

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 241-P

REFERENCE STANDARDS:

SUBJECT: Honor Guard

POLICY: It shall be the policy of the Hanover Park Police Department to participate in a joint endeavor with area police departments in forming and maintaining an Honor Guard unit.

PURPOSE: The purpose is to give a positive, uniform display of personnel at ceremonial events. The Honor Guard also serves as an official representation of the department's commitment to respect the families left behind by those officers, active or retired, who have lost their lives.

I. ADMINISTRATION

- A. The Hanover Park Police Department's involvement in the Honor Guard will be one that will provide manpower and/or needed equipment to the unit. The Chief of Police or his designee will make all decisions as to involvement and call out for specific events.
- B. The Deputy Chief of Operations will be in charge of maintaining liaison with the other departments and their designated administrating liaison officers. His responsibilities will include:
 - 1. Planning;
 - 2. Coordinating information and/or events;
 - 3. Maintaining proper staffing of the unit;
 - 4. Providing equipment as needed;
 - 5. Reporting on the unit's activities on an individual and yearly basis.
- C. The Honor Guard will have a coordinator who will be determined by the individual department. This coordinator will meet periodically with the Deputy Chief of Operations

POLICE OPERATIONS MANUAL

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along with his counterpart from other departments to advise of activities, needs and problems as they arise. Also, each department will have an assistant coordinator who will represent the department with immediate needs. The Coordinator/Assistant Coordinator will represent each department on the unit.

II. ORGANIZATION

A. Unit Members

1. Members, once designated as being on the Honor Guard, will be provided training and equipment specific to the assignment. For this reason, resignation from the unit will only be with approval from the Deputy Chief of Operations.
2. Call outs. When the departments determine there is a need for the Honor Guard, the Coordinator and Assistant Coordinators will be notified. They will make necessary arrangements with respective department personnel to assemble and perform the necessary ceremonial procession.
3. The number of personnel assigned from each department currently is four and will remain as such until further notice.
4. The Unit Coordinator will perform the following functions:
 - a. Plan training;
 - b. Report on unit's activities to each individual department at periodic meeting;
 - c. Provide for maintenance, procurement and storage of all equipment as needed;
 - d. Be responsible for notifications during call out and utilization of the unit.

III. HONORS DESCRIPTIONS

- ### A. Several types of Honors are afforded all active/retired department employees upon their death.
1. Honors. Recognition by the department upon the death of an active/retired employee. Honors may include, but are not limited to, a police escort, Honor Guard presentation and flag presentation.
 2. Non-duty related. A member of the department, as a result of a non-duty related injury or illness, might receive an honor ceremony consisting of Honor Guard, if requested by the family.
 3. Line of duty death. A member of the department who is killed in the performance of duty. A sworn member shall be considered for this category if killed while performing an off-duty police function. Full Honor Guard ceremony will consist of

police escort, Honor Guard presentation, along with a formal flag presentation. Coordination with the surviving family will be necessary.

4. Retired. A former member of the department who has been classified as eligible for pension benefits, whether receiving those benefits or not. There is no time limit on the separation. A police escort and Honor Guard presentation shall be provided if requested by the family.

IV. ACTIVATION

A. Funerals

1. Duty Related
 - a. All funerals for duty related deaths of a police officer in other departments within 25 miles of Hanover Park would be eligible for the Honor Guard Unit if requested.
 - b. All current department personnel who die while employed and whose ceremony is held within 25 miles, shall be eligible for the Honor Guard.
2. Non-Duty Related
 - a. All retired police officers that die shall be eligible for the Honor Guard if their ceremony is held within 25 miles of Hanover Park.
 - b. All current department personnel who die while employed and whose ceremony is held within 25 miles shall be eligible for the Honor Guard.
3. Other officials/dignitaries. The Guard may be called upon to participate in some lesser form to honor elected officials or dignitaries. This participation will only be allowed with the approval of the Chief of Police.
4. All department employees whose arrangements occur outside the geographical limitations shall be reviewed by the Chief of Police before activation occurs.

B. Other Ceremonies

1. Each participating department shall be allowed to call upon the Honor Guard for two (2) ceremonies a year (January - December).
2. If the departments wish to utilize department members for the Honor Guard more than twice a year, those departments will be billed at hire back rates.
3. Any request for ceremonial duty will be in writing at least two (2) weeks prior to the event. The Police Honor Guard Request Form will be filled out and sent to the Unit Coordinator. (Appendix A)

4. Other ceremonies include such events as parades, police academy graduations, honor guard competitions, Village Board meetings and annual commemorative or memorial ceremonies.

V. HONOR GUARD MEMBER REQUIREMENTS

- A. Upon selection, the officers must exhibit a positive image, representative of the Hanover Park Police Department.
- B. New applicants must make a written request to the Deputy Chief of Operations for membership and will be subject to an interview with the Deputy Chief of Operations and the Honor Guard Coordinator.
- C. All appointments shall be subject to approval by the Chief of Police.

POLICE HONOR GUARD REQUEST FORM

Date Request Made: _____ Requested By/Agency: _____

Request For: ☐ Funeral Duty ☐ Ceremonial Duty On: _____
Date(s) and Time(s)

Location(s): _____

If for Funeral Duty, list locations of church, funeral home and place of interment. For Ceremonial Duties and parades, list location of event or parade route.

Contact Person & Phone: _____

Estimated Time to Complete Detail: _____ hours.

Description of Detail Requested: _____

Attach extra sheet, copy of program or agenda if necessary. Forward completed form to the Honor Guard Coordinator.

(This side to be filled out by the Honor Guard Coordinator)

Approved by: _____ Date: _____

Personnel Needed to Complete Assignment including Alternates: _____

Personnel Assigned: _____

Training Date(s): _____

Equipment Needs: _____

Actual Time Used to Complete Assignment: _____ hours

Total Man/Hours Used to Complete Assignment: _____ Man/Hours