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<b>Honor Guard</b>	<b>900 - 9</b>		<b>07-01-2019</b>	<b>1 of 5</b>
Approval: <b>Chief of Police</b>	Manual: <b>Policy and Procedure</b>			

## I. PURPOSE

The purpose of this policy is to establish and provide guidelines for a specialized unit of the Kinston Police Department to be known as the Honor Guard.

No greater tribute is paid to a member for his or her service to the Kinston Police Department and the citizens of Kinston than to be honored by the department's Honor Guard. The Honor Guard attends various ceremonies and functions to show the department's support for and recognition of the sacrifices by those who have served and protected society.

## II. DEFINITIONS

- A. Salute: The salute is conducted with the right hand and is a sign of respect and honor. The salute is presented as you sharply raise the right hand – all fingers sharply extended and joined, until the tip of the forefinger touches the brim of the hat above the right eye. If the hat is not worn the forefinger will be raised to the forehead just above the right eye. The palm should be slightly tilted to the left by never facing outward. The arm from the shoulder to the elbow should be extended parallel to the ground and the forearm at an incline of about 45 degrees. The hand and wrist should be straight.
- B. Present Arms: This is a command to salute and is verbalized slowly with “Present (pause) Arms” The command should be given with deep lung air and in a manner of respect and honor. The command to present arms will direct the salute (described above).
- C. Order Arms: This command is given to lower the arm after a salute is presented. The arm should return sharply to the side.
- D. Ceremonial Salute: A ceremonial salute is given in the same manner as above and normally only where dictated or agreed upon by honor guard members. The salute is given for a three-second count upward and then a three-second count back down again and over the badge at the commands indicated above.
- E. Mourning Band: The mourning band shall be worn on the badge from the day of death until the after the funeral, unless otherwise directed by the Chief of Police or designee. The mourning badge may also be worn during the week designated as police memorial week in May each year.
- F. Parade Rest: A position assumed at the command of “parade rest” where the officer will keep their left foot in place and widen their stance to shoulder width by moving the right foot. Their hands will simultaneously be placed behind their back and crossing each other. The officer will remain motionless and silent.
- G. Changing of the Guard: A process of respectfully replacing a guard at the casket with another guard.

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- H. Honor Guard Team Leader: A member of the Kinston Police Department at the discretion of the Chief of Police, who is appointed by the Chief to coordinate activities, train personnel, set up honor guard activities and review/revise the policy.
  
- I. Motorcade: A procession of squads from the Kinston Police Department strategically positioned with the funeral hearse and immediate family. One fully marked squad will assume the lead of the procession and the remaining marked squads will fall behind the hearse and immediate family and the Kinston Police Department. Subsequent squad cars from visiting agencies will follow the designated procession.

### III. POLICY

It shall be the policy of the Kinston Police Department to train, maintain and support an Honor Guard to represent the department at funerals, civic functions and other venues or events.

### IV. PROCEDURES

#### A. Selection

1. The Unit is open to all non-probationary officers who volunteer to participate in the Honor Guard Program. Selection to participate is considered to be a privilege and an honor. The Patrol Division Major or designee shall have the responsibility for coordination of Honor Guard activities and shall select the members of the Honor Guard based on letters of interest submitted by sworn members of the department. No applicant will be denied membership based on sex, race, religion, or ethnic background. All applicants will receive equal consideration for membership.
  
2. Once selected, Honor Guard members shall be placed on a probationary status for a minimum of ninety (90) days prior to becoming a permanent member of the unit. Upon successfully completing the probationary period, the member will be presented with a departmental "Honor Guard" ribbon bar.

#### B. Participation and Commitment

1. Members of the Honor Guard shall attend training and activations when required. Being a member shall be considered a privilege and an honor and commitment is a requirement. Members are expected to be available on short notice for training, parades, funeral details, or other approved details as representatives of the Kinston Police Department.
  
2. Members shall be removed from the Honor Guard upon the recommendation of the Honor Guard Team Leader to the Patrol Division Major or designee for documented cause, including, but not limited to:
  - a. Chronic tardiness or absences from training and/or activation locations.

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- b. Lack of availability for ceremonies, events, functions, etc.
- c. Inability to perform Honor Guard duties required during training or activation, to include, but not limited to, drill maneuvers, walking any length of distance, and prolonged standing.
- d. Lack of professional appearance outlined in this policy.
- e. Lack of professional demeanor and/or violation(s) of the Code of Conduct.

C. Training

A minimum of two (2) hours per month shall be utilized for the purpose of drill practice for all Honor Guard members, unless duly excused by the Honor Guard Team Leader.

D. Activation

- 1. Activation of the Honor Guard shall come from the Chief of Police or his designee. Once activated, members shall fall under the authority of the Honor Guard Team Leader.
- 2. All Honor Guard members shall report for duty when and where assigned unless otherwise excused by the Honor Guard Team Leader. On duty personnel shall be utilized if possible. Overtime is authorized, when applicable. The Honor Guard Team Leader shall notify the necessary supervisors of the unit's activation. Members shall ensure their immediate supervisor is aware of the activation.
- 3. Members shall project the most positive, professional image in appearance and demeanor.
- 4. The Honor Guard may be activated to serve the Kinston Police Department and its members in the below outlined events:
  - a. Funerals for the following:
    - ii. Fallen Kinston Police Officers (active or retired);
    - iii. Immediate family members of Kinston Police Officers (if requested);
    - iv. Active or retired officers of any law enforcement agency in the State of North Carolina;
    - v. Active or retired officers of any Federal law enforcement agency;
  - b. For out of agency services to include, but not limited to:

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- i. Citizen honorariums (e.g. immediate family members of retired City officials, civic leaders, strong supporters of the police department).
- c. Parades.
- d. Civic events.
- e. National and State memorial services (e.g. National Law Enforcement Memorial Week, Medal of Honor Award ceremonies).
- f. For any ceremony or function or purpose as directed by the Chief of Police or his designee. Note: the Chief of Police or his designee reserves the right to authorize the use of the Honor Guard based on manpower availability, overtime requirements, nature of the request, etc.

E. Honor Guard Uniform

The members of the Honor Guard shall be issued uniforms and equipment to be used exclusively for activations and details for the unit.

F. Uniform Maintenance

Uniforms and equipment shall be maintained in a superior condition due to the high visibility typical of Honor Guard units. Such clothing shall be altered to fit the body contour of individual officers as needed, but always in good taste.

G. Ceremonial Procedures

1. At the funeral home, the two honor guards shall be assigned to their post at the casket bier (platform for casket) one at the head and one at the foot of the casket, in the “ceremonial at rest” position. If only one honor guard is positioned, post at the head of the casket. The Honor Guard Team Leader will provide for relief and the posting of the guards at the bier in whatever manner is deemed appropriate for that particular funeral home or church.
2. The honor guard post at the bier should be maintained until the services or other appropriate ceremonies have been completed. There should not be any changing of the guards during services or ceremonies. This procedure may be altered by the Honor Guard Team Leader to conform to the general pattern of the ceremony or services.
3. The changing of the guard at the funeral or during the casket view (wake) will be in a manner prescribed by the Honor Guard Team Leader. The approach will be done in a professional military-style manner with respect to the family and the fallen comrade.

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4. Upon termination of the religious services or other appropriate ceremonies, the Honor Guard Team Leader will assign the honor guards and other officers as necessary to form two parallel ranks from the building to the hearse while providing an avenue through which the casket and pallbearers will pass. A variation of this formation may be necessary due to the availability of maneuvering space. Any other available officers will be lined up in formation near the hearse.
5. As the casket and pallbearers leave the building, the Honor Guard Team Leader will give the command of "Detail, attention!" This will be followed by the command, "Present arms!" The salute will be held until the casket has been placed aboard the hearse. The "Order Arms" command will then be given at which time the right hand shall be brought smartly to the side from the salute and the position of attention resumed. The detail will then be dismissed from formation to join the funeral procession.
6. At church, if transported from funeral home, all law enforcement personnel will be lined up appropriately and all department personnel will be formed in a line from the hearse to the church. As the casket is removed, the Honor Guard Team Leader shall give the command, "Present Arms," and the salute will be held until the casket has been borne to the front entrance of the church. The team leader will then give the command, "Order Arms!" The detail will then be dismissed for the religious services.
7. At the cemetery, the honor guards and flag detail will be reformed and marched to the head of the place of internment (perpendicular to the grave). They will remain at attention until the graveside ceremonies are complete and the final salute has been given.
8. The team leader may assign other officers to form a parallel or single file rank from the hearse to the place of internment (burial site) depending on the availability of sufficient uniformed officers and the distance. If such is the case, as the marching procession begins to escort the casket, the command of "Present Arms" will be given followed by "Order Arms" when the casket reaches the place of internment. The law enforcement officers may then join the graveside ceremonies.
9. If the procession from the hearse to the place of rest will be a distance to walk, there should be columns of four formed in the following order:

Honor Guard  
Chief of Police  
Administrative Personnel (Captains, Lieutenants, Sergeants)  
Retired members of respective agencies