

## RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Michael Poehlman /s/		
Approving Deputy Chief:		
General Order No: S-260-09	Issued: August 18, 2009	Supersedes: 4/250.00
General Order Title: <b>HONOR GUARD</b>		

### I. POLICY

It is the mission of the Reno Police Department's Honor Guard to respond to special events as a highly disciplined team serving with honor at ceremonial functions, with respect and dignity at funeral services for active/retired personnel and personnel that have died in the line of duty, and provide comfort and compassion for the survivors; these events are approved by the Chief of Police/Designee and they are accomplished through drilling in military etiquette and attention to detail.

It shall be the policy of the Honor Guard to:

- A. Plan/coordinate and conduct all departmental funerals
- B. Act as a clearinghouse for the department regarding ceremonial protocol matters.
- C. Represent the department at the funeral of members of outside law enforcement agencies.
- D. Coordinate the ceremonial functions at designated departmental functions.
- E. Perform other functions as deemed appropriate by the Chief of Police/designee.

### II. PROCEDURE

#### A. Command/Responsibilities

The Reno Police Department Honor Guard will be under the direct command of the Chief of Police/designee. The Chief of Police/designee will appoint a member as the Honor Guard Coordinator. The Honor Guard Coordinator will appoint a member as the secretary/treasurer.

##### 1. Honor Guard Lieutenant

It will be the responsibility of the Honor Guard Lieutenant to liaison with the Chief of Police/Designee in regard to the use of the Honor Guard. The Honor Guard Lieutenant will also be responsible for ensuring

administrative paperwork is approved by the Chief of Police/Designee.

2. Honor Guard Coordinator

It will be the responsibility of the Coordinator to take charge of functions and relay information to and from the Chief of Police/Designee/Honor Guard Lieutenant, in regard to the use of the Honor Guard. The Coordinator will also be responsible for notification of members concerning functions, meetings, etc.

3. Secretary-Treasurer

The Secretary-Treasurer will be responsible for maintaining an accurate set of records relating to the financial status of the Honor Guard, to include collection and disbursements of funds. He/she will also act in the capacity of secretary at meetings and maintain a log of the minutes. The Secretary/Treasurer will assume the responsibilities of the Coordinator if the Coordinator is unavailable.

4. Equipment Custodian

The Equipment Custodian will maintain control over Honor Guard equipment/supplies. He/She will be responsible for conducting an inventory on a quarterly basis. Any issues or discrepancies should be brought to the attention of the Honor Guard Coordinator.

B. Membership

The Honor Guard will consist of no more than twenty confirmed officers. Department members may make application to the Honor Guard Coordinator, and selections will be made by the Chief of Police/designee. Members shall adhere to all policies/procedures found in the Honor Guard Manual.

C. Duties

The Honor Guard responds to functions such as funerals, flag raising ceremonies, charity fund raisers, or other functions approved by the Chief of Police that may require formal representation by the Reno Police Department.

The Honor Guard will not respond to campaign rallies or other politically motivated functions.

D. Uniform

The Honor Guard uniform will be as approved by the Chief of Police/Designee and will conform to the standard found in the Honor Guard Manual and the department's Uniform Manual.

