



TALLAHASSEE POLICE DEPARTMENT

GENERAL ORDERS MANUAL

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|  Proudly Policing Since 1841 | SUBJECT Honor Guard | |  Nationally Accredited 1986 |
| | CHIEF OF POLICE <i>Signature on File</i> | | |
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POLICY

The Tallahassee Police Department shall honor those officers who die in the line of duty or those whose death follows a lifetime of devotion to law enforcement, and members shall adhere to the protocols set forth herein in conducting Honor Guard duties.

DEFINITIONS

Certified Volunteer: A Tallahassee Police Officer who has completed training and has been approved by the Honor Guard Commander to function at all Honor Guard and Color Guard events.

Honor Guard: A group of at least two certified volunteer officers who attend all authorized funeral services of law enforcement or immediate family members of law enforcement officers.

Honor Guard Commander: A sworn member of the Tallahassee Police Department appointed by the Chief of Police to lead the Honor Guard Unit.

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Color Guard: Honor Guard members who post or carry colors in organized functions, ceremonies, or parades.

PROCEDURES

I. STRUCTURE

- A. Members of the Honor Guard function on a volunteer basis.
- B. The Honor Guard Commander or designee shall:
 - 1. Be responsible for the operation and training of the Honor Guard
 - 2. Organize and direct meetings, drill practice and attendance at ceremonies.
 - 3. Maintain an up-to-date list of all Honor Guard volunteers.
 - 4. Maintain the training records for the Honor Guard unit.
- C. Each request for use of the Honor Guard should be directed to the Honor Guard Commander, who will confer with the Chief of Police concerning the request.

II. FUNERAL ATTENDANCE

- A. Staffing needs permitting, the Honor Guard shall attend all funerals within the Second Judicial Circuit for:
 - 1. Law enforcement officers
 - 2. Former law enforcement officers
 - 3. Other public officials as designated by the Chief of Police
- B. The Chief of Police on a case-by-case basis will determine attendance at funerals outside this judicial circuit.
- C. The Department may be represented by the Honor Guard at the funerals of immediate TPD family members within 100 miles of Tallahassee.
- D. Pay or compensatory time is authorized for Honor Guard purposes unless specifically disapproved by the Chief of Police.

III. FUNCTIONS

The number of Honor Guard members in attendance will be determined by the proximity to Tallahassee and operational needs of the Department.

A. Honor Guard – At least a two (2) member team will attend all authorized funerals and shall (with permission from the family):

1. Post the casket during visitation periods and funeral services.
2. Provide flag folding service at the cemetery.
3. When appropriate, offer a formal “21 gun” salute for a military or a law enforcement officer killed in the line of duty.

B. Color Guard – In full ceremonial dress uniform will participate as follows:

1. Post colors at organized functions or ceremonies.
2. Carry colors in City of Tallahassee sanctioned parades.

IV. UNIFORMS

The following issued Honor Guard uniform/equipment will be subject to inspection by the Unit Coordinator and/or senior ranking officer present:

A. Honor Guard – Full dress “Class A” uniform is as follows:

1. Uniform campaign cover
2. Tailored uniform jacket
3. Dress pants with yellow stripe on outer seams
4. 2 ¼ “ high gloss gun belt with
 - a. Gun and holster
 - b. Handcuffs and pouch
 - c. Magazines and magazine pouch
5. Issued name plate
6. Yellow shoulder braid

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- 7. Patent leather shoes
- 8. White gloves
- B. The issued nameplate, United States Flag pendant, "TPD" collar brass, whistle chain and badge are the only authorized insignia for the Class B uniform shirt.
- C. Hair for male officers must be short and neat. Females must have hair short or neatly secured so it does not extend from under the hat.

V. EXPENSES

The Police Department will make a marked patrol unit available to the Honor Guard for each authorized out of town Honor Guard event if the member does not have one. The Department will reimburse actual gas expenditures (if required), but will pay no additional expenses, unless authorized by the Chief of Police.

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