

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the Code of Conduct – Professional and Ethical Standards to inform the decisions they make to support compliance.

Police Funerals and fundraising for killed or injured officers

Context

As part of creating a supportive workforce Victoria Police has a responsibility to appropriately honour deceased members. Police funerals are held as a means to pay respect to a deceased employee. This can be done at the Victoria Police Academy Chapel or another location in Victoria. While the focus is to hold a respectful service it is also essential to ensure the safety of police members and members of the public attending the funeral.

Private funerals may also be held at the Victoria Police Academy Chapel.

This policy sets out how to organise and manage private funerals held at the Victoria Police Academy Chapel and police funerals held around the state of Victoria.

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Responsibilities and procedures

1. Police honours eligibility

1.1 Criteria

A police funeral with honours requires the completion of a probity check and the approval of the Chief Commissioner. Police honours should not be offered until these criteria are met.

Retired or former employees are generally not eligible for a police honours funeral. A request for an exception must be submitted through the Assistant Commissioner People Development Command (PDC) who will seek approval from the Chief Commissioner.

1.2 Full police honours

The following employees are eligible for full police honours:

- Victoria Police employees killed in the performance of duty

- Any member of Victoria Police Command
- Any Former Chief Commissioner.

1.3 *Police honours*

The following employees are eligible for police honours:

- Any former member of Victoria Police Command
- Victoria Police employees (sworn/VPS) whose death was not the result of performance of duty
- Sworn personnel of other police organisations. The request must come from the organisation.

2. Planning responsibilities

2.1 *Officer in Charge of the Funeral*

An Officer in Charge of the Funeral (OICF) will be appointed to arrange the funeral. The OICF should refer to the *Police Funerals – Procedural Guidelines* developed by the State Event Planning Unit (SEPU) to do this. The guidelines are available on the SEPU intranet page.

If the funeral is for:

- A serving member – the OICF will be nominated from the deceased's most recent work Region or Department.
- A former employee or employee of another police organisation, the OICF will be nominated from the Region where the next of kin requesting the funeral resides.

2.2 *Application process*

For all funerals the OICF should:

Step 1	Request that the Staff Officer – Assistant Commissioner, PDC conduct the probity check and seek approval from the Chief Commissioner.
Step 2	If the funeral application is approved, the OICF should contact SEPU to organise the event. If the funeral is going to be held at the Victoria Police Academy Chapel, the OICF should also contact the Manager – Academy Services regarding Chapel availability.

2.3 *Costs*

The Region where the funeral is being held may be eligible for costs incurred for Specialist Units deployed. The SEPU can advise on this in specific cases.

The family of the deceased is responsible for the costs of conducting the funeral, however may be eligible for assistance from The Police Association or Police Welfare and should contact them directly.

2.4 *Security*

The Superintendent, Foundation Training Division is responsible for managing a security overlay for an event including a Guard of Honour held at the Academy. This is done in coordination with SEPU, the OICF, Academy Facility Services, Nunawading Highway

Patrol and Operations Response Unit (where operational tasks permit).

Where the funeral is held at a different location, a security overlay will be planned by the OICF, SEPU and the local police units. In some cases, specialist support may be considered necessary.

3. Representation at funerals

Victoria Police should be represented at funerals of retired employees who especially distinguish themselves during their service. A uniformed employee of appropriate rank to the deceased, but at least a Senior Sergeant, should attend. Where the deceased is the recipient of a Valour award a Superintendent or above should attend.

4. Support services

- Welfare support for employees and their immediate family can be obtained by contacting Welfare Services or Senior Police Chaplain on the 24 hour phone number of 03 9247 3344.
- Members of Welfare Services will also be present at police funerals to provide support to immediate family and colleagues of the deceased member.

5. Fundraising for a member killed or seriously injured in the course of duty

5.1 Overview

Where a police officer or PSO is killed or seriously injured in the course of their work, including physical injury or mental health injury, a fundraising effort may be commenced. Fundraising efforts can be organised and facilitated by an individual, group or other arrangement deemed appropriate in the particular circumstance. One option is to request assistance from Victoria Police Legacy (VPL).

5.2 Victoria Police Legacy

- VPL is a not for profit charity created to provide support to:
 - families of deceased serving and retired police officers and PSOs
 - families of seriously injured police officers and PSOs (physically or through mental health)
 - serving and retired police officers and PSOs who have lost a spouse or partner
 - police officers and PSOs who have lost a child through death who was aged 21 years or younger
 - police officers and PSOs, their partners and families experiencing grief and hardship caused by imminent death or permanent (prolonged) disability.
- Following the death or serious injury of a police officer or PSO in connection with their duty, VPL may assist to coordinate fundraising efforts to allow the public and other employees to donate towards supporting the employee's family.
- VPL is a Deductible Gift Recipient so donations over \$2.00 made to a VPL facilitated fundraising effort are tax deductible.

Funds collection

- If the VPL are requested to assist with fundraising:
 - a bank account will be made available by VPL so funds can be deposited in person or online

- details of the fundraising efforts will be displayed on the VPL website.
- Media enquiries regarding fundraising will be managed by Chair, Vice Chair, CEO or a person nominated by the executive of VPL. Enquiries about the incident itself are to be directed to Corporate Communications.

Funds management

- All money raised will be held in a dedicated bank account.
- Every three months the balance of this account will be transferred to an interest earning account by the CEO, VPL. A suitable account will be decided by the CEO, VPL and the Finance Manager, VPL.
- The total earned will regularly be updated on the VPL website.
- At the first anniversary of the officer's death or injury, any funds remaining in the fundraising account will be transferred to the interest earning account and the appeal will be closed.

Funds distribution

- The distribution of funds will be decided by the board of the VPL. This decision will take into account:
 - the people who were financially dependent upon the officer at the time of their death or injury
 - the degree of financial dependence by these people
 - all material provided, applications or claims made at the time
 - any other factors the board considers relevant.
- Once the board has decided on the beneficiaries and the amounts for each, the CEO will ensure the money is transferred within 30 days.

5.3 *Individual or group organised fundraising*

Where a group or individual organises a fundraising effort they must ensure:

- appropriate recording methods are used
- accurate financial accounting is applied
- the process and allocation of funds are transparent
- all legal requirements are met.

Related documents

- Police Funerals – Procedural Guidelines
- Uniform and Appearance Standards

Further advice and information

For further advice and assistance regarding this policy, contact the State Event Planning Unit or the Victoria Police Legacy.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
27/02/2017	Reformat of VPMG Police funerals into VPM Police Funerals	FF – 100832
14/08/17	Inclusion of fundraising options	FF – 098958