

EAST LANSING POLICE DEPARTMENT

POLICY AND PROCEDURE

ORDER NUMBER: 46-12
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CHIEF OF POLICE:



46.1 PURPOSE

- A. The East Lansing Police Department recognizes the need for a well-trained, highly disciplined group of officers to formally represent the department at various approved ceremonial functions. The Honor Guard will serve to enhance the professional image of the East Lansing Police Department, the City of East Lansing, and to bestow honor and respect to fallen officers and their immediate families.
- B. This policy will establish guidelines for selection, training, and deployment of the Honor Guard.

46.2 DEFINITIONS

- A. Honor Guard: A group of East Lansing Police Department Personnel who represent the department at formal functions.
- B. Honor Guard Member: An East Lansing Police Department employee that is selected without regard to rank by the Chief of Police or his/her designee.
- C. Honor Guard Uniform: A variation of the East Lansing Police Department Class A uniform as set forth by this policy.
- D. Honor Guard Component: An East Lansing Police Department employee, sworn or non-sworn, who possess a specific skill or specialty that may be utilized to represent the department at various formal functions. Examples may include, but are not limited to, Bugler, Drummer, Piper, etc. The addition and utilization of an Honor Guard Component will be made at the discretion of the Honor Guard Officer in Charge (OIC).
- E. Formal Function: Events at which the Honor Guard represents the East Lansing Police Department. These events will often be ceremonial in nature and may include funerals, color presentations, parades, and other events which require a ceremonial police presence.

46.3 SELECTION PROCESS

- A. The number of Honor Guard members on the roster will be determined by the OIC.
- B. Upon the opening of a position on the Honor Guard Unit the OIC shall notify department personnel via a position posting. Personnel interested in becoming a member of the Honor Guard shall submit a letter of intent to the Honor Guard OIC.
- C. Honor Guard members will be selected by the following criteria:
 - 1. Time in service (probationary employees are excluded from eligibility).
 - 2. Professionalism and maturity.
 - 3. Personal Appearance
 - 4. Ability to dedicate time to the unit.
 - 5. Ability to work within a team.
 - 6. Additional considerations brought forth by the Candidate.
- D. Upon receiving the letters of intent the Honor Guard OIC and Honor Guard Members will discuss the various qualifications of the Candidates. In conjunction with the Honor Guard Members the OIC will make the final recommendation to the Chief of Police or his/her designee.

46.4 HONOR GUARD MEMBER EXPECTATIONS

- A. All members of the East Lansing Police Honor Guard shall represent the East Lansing Police Department in an exemplary manner. Members will maintain a high standard of professionalism, appearance, decorum, and courtesy.
- B. Honor Guard Members shall be required to maintain all issued equipment and uniforms to the highest standards.
- C. Members are expected to attend all training and formal functions unless otherwise excused by the unit OIC. Attendance of a formal Honor Guard training school is required as it becomes available.

46.5 REQUESTS FOR HONOR GUARD SERVICE

- A. The East Lansing Police Honor Guard may be utilized for Funerals, Memorial Services, Parades, Award Ceremonies, Departmental Swearing-in Ceremonies, and other formal functions as deemed appropriate by the Chief of Police or his/her designee.
- B. Requests for Honor Guard services may be made through the Chief of Police or his/her designee and the Honor Guard OIC.

- C. Prior to approving the utilization of the Honor Guard consideration will be given to shift operations, geographic location, time constraints, and other commitments that could limit the involvement of the Honor Guard.
- D. Upon approval of an Honor Guard presence at a formal function the Honor Guard OIC or his/her designee will prepare an itinerary outlining the event, arrival/departure times, services provided, and Honor Guard member assignments.

46.6 EQUIPMENT

- A. All Honor Guard equipment and uniforms will be maintained in such a manner that they are available for immediate use in the event that a formal function arises with little notice.
- B. Honor Guard members will be issued a unit designator pin as set forth in section 46.8 of this policy. The pin may be worn on the Class B departmental uniform in accordance with policy 21-10 Uniform Wear.
- C. Honor Guard Rifles
 - 1. When not in use Honor Guard rifles shall remain secured in the Honor Guard locker located in the Patrol Division equipment room.
 - 2. Each member assigned a rifle will be responsible for maintaining their assigned rifle in such a condition as to maintain Honor Guard standards.
 - 3. Honor Guard rifles shall not be used to fire live ammunition.
 - 4. Honor Guard rifles shall not be removed from the department for purposes other than training or use at formal functions. Exceptions for good cause may be made by the Honor Guard OIC.

46.7 HONOR GUARD DETAILS

- A. Formal functions may require the use of a variety of Honor Guard details. At times presence at a formal function may only require the attendance of Honor Guard members. When assigning Honor Guard Details the OIC shall consult this policy and use his/her discretion to determine which level of attendance is appropriate for the function.
- B. Honor Guard details available for use:
 - 1. **COLOR GUARD:** A Color Guard shall consist of a minimum of four Honor Guard members. The Color Guard will carry the national and state standards at a minimum. Two guards shall escort the colors.

2. CASKET GUARD: A Casket Guard shall consist of a minimum of 2 members of the Honor Guard for Level I funerals. The employment of a Casket Guard shall conform to the standards set forth in section 46.9 of this policy.
3. CASKET BEARERS: An Honor Guard Casket Bearer detail shall consist of eight members. This detail will only be utilized at the request of the family members of the deceased.
4. FIRING PARTY: A Firing Party shall consist of seven riflemen and one detail commander.
5. BUGLER: Honor Guard member designated to render honors at formal functions.
6. FUNERAL LIAISON: Honor Guard member designated to coordinate Honor Guard functions with the deceased's family, funeral home representatives, clergy, departmental administration, etc.

46.8 HONOR GUARD UNIFORM

A. Honor Guard Dress Uniform

1. The Honor Guard Dress Uniform shall consist of:
 - a. Dress cover.
 - b. Dress Jacket and Pants
 - c. Highly polished black shoes or boots
 - d. Dress chords worn on the designated shoulder/sleeve
 - e. Sam Browne belt, black, with holster, magazine holder, single cuff case.
2. Honor Guard Tropical Dress Uniform
 - a. Current ELPD Class A Uniform
 - b. Dress Cover
 - c. Sam Brown belt, black with holster, magazine holder, single cuff case.
 - d. Highly polished black shoes
3. During times of inclement weather the service dress trench coat, black, is authorized for wear.

46.9 FUNERAL LEVELS

A. Level I Funeral - Line of Duty Death

1. Level I funeral protocols are reserved for any current member of the East Lansing Police Department, sworn or non-sworn, who become deceased as the direct result of any action, or actions of others, taken while in the performance of their duties.
2. Level I Protocols
 - a. The wearing of the Honor Guard Dress Uniform shall be worn by all Honor Guard members.
 - b. The employment of a Casket Guard detail shall consist of two (2) guards. If the utilization of Guards from outside agencies is necessary a member of the East Lansing Police Department will be posted at the head of the casket. The Casket Guard shall be changed at 10-15 minute intervals unless otherwise altered by the Honor Guard/Detail OIC.
 - c. The decedent's casket shall be draped with the national colors. The national flag shall be placed in such a position that when the casket is closed the blue field is positioned at the head of the casket and over the decedent's left shoulder. If the casket is open during visitation the flag shall be drawn down in thirteen (13) folds. Upon the rendering of honors the colors will be folded and presented to the decedent's surviving family members. If the decedent is cremated a folded national flag placed on a small easel next to the decedent's picture or urn is appropriate.
 - d. In the event that the decedent's family wishes that the Honor Guard become responsible for the movement of the casket the detail will consist of eight (8) members of the East Lansing Police Department. The Honor Guard OIC will be responsible for determining whether or not this detail also serves as the flag folding detail at the gravesite.
 - e. When the casket is moved from the funeral home, place of worship, or other location to the burial site the funeral coach shall be escorted by marked East Lansing Police vehicles.
 - f. A Color Guard detail shall be posted and render honors at any point in time that the casket is moved.
 - g. A Firing Party shall be posted at an appropriate location to render honors, most likely during a graveside service. The Firing Party will consist of seven (7) members and fire three (3) volleys followed by the playing of Taps. The OIC of the Firing Party shall secure the shell casings and present them to the Honor Guard OIC. The shell

casings may be presented to family members, friends, or co-workers of the deceased at an appropriate time.

B. Level II Funeral – Active Duty Funeral

1. Level II funeral protocols are reserved for members of the East Lansing Police Department, sworn or non-sworn, who become deceased by any means other than action(s) directly related to the performance of their duties.
2. Level II Protocols
 - a. The wearing of the Honor Guard Dress Uniform shall be worn by all Honor Guard Members.
 - b. The employment of a Casket Guard detail shall consist of one (1) guard. The Casket Guard shall be present at the visitation and be positioned at the head of the casket. The Casket Guard shall be changed at 10-15 minute intervals unless otherwise altered by the Honor Guard/Detail OIC.
 - c. The decedent's casket shall be draped with the national colors. The national flag shall be placed in such a position that when the casket is closed the blue field is positioned at the head of the casket and over the decedent's left shoulder. If the casket is open during visitation the flag shall be drawn down in thirteen (13) folds.
 - d. In the event that the decedent's family wishes that the Honor Guard become responsible for the movement of the casket the detail will consist of eight (8) members of the East Lansing Police Department. The Honor Guard OIC will be responsible for determining whether or not this detail also serves as the flag folding detail at the gravesite.
 - e. When the casket is moved from the funeral home, place of worship, or other location to the burial site the funeral coach shall be escorted by a minimum of one (1) marked East Lansing Police vehicle.
 - f. A Color Guard detail shall be posted and render honors at any point in time that the casket is moved.
 - g. A Firing Party shall be posted at an appropriate location to render honors, most likely during a graveside service. The Firing Party shall consist of five (5) members and fire (3) volleys followed by the playing of Taps. The OIC of the Firing Party shall secure the shell casings and present them to the Honor Guard OIC. The shell casings may be presented to family members, friends, or co-workers of the deceased at an appropriate time.

C. Level III Funeral – Retiree Funeral

1. Level III funeral protocols are reserved for members of the East Lansing Police Department, sworn or non-sworn, who have retired from active duty with the police department.
2. Level III Protocols
 - a. The wearing of the Honor Guard Dress Uniform shall be worn by all Honor Guard Members.
 - b. No Casket Guard is authorized for a Level III funeral.
 - c. Every effort shall be made to have an Honor Guard member present during the visitation at the funeral home. This member will be responsible for ensuring that the National flag is properly draped on the casket. If the casket is closed the flag shall be draped with the blue field at the head of the casket and over the left shoulder of the deceased. The flag shall be folded down three (3) times for an open casket.
 - d. If, at the family's request, a flag presentation is necessary a four (4) person flag folding detail will conduct a flag folding evolution. The flag will then be presented to the family by the detail OIC.
 - e. A Firing Party may be posted at an appropriate location to render honors, most likely during a graveside service. The Firing Party shall consist of three (3) members and fire three (3) volleys. The OIC of the Firing Party shall secure the shell casings and present them to the Honor Guard OIC. The shell casings may be presented to family members, friends, or co-workers of the deceased at an appropriate time.

D. Level IV Funeral – Dignitary Funeral

1. Level IV funeral protocols are reserved for City of East Lansing and 54B District Court elected officials, appointed officials, and other appropriately deemed persons with approval of the Chief of Police or his/her designee.
2. Level IV Protocols
 - a. The wearing of the Honor Guard Dress Uniform shall be worn by all Honor Guard Members.
 - b. No Casket Guard is authorized for a Level IV funeral.
 - c. Every effort shall be made to have an Honor Guard member present during the visitation at the funeral home. This member will be responsible for ensuring that the National flag is properly draped on the casket. If the casket is closed the flag shall be draped with the blue field at the head of the casket and over the left shoulder of the deceased. The flag shall be folded down three (3) times for an open casket.

- d. If, at the family's request, a flag presentation is necessary a four (4) person flag folding detail will conduct a flag folding evolution. The flag will then be presented to the family by the detail OIC.
- e. No firing party is authorized for a Level IV funeral.