


# TEXARKANA POLICE DEPARTMENT

## GENERAL ORDERS MANUAL

<b>SUBJECT</b>	<b>Honor Guard and Military Bearing</b>		
<b>NUMBER</b>	<b>1102.18</b>	<b>EFFECTIVE DATE</b>	<b>February 15, 2011</b>
<b>Scheduled Review Date</b>	<b>March 01, 2022</b>	<b>ISSUE DATE</b>	<b>February 15, 2011</b>
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<b>APPROVED BY</b>		<b>(Reserved for Expansion)</b>	

### I. Scope and Purpose

- A. This policy establishes procedures and guidelines surrounding the Texarkana Police Department Honor Guard as well as procedures that define and govern the periods in which officers of the Agency perform and observe specific elements of military bearing.

### II. Policy

- A. It shall be the policy of the Texarkana Police Department to establish, implement and manage a defined set of guidelines and procedures that govern the Agency's utilization of its Honor Guard. Officers of the Department shall—in accordance with the procedures and other mandates within this policy—recognize and deploy those elements of military bearing defined within this policy.

### III. Procedures

#### A. Honor Guard

1. The Honor Guard falls beneath the supervision of the Services Division. The Honor Guard Sergeant reports directly to the Assistant Commander of the Services Division while observing the established chain-of-command throughout the division.
2. At the discretion of the Chief of Police or his designee, the Honor Guard will remain available to provide its services to local law enforcement, military and civilians in keeping with the tenants of the Department's public relations philosophy. All duties will be performed upon request and upon the approval of the Chief of Police or his designee.
3. The Honor Guard will consist of the following personnel:
  - a. One sergeant and one alternate officer in charge (OIC) shall remain responsible for organizing and supervising all authorized Honor Guard functions.
  - b. The Honor Guard's firing party shall consist of seven (7) riflemen and two (2) alternate riflemen. Although not inclusive, the firing party's main objective during Honor Guard functions will be performing the ceremonial *Twenty-One Gun Salute*. This ceremonial performance is generally reserved for law enforcement officers who are killed in the line of duty as well as Memorial Day services to honor our nation's veterans.

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- c. The Honor Guard's color party shall consist of two (2) flagmen and two (2) riflemen. Although not inclusive, the color party's primary objective is to present the colors at honorary and ceremonial functions.
  - d. The Honor Guard shall have one (1) bugler and one (1) alternate bugler attached to the group. Although not inclusive, the bugler's primary objective is the playing of the ceremonial Taps at funerals and memorial services.
  - e. The Honor Guard's casket party shall consist of six (6) pallbearers and an OIC. Although not inclusive, the casket party's primary objectives are to serve as pallbearers at police funerals and perform the ceremonial flag fold for presentation to the next of kin at graveside services.
4. The Honor Guard Supervisor is responsible for coordinating and directing the activities and functions of all elements of the Honor Guard.
5. During police funerals, all elements of the Honor Guard will assemble near the location of the service for inspection by the Honor Guard Supervisor. All commands addressed to the Honor Guard and other officers of the Department shall be given by the Honor Guard Supervisor. For additional information surrounding voice commands while attending a police funeral, refer to [General Order 1102.17--Police Funeral Operations](#).
- 6. Procedures for the Ceremonial Casket Watch**
- a. The personnel assigned to the ceremonial casket watch normally consist of members of the Honor Guard; however, volunteers may stand watch over the casket at the discretion of the Honor Guard Supervisor. Officers who are assigned to the ceremonial casket watch must present excellent uniform appearance and conform to the professional grooming standards of the Department.
  - b. Members of the Honor Guard assigned to the ceremonial casket watch shall wear their assigned Honor Guard Uniform and all applicable accessories. The watch will be divided into shifts with two (2) officers conducting the watch for fifteen (15) minutes per shift.
  - c. If the surviving family wishes, an informal watch can take place after the viewing has been concluded for the day.
  - d. During the ceremonial casket watch, all officers assigned to this detail shall move in slow cadence. This includes marching, facing movements and saluting. The Honor Guard Supervisor, or OIC, will post the watch, and the two (2) officers assigned will position themselves at the head and feet of the deceased officer.
- 7. Procedures Governing the Use of Pallbearers**
- a. If pallbearers have been requested by the surviving family, they will be selected by the Honor Guard Supervisor.
  - b. All pallbearers will remain under the command and direction of the Honor Guard Supervisor. If selected, the officer shall report to the funeral home as directed to receive additional instructions and seating arrangements.
- 8. Honor Guard Training**
- a. The Honor Guard will train on the dates and times specified by the Honor Guard Supervisor. Unless specified by the Honor Guard Supervisor, attire for training will be casual dress for those officers who are off-duty when the training takes place.

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- b. Training will consist of rehearsing the Honor Guard's specific functions and duties identified within this policy. Officers will be notified in writing of scheduled performances and training dates with as much advanced notice as possible. It shall be the responsibility of the Honor Guard Supervisor or his designee to make this notification.
- c. Once the Honor Guard Supervisor has established a training date/time, attendance by those officers assigned to the Honor Guard is mandatory. Requests to be excused from training will be evaluated on a case by case basis. Requests to be relieved from Honor Guard duty shall be submitted to the Honor Guard Supervisor in writing. The Honor Guard Supervisor shall approve or deny such requests in writing.
- d. Violation of this attendance policy will be cause for disciplinary action by the Honor Guard Supervisor who shall forward his recommendation through the chain-of-command to the Services Division Commander.

**9. Honor Guard Selection Process**

- a. Because of the nature surrounding the Honor Guard's function, coupled with the Honor Guard's extremely high profile, officers who are selected to serve within the Honor Guard shall meet an exceedingly high level of personal appearance.
- b. Officers serving on the Honor Guard shall maintain an exceedingly high level of personal appearance. The height and weight of all officers assigned to this detail must continuously be maintained within a proportion that creates a crisp and streamlined appearance while wearing the official Texarkana Police Uniform. An officer's failure to exhibit and maintain such an appearance shall be cause for dismissal from participation within the Honor Guard function as well as a justifiable reason to exclude the officer from consideration for appointment to serve within this function.
- c. The selection of Honor Guard Officers shall rest with the Honor Guard Supervisor who shall coordinate all selections and dismissals through the Services Division chain-of-command.

**10. Honor Guard Uniform**

- a. Officers serving on the Honor Guard shall wear a specialized dress uniform which is customized for their dimensions. The following is a list of uniform items issued to officers serving on the Honor Guard:
  - (1) Honor Guard hat with gold hat badge;
  - (2) Honor Guard dress coat with ornate gold colored coat cord;
  - (3) Honor Guard dress trousers;
  - (4) Honor Guard duty belt containing a holster, handcuff case, magazine pouch and gold buckle;
  - (5) Honor Guard suicide strap;
  - (6) Honor Guard gold colored name plate;
  - (7) Honor Guard white gloves; and
  - (8) Highly shined corfam shoes.

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- b. Officers serving on the Honor Guard are responsible to ensure their issued uniform items always remain in serviceable condition.
- c. Officers who are assigned to serve on the Casket Party shall wear the official Class A Uniform. For additional information regarding the Class A Uniform, refer to [General Order 1101.03---Uniforms, Equipment and Appearance.](#)

**B. Military Bearing**

- 1. While in uniform, officers will maintain military bearing when applicable, as this presents a positive image of the Agency and projects professionalism.
- 2. This section of the policy is to provide general guidance that relates to the manner in which we—as members of the Texarkana Police Department—conduct ourselves at funerals, recognition ceremonies, parades and other ceremonial gatherings. These guidelines will enable officers to carry out basic movements with precision while ensuring the movements are performed by all officers in the same manner.
- 3. The three (3) basic commands sworn members of the Agency are required to perform are the positions of **ATTENTION, PARADE REST and PRESENT ARMS.**
  - a. The position of **ATTENTION** is performed in the following manner:
    - To assume this position, officers must place the heels of their shoes together while pointing their toes forward at 45 degree angles;
    - Officers must position both of their arms alongside the outer seams of their trousers while cupping the fingers on both of their hands in a manner that resembles a fist. Officers should ensure their thumbs are kept on the outside of their index fingers.
    - Officers must rest their thumbs alongside the outer seams of their trousers;
    - The officer’s head and eyes should remain orientated straight ahead while the officer avoids looking around or moving his/her head. The officer’s back must remain straight and their chest pushed outwards.
  - b. The position of **PARADE REST** is performed in the following manner:
    - To assume this position, officers will begin by placing their feet approximately shoulder width apart.
    - Both of the officer’s hands must be brought to the small of their back while resting the back of their right hand in the palm of their left hand;
    - The officer’s head and eyes should remain orientated straight ahead while the officer avoids looking around or moving his/her head.
    - Uniformed officers will assume this position when they are given the command to do so or during periods that follow the completion of a funeral escort. Upon the completion of the funeral escort, those uniformed officers who are wearing a hat shall place the hat across their heart in lieu of a hand salute until the entire procession has passed.
  - c. The position of **PRESENT ARMS** is a hand salute conducted by those who are wearing a hat and is performed in the following manner:

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- To assume this position, the uniformed officers must first assume the position of **ATTENTION**;
- The officer must bend their right arm at the elbow while bringing their right hand and forearm towards the front brimmed edge of their hat;
- All of the officer's fingers must be fully extended while pressing and holding them tightly together. Officers must ensure the palm of their right hand faces the ground;
- Officers must place the tip of the middle finger located on their right hand against the outer brimmed edge of their hat. The section of their arm that extends from their shoulder to their elbow must remain parallel to the ground.
- Uniformed officers will assume the position of **PRESENT ARMS** under the following conditions:
  - When ordered to do so.
  - When wearing the Texarkana Police Department Uniform and the American Flag passes within view.
  - After the completion of a funeral escort for a police officer or those who have received a military burial. Uniformed officers shall hold the position of **PRESENT ARMS** until the complete procession has passed in front of their position, or when so directed, until the command to release the position is given. Uniformed officers who are not wearing a hat shall place their right hand over their heart rather than assuming the position of **PRESENT ARMS**.

4. The commands to assume these three (3) positions are given in two (2) parts. The first command is defined as the **command of preparation**, and the second command is defined as the **command of execution**. The following chart provides additional clarification regarding the manner in which these commands are issued:

<u>MOVEMENT</u>	<u>COMMAND OF PREPARATION</u>	<u>COMMAND OF EXECUTION</u>
Attention	Atten ( <b>Ten</b> )	tion ( <b>Hut</b> )
Parade Rest	Parade	Rest
Present Arms ( <b>Salute</b> )	Present	Arms
Release Salute	Order	Arms