

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 7: SPECIAL OPERATIONS UNITS**

#### **SUBJECT: 710 HONOR GUARD**

**EFFECTIVE: 01/01/2015**

## **I. Background**

No greater tribute is paid to a member for his or her service to the Pineville Police Department and the citizens of the City of Pineville than to be honored by the Department's Ceremonial Honor Guard. The Ceremonial Honor Guard attends various functions and ceremonies to demonstrate the Pineville Police Departments show of support for and to recognize the sacrifices made by law enforcement officers who have served and protected society.

## **II. Policy**

The policy of the Pineville Police Department is to train, maintain and support a Ceremonial Honor Guard that will represent the Pineville Police Department at funerals, civic functions and other venues, as directed by the Chief of Police.

## **III. Regulations**

- A. The Pineville Police Department shall be represented by the Ceremonial Honor Guard at various federal, state, city and civic sponsored functions, as well as funerals conducted by the Pineville Police Department or other law enforcement agencies for line of duty deaths, and any other venue as directed by the Chief of Police.
  1. When detailed, members of the Pineville Police Honor Guard shall project the most positive, professional image, in both appearance and demeanor.
  2. When activated, members of the Pineville Police Honor Guard shall fall under the authority of the Honor Guard Commander, who is to be selected and assigned by the Chief of Police.
  3. Participation in the Pineville Police Honor Guard shall be strictly voluntary.
  4. The Pineville Police Honor Guard shall consist of no less than eight (8) officers from among units of the Pineville Police Department.
  5. Members of the Pineville Police Honor Guard shall be removed upon recommendation to the Honor Guard Commander for documented cause, including but not limited to:

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 7: SPECIAL OPERATIONS UNITS**

#### **SUBJECT: 710 HONOR GUARD**

**EFFECTIVE: 01/01/2015**

- a. Chronic lateness;
  - b. No shows;
  - c. Lack of participation;
  - d. Failing to maintain a professional appearance in accordance with the Pineville Police Department SOP (Uniforms and Equipment);
  - e. Failure to carry out Pineville Police Honor Guard duties as instructed; and
  - f. Failing to maintain a professional demeanor in accordance with the Pineville Police Department SOP.
6. To participate in the Pineville Police Department Honor Guard. Members shall submit a Training/Reassignment form through the chain of command, in response to a vacancy announcement within the time frame listed on the announcement.
  7. All members who submit a Training/Reassignment form for participation in the Pineville Police Honor Guard will be contacted by the Honor Guard Commander who will give instructions for the selection process.
  8. The selection process for the Pineville Police Department Honor Guard will consist of the following:
    - a. Applicant will meet with the Honor Guard Commander where a detailed explanation of duties and expectations will be presented;
    - b. The Honor Guard Commander, or his designee, will meet with the applicants direct supervisor to discuss the applicants job performance, work ethic, and personal attributes.
    - c. An oral interview of the applicant will be conducted and directed by the Honor Guard Commander and at least two other Department members who will be selected by the Chief of Police.
    - d. Notifications of acceptance / non-acceptance will be made by the Honor Guard Commander.
  9. Requests for the services of the Pineville Police Honor Guard shall be submitted to the Chief of Police.
- B. The Pineville Police Honor Guard shall have the authority and sole responsibility of ensuring ceremonial protocols are adhered to in accordance with the adopted

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 7: SPECIAL OPERATIONS UNITS**

#### **SUBJECT: 710 HONOR GUARD**

**EFFECTIVE: 01/01/2015**

Honor Guard Standard Operating Procedure Manual. The following shall be provided in the event of:

1. The Line of Duty Death of a sworn member (to include Reserve members):
  - a. Color Guard;
  - b. Casket / Vigil watch;
  - c. Ceremonial or Honorary Pallbearers;
  - d. Pipe and/or Bugler;
  - e. Rifle Team;
  - f. The draping of the deceased member's casket with American Flag, which is to be presented to member's surviving relative;
  - g. Police escort during procession.

NOTE: The Pineville Police Honor Guard Commander shall be the point of contact and serve as the liaison for any outside agency participation or assistance.

2. Death (Non Line of Duty) of an active sworn member, police reserve member, or a civilian member:
  - a. Color Guard;
  - b. Active or Honorary Pallbearers;
  - c. Pipe and /or Bugler (if requested);
  - d. Police escort during procession.
3. Death of a retired member, sworn or civilian, when directed by the Chief of Police:
  - a. Color Guard

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 7: SPECIAL OPERATIONS UNITS**

#### **SUBJECT: 710 HONOR GUARD**

**EFFECTIVE: 01/01/2015**

- b. Active of Honorary Pallbearers.
4. Death of a member of another law enforcement agency (level of participation at the discretion of the Chief of Police).
5. Unless directed by the Chief of Police, funeral participation will not be provided to any member whose death is by his/her own intention or to any member whose death was the result of his/her own involvement in criminal activity.

## **IV. Procedures**

### **A. Responsibilities of the Honor Guard Commander**

The Honor Guard Commander shall:

1. Ensure that any member of their command who is called to participate in the duties of the Pineville Police Honor Guard is readily available.
2. Forward requests for utilization of the Pineville Police Honor Guard that he/she receives in connection with funerals of retired members both sworn and civilian, funeral services for outside local law enforcement agencies (line of duty) or federal, state, local, and civil ceremonies to the Chief of Police.
3. Forward requests for utilization of the Pineville Police Honor Guard that he/she receives for line of duty deaths for members of local outside agencies and other funeral requests to the Chief of Police for approval.
4. Designate a member of the Pineville Police Honor Guard to serve as the Team Leader, who will function and take on all responsibilities of the Honor Guard Commander in his/her absence.
5. Arrange and plan an adequate training schedule for the Pineville Police Honor Guard that is to be submitted to the Chief of Police for approval.
6. Determine uniform and equipment items that provide a distinctive appearance to the Pineville Police Honor Guard. When necessary, submit a recommendation to the Chief of Police to maintain uniform and equipment of the Pineville Police Honor Guard members.

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 7: SPECIAL OPERATIONS UNITS**

#### **SUBJECT: 710 HONOR GUARD**

**EFFECTIVE: 01/01/2015**

7. Obtain permission for the use of official vehicles for the purposes of transporting members of the Honor Guard to and from ceremonial events.
8. Upon learning of the death of a retired member, notify the Chief of Police, who will in turn contact the next of kin to ascertain whether official participation of the Pineville Police Honor Guard in the funeral services is desired.
9. Upon authorization of the Chief of Police, provide support in preparing a vacancy announcement for positions within the Pineville Police Honor Guard.

**By order of**

---

Darrell Basco  
Chief of Police