

**Cobb County Police Department**

**Policy 3.16**

**CEREMONIAL DETAILS**

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| <b>Effective Date:</b> July 20, 2012  |
| <b>Rescinds:</b> Policy 3.16 (August 8, 2010)   |
| <b>Related Orders:</b> None   |
| <b>Issued By:</b> Chief J.R. Houser <span style="float: right;"><b>Page 1 of 6</b></span>   |
| The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department. |

The purpose of this order is to define the functions of various groups of officers participating in ceremonial details and to assign and define responsibilities for the smooth operation of said details.

**I. TYPES OF FUNERAL DETAILS**

**A. Line-of-Duty Full Honor Funeral Detail**

Staffing of the detail will consist of Pallbearers, Firing Detail, Bugler, Color Guard, Motorcycle Escort, and Honor Guard. Bag pipes will be available upon request.

**B. Non-Line-of-Duty Honor Funeral Detail**

Staffing will consist of Pallbearers (if requested), Honor Guard, and Motorcycle Escort. Honor Guard Pallbearers, or honorary pallbearers will perform the flag-folding detail if requested to do so by the family.

**C. Civilian Honor Funeral Detail (for active civilian members of the Department)**

Staffing will consist of Pallbearers, Motorcycle Escort, and Honor Guard.

**D. Retired Officer Honor Funeral Detail (for retired, sworn officers of the Cobb County Police Department upon request of the family)**

Staffing will consist of Motorcycle Escort and Honor Guard Pallbearers or honorary pallbearers. The flag-folding detail will be performed if requested by the family.

**E. Dignitary Honors Funeral Detail**

At the direction of the Chief of Police, the Honor Guard will participate at the level designated for any dignitary.

## **II. ASSIGNMENTS**

### **A. Detail Coordinator**

A Detail Coordinator will be appointed by the Deputy Chief of Precinct Operations for each detail. Generally, the Adjutant, or a rated officer of Special Operations, will serve as Detail Coordinator. The Detail Coordinator will be charged with the overall responsibility for the Formal Detail. Upon notification of a member's death, the Detail Coordinator will:

1. Notify all personnel who have direct responsibility for the implementation of the formal funeral detail, the funeral home director, ceremony officials, and personal clergy.
2. Review, along with the Honor Guard Commander, the physical layout of the church or funeral home to determine seating arrangements and the placement of appropriate functions.
3. Review the topography of the cemetery to determine the placements of the formations.
4. Review the ceremonial commands with the Honor Guard Commander and instruct the Pallbearers, Firing Detail, Bugler, and Color Guard.
5. Be responsible for securing the United States flag for the casket, either through the funeral home or the Supply Unit.
6. Be responsible for delivering the deceased member's badge to the Chief of Police for presentation to the family, as well as delivering to the Chief, or the highest ranking police official, the shell casing to be placed in the folded flag for presentation to the family.
7. Act as squad leader in all formations of uniformed officers, giving proper commands for formation and movements as necessary.

### **B. Honor Guard Commander**

The Honor Guard will be commanded by a Senior Officer, Sergeant, or Lieutenant who is an active member of the unit and appointed by the Deputy Chief of Precinct Operations. This individual shall have the authority to order members of the Honor Guard to special duty assignments for purposes of training or planning, regardless of the member's assignment in the Department. Each member's chain of command shall honor such duty assignments from the Honor Guard Commander. All duty assignments will go from the Honor Guard Commander through the respective precinct/unit commanders down the chain of

command to the involved officers. For detail purposes the Honor Guard Commander will report to the Detail Coordinator.

**C. Honor Guard**

The Honor Guard, referred to as a unit, will consist of officers selected from each Bureau of the Department. There shall be no rank on the Honor Guard except for that of "Honor Guard Commander." For purposes of practice and planning, all Honor Guard members will take directions and assignments from the Honor Guard Commander. Appointment to the Honor Guard shall be made by the Chief of Police.

**D. Family Liaison Officer**

This individual will be selected by the Detail Coordinator and will serve as liaison between the Department and the family of the deceased. The selection of this individual will be based on personal acquaintance with the deceased member/family.

**E. Pallbearers**

Pallbearers will consist of six Honor Guard Members and the Honor Guard Commander. The Honor Guard Commander will give the commands to the pallbearers. This detail will be responsible for movement of the casket at all funeral sites and folding the colors from the casket. The Commander will present the colors to the ranking police official for presentation to the family of the deceased.

**F. Firing Detail and Bugler**

1. Seven riflemen will be utilized at any ceremony where they are required. The Honor Guard Commander will appoint a leader for this detail. The leader will actively participate in the ceremony and will give the commands to the Firing Detail.
2. The bugler will be an officer with the ability to play military taps. The bugler will report to the Honor Guard Commander.
3. Upon completion of the grave side service, the Firing Detail leader will call the Detail to "attention" and command them to "present arms" and fire three volleys. The Detail will fire three volleys of blank cartridges and hold the position until completion of taps. The Bugler will sound taps immediately following the last volley of shots. The detail will then be commanded to "order arms."

**G. Color Guard**

The Color Guard will be responsible for the ceremonial movements of the flags at

the grave site. It will consist of five officers selected from Honor Guard members. One officer will carry the United States flag, one will carry the Georgia State Flag, and a third will carry the Cobb County Police Department flag. Two officers will be detailed to carry rifles. One officer will be designated by the Honor Guard Commander to give commands.

**H. Police Chaplain**

The services of a Police Chaplain will be offered to the family of the deceased and will be utilized only upon the request of the family. The Police Chaplain will be assigned by the Department's Chaplain Service. The Detail Coordinator will ensure that the Police Chaplain is kept informed of the itinerary for the ceremony.

**I. Motorcycle Escorts**

Motorcycle Escorts will be at the family's gathering place at a time designated by the Detail Coordinator to escort the family to the site of the services. Upon leaving the site of the services the escort will conduct the funeral procession to the grave site.

**J. Cobb County Patrol Officers on Traffic Posts**

All Cobb County Officers on assigned traffic posts will show their respect to the passing funeral procession as follows:

1. Officers will wear their hats and stand at attention outside their vehicles immediately prior to the arrival of the procession. Patrol car doors will be shut and remain shut during the entire procession.
2. If the procession is for a Line-of-Duty Death, the officers will face the procession and hand salute when the hearse appears and will remain in that position until the hearse is out of sight. The officers will then return to the position of attention until the entire procession has passed.
3. Motorcycle officers will wear their head gear while hand saluting.

**III. EQUIPMENT**

**A. Motor Vehicles**

The Detail Coordinator will contact the appropriate unit or precinct commanders to obtain the necessary automobiles for the transportation of personnel utilized in a formal detail. The unit/precinct commanders will ensure that the requested vehicles are clean and available at the designated time and place.

**B. Motorcycles**

The Detail Coordinator will contact the Special Operations Commander and/or

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the Deputy Chief of Precinct Operations to obtain the necessary motorcycles and traffic officers for the escort and traffic control.

#### **C. United States Flag**

If the deceased is a military veteran, a United States flag to cover the casket should be obtained by the funeral home. The Detail Coordinator will ensure this detail. If the deceased is not a veteran, the flag will be obtained through the Supply Unit.

#### **IV. UNIFORMS OF THE DAY**

The Deputy Chief of Precinct Operations will call a Uniform of the Day for all personnel participating in ceremonial details. Generally, this will be:

- The Class A uniform with long sleeve shirt and tie for uniform personnel;
- The Honor Guard uniform of the day for Honor Guard members; and
- Business attire for detective and administrative personnel

Other than the Honor Guard uniform of the day, no special unit uniforms will be authorized for wear at any formal ceremonies unless authorized by the Chief of Police.

#### **V. PRESENTATION OF COLORS**

In a Line-of-Duty Death, or under circumstances where an officer is entitled to a United States flag, the flag will be presented to the designated member of the family by the highest ranking police official present. If the highest ranking official present is in uniform, the following procedure will be followed:

- A.** Following the folding ceremony, the Honor Guard Commander will face the ranking official with the flag grasped in his hands. The ranking officer will slowly salute, hold for two seconds, and return to attention before relinquishing the flag.
- B.** The Honor Guard Command will ceremoniously “turn” the flag into the waiting hands of the ranking official and relinquish it.
- C.** The Honor Guard Commander will return the slow salute while the ranking police official is facing him. When the Commander dismisses himself and falls in the ranks of the other attending Honor Guard members, the ranking official will approach the designated family member and present the flag.

#### **VI. OTHER CEREMONIAL DETAILS**

- A.** The Cobb County Police Department will honor fallen officers of other departments. The Deputy Chief of Precinct Operations will designate a Detail Coordinator to arrange and carry out all such honors in compliance with the

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request of the deceased officer's department.

- B.** All requests for Honor Guard participation in ceremonies and activities will be directed to the Deputy Chief of Precinct Operations for evaluation and approval. If the request is for the Honor Guard or Color Guard only, the Deputy Chief will direct the request directly to the Honor Guard Commander and no Detail Coordinator will be appointed.
- C.** When any uniformed officer of the Cobb County Police Department is at any outdoor event or ceremony where the National Anthem is played or the flag is presented, the officer should be under cover (wearing a hat) and should come to attention, and salute sharply (as opposed to the slow funeral salute). If the ceremony is indoors and the officer is uncovered (not wearing a hat) he will come to attention and place his right hand over his heart to render honors.