


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "BEREAVEMENT & FUNERAL LEAVE"		ORDER NUMBER: 28-6
		PLEAC STANDARD: NONE		PAGE 1 OF 1
ISSUE DATE: 6/20/05	EFFECTIVE DATE: 2/16/05	ANNUAL REVIEW DATE: APRIL	RESCINDS: DCOP 05-025	AMENDS: NONE

1.0 POLICY/PURPOSE: (See Working Agreement)

- 1.1 When a member requires bereavement and funeral leave because a death has occurred in the member's family, conditions governing such leave are outlined in Section 13 of the Working Agreement between the City of Pittsburgh and the Fraternal Order of Police.
- 1.2 When a death has occurred in a member's family, the member or employee shall contact his or her unit and provide all available information such as:
 - Relationship of the deceased person
 - Time and place of death
 - Funeral home (if known)
 - Time(s) of visitation (if known)
 - Time of Funeral Services (if known)
 - Place of interment
 - Any other pertinent information
- 1.2 The designated person in the unit will notify the Commanding officer and will also notify Support Services - CRRU.
- 1.3 CRRU will prepare PBP Form #34.1 "Death Notice," and make a timely distribution electronically, via email, to all members of the Bureau of Police.
- 1.4 If there is additional information to be added to the first notice, it can be given directly to CRRU for timely distribution.
- 1.5 Bereavement and Funeral Leave will not be granted to any member or employee who is on compensation, AWOL, or receiving disability payments from the City of Pittsburgh.

Approved By:

William P. Mullen
 Acting Chief of Police