uniformed personnel, non-uniformed personnel and honor guard.
2. The Department shall, in accordance with the family's wishes, provide pallbearers and honor guard.
3. Designated representatives in attendance at funerals shall be well groomed and conduct themselves in a professional, courteous and respectful manner.

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F. Requirements

1. The Chief Administrator shall coordinate funeral attendance and participation by Department staff with the family including, but not limited to:
 - a. Type of service, wake, funeral, chapel and grave side.
 - b. Time of service.
 - c. Pall bearers, if needed, and honor guard, if warranted.
 - d. Limitation on number in attendance based on size of chapel, etc.
 - e. Special seating arrangements, if applicable.
 - f. Arrival times, assembly points, and formation and movement of uniformed personnel.
 2. The Department shall send an appropriate number of uniformed security personnel as determined by the respective Deputy Director. However, attendance may be limited as directed by the Chief Administrator due to family wishes or capacity limitations. Participation in out-of-State funerals may be limited by the Director.
 3. Individuals who display a high degree of professionalism in their manner and appearance shall be selected as official Department representatives.
 4. Uniformed personnel in attendance shall wear the official Department uniform. Non-uniformed personnel shall dress in professional attire. All personnel shall dress in accordance with Administrative Directive 03.02.110.
 - a. Uniforms shall be neat and clean and shoes shall be shined.
 - b. A black band shall be worn around the badge or on the arm as designated by the Chief Administrator.
 5. The Office of Staff Development and Training shall make a specialized training program available for honor guard personnel who may be designated to attend funerals. The training shall include, but not be limited to, proper attire, conduct and ceremonies. Specialized training may be provided at the Training Academy, facility, or a location approved by the Manager of Staff Development and Training.
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