POLICY/PURPOSE:
The purpose of this directive is to establish operational procedures and guidelines for the Cedar Rapids Police Department Honor Guard.

PROCEDURE:
The Cedar Rapids Police Honor Guard shall consist of volunteer members of the Cedar Rapids Police Department (CRPD).

- The person in charge of the Honor Guard will be designated by the Chief of Police. This person will normally be the ranking commander or, lacking a commander, the senior police officer.
- The designated group of members for an Honor Guard function will be headed by a commander or the senior police officer.
- Vacancies for the Honor Guard will be filled following the CRPD's Position Vacancies and Transfers policy.
- Officers who are assigned Honor Guard duty on a particular day will be authorized time coming pay, or given the time spent during an Honor Guard function that equals amount of time off the officer's shift that day.
- The uniform for Honor Guard members who are assigned to a function will be determined by the commander or senior patrol officer in charge of that function.
- The Honor Guard must receive permission from the Chief of Police or designee prior to leaving Cedar Rapids.
- The CRPD Honor Guard Unit Manual will be the official guide to Drill and Ceremony and operational procedures for performing at Honor Guard functions. The Honor Guard commander or their designee will update it as necessary.
- In all cases where the Honor Guard will be used in a funeral setting, the deceased must have been a member in good standing in the community.
- If a departmental member receives a request for use of the Honor Guard, this request should be directed to the commanding officer in charge of the Honor Guard who will then notify the Chief of Police.
- If the department is notified of an officer's death from another agency via teletype, that teletype will be given to the station commander at the time, who will forward a copy to the Honor Guard commander.
Death of a CRPD Officer:

Line of Duty Death:
In the event of an active CRPD officer’s death in the line of duty, all Honor Guard members will be assigned to participate in the funeral services and arrangements, unless otherwise requested by the officer’s immediate family. The Honor Guard will render full honors. Full honors will include:

- Silent Guard during visitation
- U.S. flag-drapped casket
- Pallbearers
- Three round volley
- Taps
- Flag folding
- Squad car escort
- Bagpiper

Additionally:
- The American flag outside the department will be lowered to half-staff on the date of death and remain for 30 days.
- Black mourning bands with any uniform badge will be worn for 30 days from the date of death by all sworn personnel.
- Black colored ribbons will be displayed on a rear antenna of all uniformed squad cars for 30 days from the date of death.

Death – Not Line of Duty:
The Honor Guard will also attend/participate in, upon request or permission from the immediate family of the deceased, funeral services in the following circumstances:

- For any active CRPD officer whose death is not in the line of duty and whose funeral and/or burial is within the State of Iowa, the deceased will be entitled to have members of the CRPD Honor Guard:
  - Provide a Silent Guard
  - Act as pallbearers
  - Have a flag-drapped casket to be folded at the appropriate time during the service
  - A squad car escort

- Additionally:
  - Mourning bands will be worn for the period of seven days from the date of death.
  - The American flag outside the department will be lowered to half-staff for seven days.
POLICY TITLE: Honor Guard

STANDARD/REF #: 

APPROVED BY: Wayne Jerman, Chief

REVIEWED DATE: 4/6/2016

REQUIRED REVIEWERS: Honor Guard Lead

REVISED DATE: 4/6/2016

- For any retired Officers from the CRPD whose services will be within the Cedar Rapids metro area, the deceased will be entitled to have members of the CRPD Honor Guard:
  - Provide a Silent Guard
  - Act as pallbearers
  - Have a flag draped casket to be folded at the appropriate time during the service
  - A squad car escort

“Retired CRPD Officer” is defined as any Officer who has served the mandatory 22 years of service required for receiving a full retirement pension, or an Officer who receives a medical retirement regardless of the number of years served

Outside Agencies:
If the department is notified of any full-time, part-time, or reserve officer in the State of Iowa who is killed in the line of duty, the station commander at that time will contact the proper jurisdiction and inquire as to whether they desire our Honor Guard to attend the funeral. If so, the commander of the Honor Guard will be immediately notified, and with approval from the Chief of Police, they may attend. A delegation of Honor Guard members may be sent to funerals for outside agencies as representatives of the department. These events will be approved by the Chief of Police. However, such requests will be supported by an official message (i.e. teletype).

- For any other law enforcement officer who dies in the line of duty within Linn County, if the services are within an approximate 50-mile radius of Cedar Rapids, the deceased will be entitled full honors. The CRPD Honor Guard will perform the service only if requested by the officer’s department and immediate family. If the department making the request is from outside of the Linn County area, the use of the CRPD Honor Guard will be approved by the Chief of Police.

Available Services:
- For an active officer's immediate family, defined as husband, wife, son, daughter, stepson, and stepdaughter, the deceased will be entitled to a Silent Guard at the visitation, the use of the Honor Guard to act as pallbearers, and a squad car escort.
- For an active civilian employee of the CRPD, the deceased is entitled to have the CRPD Honor Guard act as pallbearers, and a squad car escort.
- For any active Cedar Rapids Fire Department (CRFD) firefighter who dies in the line of duty, if the services are within an approximate 50-mile radius of Cedar Rapids or if requested by the CRFD, full honors will be rendered to the deceased.
- For any current public official in direct chain of command of the CRPD, the deceased will be entitled to have members of the CRPD Honor Guard:
  - Act as pallbearers
  - A squad car escort
Other Honor Guard Duties:
The CRPD Honor Guard will:
- Be available for official ceremonies honoring police officers of city, state, or federal governments.
- Serve on occasion as a Color Guard when appropriate events require (i.e., parades, opening ceremonies, etc.) with pre-approval by the Chief of Police or designee.
- Forward any requests for the services of the CRPD Honor Guard, that are not already covered in this policy, through the Chief of Police for consideration.

Peace Officers Memorial Day:
May 15 of each year is designated by federal law as Peace Officers Memorial Day in honor of federal, state, and municipal officers who have been killed or disabled in the line of duty. During the calendar week in which May 15 occurs each year, this period will be established as Police Week. The American flag shall be lowered to half-staff and uniformed officers will wear black mourning bands in recognition of Police Week.

Mourning Bands:
Black mourning bands and black antenna ribbons are currently maintained in the CRPD Honor Guard locker.