

GENERAL ORDER, ADMINISTRATION, NUMBER 11
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

- A. SUBJECT:
Department Honor Guard
- B. PURPOSE:
To establish a departmental Honor Guard for utilization at appropriate functions as authorized by the Chief of Police or designee and to provide guidelines in the selection of personnel and the equipping of an Honor Guard.
- C. POLICY:
It shall be the policy of the Waterloo Police Department to provide a departmental Honor Guard for funerals, memorial services and other functions or ceremonies as deemed appropriate and approved by the Chief of Police or designee.
- D. PROCEDURES:
1. Honor Guard participation in funerals shall be in a manner approved by the decedent's family and participating clergy and may consist of several levels of involvement, including but not limited to:
 - a. Guarding the deceased during visitation prior to the actual services.
 - b. Escorting the casket from the place of visitation to the chapel and to the gravesite.
 - c. Providing a flag folding ceremony at the gravesite services.
 - d. Arrange for the playing of "Taps" at the gravesite services.
 - e. Providing active pallbearers in addition to the escorting Honor Guard personnel if requested.
 2. Honor Guard equipment and attire shall consist of the following items provided to members as needed:
 - a. Waterloo Police uniform with long sleeve shirt
 - b. Issued soft cap
 - c. Leather gear and duty handgun
 - d. Light blue neck scarves
 - e. Light blue shoulder cords
 - f. White gloves
 - g. United States of America flags if required.

3. Honor Guard selection and staffing shall be made by the Patrol Division Commander and the Director of Training, with final approval by the Chief of Police.
 - a. Honor Guard personnel shall consist of two (2) sergeants and twelve (12) police officers.
 - b. Selections shall be made with consideration given to the applicant officer's department record, appearance and prior related experience in military or other ceremonial activities.
4. Duties and responsibilities of the Honor Guard Sergeants.
 - a. Coordinating with command, families, clergy, funeral directors, other agencies and other function participants.
 - b. Training, practice, familiarization and rehearsal shall be scheduled by Honor Guard Sergeants in cooperation with Patrol Division Commander.
 - c. Equipment and apparel used by the Honor Guard shall be kept in the Property Section and issued when needed for specific events and returned after use.
5. Compensation and utilization of Honor Guard personnel.
 - a. Only the necessary number of Honor Guard participants shall be assigned to the specific event determined by the Honor Guard Sergeant(s) and approved by the Patrol Division Commander.
 - b. Compensation for Honor Guard assignments other than scheduled on-duty time shall be compensation at the rates dictated in the current collective bargaining agreement.

By order of:

Thomas J. Jennings
Chief of Police