

General Order

Houston Police Department



ISSUE DATE:

January 21, 2015

NO.

200-28

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-28, dated March 10, 1998

SUBJECT: OFFICER FUNERALS AND CEREMONIAL HONORS

POLICY

The Houston Police Department recognizes and honors officers who have died. This General Order establishes guidelines regulating the rendering of appropriate honors.

This General Order applies to all employees.

DEFINITIONS

Full Department Honors. The rendering of honors for a Houston police officer killed while performing a police-related task or duty.

Department Honors. The rendering of honors upon the honorable (as determined by the department) death of an active or honorably retired Houston police officer whose death was unrelated to employment by the department. Civilian employees killed while performing a police-related task or duty may receive department honors.

Ceremonial Honors. The rendering of honors by representatives of the department, as approved by the Chief of Police, at special events or at the funeral of anyone who should be honored in this manner because of their relationship with the department.

1 FULL DEPARTMENT HONORS

All classified employees shall wear black tape or a mourning badge cover on the horizontal center of their badges as directed in General Order 300-15, **Appearance and Grooming Standards – Classified**. All flags at police facilities shall be flown at

half-staff from the time of the officer's death until burial.

The HPD Honor Guard shall follow their approved protocol for line of duty deaths. With approval of family members, the Honor Guard shall conduct the following ceremonies:

- a. Prior to the Honor Guard arriving for the funeral service, officers assigned to the division where the deceased was last assigned shall post a casket guard during viewing on the day of the service.

The Honor Guard shall assume the casket guard duty one hour prior to the funeral service.

- b. Colors shall be presented at the time of the funeral services and at the grave site. A flag-folding ceremony shall be conducted.
- c. A 21-gun salute shall be performed.
- d. Taps shall be played at the grave site or at the ceremonial site.

2 DEPARTMENT HONORS

With approval of family members, the Honor Guard shall assume casket guard duty one hour prior to the funeral service.

Colors shall be presented by the Honor Guard at the grave site or at the ceremonial site.

A flag-folding ceremony shall be conducted for those deceased employees who were veterans of the United States Armed Forces

and upon approval of the deceased employee's family.

3 CEREMONIAL HONORS

With approval of family members, the Honor Guard shall stand at an appropriate location while ceremonies are conducted or, on the day of the funeral, where the body of the person to be honored is lying in repose.

The Honor Guard shall present the colors during the appropriate time of the ceremonies or at the grave site of the person being honored. Taps, when appropriate, shall be played.

The Honor Guard shall march during parades or activities in which the department wishes to participate.

4 OUT-OF-TOWN FUNERALS

For out-of-town funerals, if the family of an HPD officer killed in the line of duty requests the Honor Guard and the funeral is to be held within the state of Texas, members of the Honor Guard shall attend. If the funeral is to be held outside the state of Texas, but within the 48 contiguous United States, only the Chief of Police may authorize travel for the Honor Guard to attend.

If an HPD officer's death is not in the line of duty or if the funeral involves an honorably

retired HPD officer, the decision to send the Honor Guard or other official representative of the department to an out-of-town funeral shall rest solely with the Chief of Police.

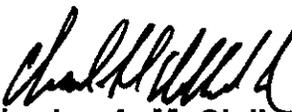
If a funeral is for a peace officer from another law enforcement agency who is killed in the line of duty, the HPD Honor Guard is authorized to travel to attend the funeral only if it is to be held in the state of Texas and within a 300-mile radius of Police Headquarters. Only the Chief of Police may authorize travel outside of these boundaries.

For the out-of-town funerals outlined above, vehicles shall be provided by the department if travel is authorized and the funeral is to be held in the state of Texas and within a 300-mile radius of Police Headquarters. Any other City vehicle use requires approval by the Chief of Police.

If travel is authorized and the funeral is to be held outside the 300-mile radius or in another state, the Honor Guard may use commercial air services as directed in General Order 200-17, **Travel Authorization and Reimbursement Procedures**.

5 RELATED GENERAL ORDERS

- 200-17, **Travel Authorization and Reimbursement Procedures**
- 300-15, **Appearance and Grooming Standards – Classified**


 Charles A. McClelland, Jr.
 Chief of Police