



**City of Richmond  
Police Department  
Colonel Alfred Durham  
Chief of Police**



Funeral Home Requesting Services: \_\_\_\_\_

Address: \_\_\_\_\_

Decedent: \_\_\_\_\_

Funeral Location: \_\_\_\_\_

Funeral Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Time: \_\_\_\_\_ Burial Location: \_\_\_\_\_

Number of Officers Requested: \_\_\_\_\_ Officer(s) Report Time: \_\_\_\_\_

Officer(s) Report Location: \_\_\_\_\_

Processional Route

Additional Information  
or Special Requests: \_\_\_\_\_

Requested by: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**NOTE:**

**All requests must be received at least 48 hours in advance.  
Requests for Monday Escorts must be received by 4 PM the Friday prior.**

Sergeant Gary Borges, Outside Employment Coordinator - [Gary.Borges@richmondgov.com](mailto:Gary.Borges@richmondgov.com)  
or

Ms. Adriane James, OEC Assistant - [Adriane.James@richmondgov.com](mailto:Adriane.James@richmondgov.com)

Send  
Completed  
Forms to:

2219 Chamberlayne Avenue, Richmond, VA 23222  
Office Numbers: 804.646.0445 or 804.646.3132  
Fax Number: 804.646.0446

**Please have check or money order available at time of service and written payable to the individual officer(s).**

**Rates:**      • \$84 per officer      • \$126 per officer on holidays      • \$35 per vehicle (billed separately)

<b>Officer(s) Assigned:</b>	