

FORT MYERS POLICE DEPARTMENT GENERAL ORDER 12.2

TITLE: Honor Guard & Funeral Protocol

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This general order contains the following numbered sections:

- I. Honor Guard II. Funeral Protocol III. Flag Courtesy

PURPOSE

The purpose of this general order is to establish guidelines for the maintenance of a group of certified Law Enforcement Officers proficient in Honor Guard duties, to include funeral protocol. It is also to provide all personnel with the proper procedures for respect and courtesy to the U.S. Flag.

SCOPE

These procedures shall apply to all Fort Myers Police Department personnel.

DISCUSSION

It is the policy of the Fort Myers Police Department to organize and maintain an Honor Guard Unit in order to serve as official representatives of the Fort Myers Police Department. The Honor Guard will represent the Fort Myers Police Department at ceremonies and special events as deemed appropriate by the Chief of Police. This directive also provides guidelines for Department uniformity in the conduct of funeral procedures. Because exact procedures covering all situations or eventualities pertaining to funerals cannot be foreseen, Commanders may find that it is necessary to adjust to the current conditions and / or circumstances. The Chief of Police can authorize using any or all of this protocol for sworn officers, retired Officers, or civilian personnel at his or her discretion and in accordance with the wishes of the family.

For line of duty deaths, the agency's Honor Guard is responsible for coordinating and conducting this protocol in accordance with the wishes of the fallen Officer's family. As with all aspects of the funeral services, all decisions are to be made by the family. This directive explains the options available. A representative of the Honor Guard will be assigned to work with the Liaison Officer in discussing the options available to the family and then implementing those decisions.

SECTION I: HONOR GUARD

A. Definitions:

1. Active sworn personnel: All sworn Law Enforcement Officers employed by the Fort Myers Police Department.
2. Retired sworn personnel: All sworn Law Enforcement Officers who have retired with no less than five (5) years of service with the Fort Myers Police Department.

3. Active non-sworn personnel: All non-sworn personnel, including part-time employees of the Fort Myers Police Department.
4. Honor Guard Commander: A sworn employee designated to supervise and give commands to the Honor Guard Team and to assemble Officers during Police Department participation in funeral ceremonies and special events.
5. **Assistant Honor Guard Commander:** *A sworn employee designated to assist the Honor Guard Commander, supervise and give commands to the Honor Guard Team and to assemble Officers during Police Department participation in funeral ceremonies and special events.*
6. Color Guard: Members of the Honor Guard Team with center Officers serving as bearers for the flag of the United States and secondary flags. The bearer of the flag of the United States shall always be positioned to the right of any secondary flags. The flag bearers shall be flanked on both sides by two long-gun bearing Officers.
7. Pallbearers: If there are no special requests for pallbearers, members of the Honor Guard may be designated to carry the casket.
8. Casket Watch: Two (2) members of the Honor Guard stationed at the head and foot of the casket during viewing.
9. Flag Detail: Members of the Honor Guard designated to fold the flag at the gravesite, to be handed to the Chief of Police, or his / her designee, for presentation to the family.
10. Bugler: An individual to play "Taps" at the conclusion of funeral or graveside service.
11. Honor Guard Operations Sergeant: An active member of the Honor Guard that is designated to assist in the organization of events, funerals and any other situations that require participation of the Honor Guard. This position is filled by a Sergeant. ***a senior and experienced member, or in their absence, another senior member of the unit.***
12. Honor Guard Training Sergeant: An active member of the Honor Guard that is responsible for the units training. Documentation and lesson plans will be developed and forwarded to the Departments Training Unit. ***This position is filled by a Sergeant, a senior and experienced member, or in their absence, another senior member of the unit.***
13. Team Leaders/Assistant Team Leaders: Active members of the Honor Guard that assist in preparation, guidance and direction of the members. These positions are filled by senior and experienced members.

B. Appointment and qualifications:

1. The Fort Myers Police Department Honor Guard shall be composed of up **to (15) fifteen** Officers, plus an Honor Guard Team Commander, **and an Assistant Honor Guard Team Commander**, as determined by the Chief of Police.
2. Selection:
 - a. Openings for members of the Honor Guard Unit will be advertised via the Department email system.
 - b. Any member, who is interested in joining the Honor Guard Unit and meets the criteria for membership, may apply by submitting a letter of interest through the chain of command to the Honor Guard Unit Commander.
 - c. All Department members, who meet the Honor Guard Unit criteria, will be interviewed for membership by the Honor Guard Commander, **Assistant Honor Guard Commander or in their absence**. at least one other member of the Honor Guard Unit.
 - d. Letters or an email will be sent to all applicants regarding the outcome of the interview.
 - e. Assignment to the Honor Guard Unit is open to all ranks not to exceed lieutenant, once applicants have completed probation.
 - f. The candidate's employment history should show evidence of being a team player.
 - g. Military experience is not mandatory but may be beneficial to the applicant.
 - h. Duties and responsibilities of the Honor Guard Unit members will be in addition to the Officers' present assignments.
 - i. Good physical condition is a prerequisite for Officer safety and the prevention of injury since marching with equipment is required.
 - j. Minimum two (2) year commitment.
3. Selection of Honor Guard Commander:
 - a. **The Honor Guard Commander should be the member with the most experience within the Department Honor Guard Unit, or prior military experience (with Honor Guard experience taking priority) and shall have the desire and ability to assume the duties of the Honor Guard Commander.**
 1. Experience with the Department Honor Guard Unit or prior military experience with honor guard experience taking priority.
4. **Selection of Assistant Honor Guard Commander**
 - a. **Shall be at the discretion of the Honor Guard Commander and the member must have (2) two years' experience with the Department Honor Guard Unit or prior military experience (with Honor Guard experience taking priority) and will assume the duties of the Assistant Honor Guard Commander.**

5. Qualifications: Officers requesting assignment to the Honor Guard shall meet the following qualifications:
- a. Officers requesting consideration for appointment to the Honor Guard must submit a memorandum through the chain of command listing his or her qualifications and reason for his or her interest.
 - b. Members must have completed their Field Training and Evaluation Program with the agency.
 - c. Members' last performance evaluation must have been positive / favorable.
 - d. Members must have a low use of sick leave.
 - e. Officers assigned to the Honor Guard must maintain a military bearing and may have more restrictive grooming requirements than required by Department directives.
 - f. The Chief of Police retains full authority to appoint or dismiss any member of the Honor Guard for any reason. The Chief of Police may consult the Honor Guard Commander prior to any decision.

C. Training:

- 1. The members of the Honor Guard Unit will attend training sessions arranged by the Honor Guard Commander and/or the Training Sergeant.
- 2. Each member of the Unit shall be responsible for obtaining permission from their respective Supervisor to attend training sessions.

D. Uniforms & Equipment:

- 1. Uniforms: All uniforms of the Honor Guard will be kept in a clean and pressed condition. The following uniforms will be issued to each member of the Honor Guard team and are to be used only in official Honor Guard functions or training:
 - a. One pair of black pants with light blue piping.
 - b. One navy blue jacket.
 - c. One dress uniform hat with a silver hat badge and inclement weather cover.
 - d. One pair of white or black gloves.
 - e. One black elastic badge cover.
 - f. Black patent leather shoes.
 - g. One silver name plate.
 - h. One silver jacket badge.
 - i. One belt with pouches, holster, etc.
 - j. One "Sam Brown" belt.
 - k. One silver Patriot Ribbon.
- 2. Equipment: The Honor Guard Team will be issued the following equipment to be maintained at the Police Department. This equipment is to be used only in official Honor Guard functions or training and is the responsibility of the Honor Guard Commander and/or designee.

- a. One flag of the United States, cover, and pole.
- b. One flag of the State of Florida, cover, and pole.
- c. One flag of the City of Fort Myers, cover, and pole.
- d. Two black shoulder flag harnesses.
- e. Two chrome plated 12-gauge shotguns.

E. Utilization:

1. The Fort Myers Police Department Honor Guard will be used for:

- a. Funerals, as approved by the Chief of Police.
- b. Posting of Colors, **as approved by the Chief of Police.**
- c. Special Events as designated by the Chief of Police.

F. Requests for service:

- 1. Within the agency: Requests for services from within the Department shall be made by via memorandum to the Honor Guard Commander. The Honor Guard Commander will then obtain permission from the Chief of Police or designee.
- 2. Outside the agency: Requests for services from individuals outside of the agency shall be referred directly to the Honor Guard Commander. The Honor Guard Commander will then obtain permission from the Chief of Police or designee. When a request is denied, the person requesting the Honor Guard will be notified by the Honor Guard Commander.

G. Presenting colors: As with anytime the Honor Guard presents colors, the center Officers serve as standard bearers for the flag of the United States and the secondary flag(s). The bearer of the United States flag shall be positioned to the right of the bearer of the secondary flag(s). Two rifle-bearing officers shall flank them on either side.

H. **Removal from the Honor Guard Unit: Any Member of the Honor Guard Unit can be removed from the unit without cause with discretion by the Honor Guard Commander and Assistant Honor Guard Commander.**

SECTION II: FUNERAL PROTOCOL

A. This directive provides guidance for Department uniformity in the conduct of funeral procedures. Because exact procedures covering all situations or eventualities pertaining to funerals cannot be foreseen, Commanders may find that it is necessary to adjust to the current conditions and/or circumstances.

B. Funeral: Consists of various ceremonies conducted by the Honor Guard to render a member of the Department a proper burial when the member of the Department or former member of the department passes away. The death may be in the line of duty, non-line of duty, retired sworn/civilian personnel, **and** civilian personnel.

1. There are (4) four classes of funerals:

- a. Chapel service followed by a motor procession to the gravesite or place of local disposition with the prescribed escort.

- b. Chapel service with no subsequent ceremony.
- c. Graveside services only.
- d. Services at a crematory.

2. In addition to the four classes of funerals, there are **(5) five** categories for funerals:

- a. Category 1: Full honors, usually reserved for line-of-duty deaths.
- b. Category 2: Death of an employee in any other manner.
- c. Category 3: Death of a civilian employee.
- d. Category 4: Death of a retired employee.
- e. Category 5: **Any death approved by the Chief of Police.**

- C. Funeral Commander: A sworn officer who is responsible for the conduct of the funeral and with delivering commands to Officers at the funeral. This Officer will be working closely with the family and funeral home director in planning the funeral. Normally, in an effort to keep a smooth transition from beginning to end, a Lieutenant or Sergeant would be utilized in this capacity. The deceased Officer's Division Commander will also become involved in the arrangements with the affected personnel.
- D. Escort Coordinator: A sworn member of the Department responsible for notifying and scheduling Officers for escort during the funeral procession. Marked police vehicles as well as motorcycles may be utilized depending on the ceremonial services provided by the Department. The Escort Coordinator works closely with the Funeral Commander, Honor Guard Commander, and Honor Guard Operations Sergeant. When the Escort Coordinator is not utilizing a motorcycle, a marked police vehicle will be utilized. The escort Officer also coordinates funeral procession routes and notifies adjoining counties, should the procession leave Fort Myers or Lee County.
- E. Twenty-one Gun Salute: The highest honor paid to an Officer killed in the line of duty. The firing party consists of not more than (7) seven riflemen and (1) one Officer in charge of the ceremonial firing.
- F. Aviation "Missing Man Formation" Performed by aviation units, normally helicopters, during funerals for Officers killed in the line of duty. The "fly over" occurs at the conclusion of the graveside services.
- G. Funeral Services Conducted by Other Agencies: Upon notification of the death of a Law Enforcement Officer in another agency, the Honor Guard Commander or **Assistant Honor Guard Commander** will coordinate with the Chief of Police in dispatching members of the Honor Guard to represent this Department.
- H. Procedures:
 - 1. Line of Duty Death: Officers of the Fort Myers Police Department will guard the body of the Officer immediately after death. The Honor Guard will assume that responsibility at the beginning of the visitation/viewing services. The casket watch shall remain at parade rest position during viewing. The casket watch should be rotated for periodic rest periods by relief Officers during extended viewing hours.
 - a. Police funeral conducted by the Honor Guard.
 - b. Officer is fully guarded and never left alone while body "lies in state."
 - c. Graveside ceremony conducted by Honor Guard.
 - d. **Bagpipes.**
 - e. Flag folding and presentation to family.

- f. Twenty-one-gun salute.
 - g. Taps.
 - h. Aviation fly over -- "Missing Man Formation."
 - i. Presentation of Officer's badge to family.
 - j. Last call.
 - k. ***Bagpipes.***
 - l. Any extra/special event.
- 2. Non-line of Duty Death:
 - a. Police funeral conducted by the Honor Guard.
 - b. Officer is fully guarded and never left alone while body "lies in state."
 - c. Graveside ceremony conducted by the Honor Guard.
 - d. Flag folding and presentation to family.
 - e. Taps.
- 3. Retired Sworn Personnel:
 - a. Police funeral conducted by the Honor Guard.
 - b. Officer is fully guarded and never left alone while body "lies in state."
 - c. Graveside ceremony conducted by Honor Guard.
 - d. Flag folding and presentation to family.
 - e. Taps.
- 4. Civilian Personnel/Civilian:
 - a. Graveside services conducted by Honor Guard.
 - b. Flag folding (if applicable) and presentation to family.
- 5. In each funeral service where there is a procession to another location or cemetery, the following will be the line of order:
 - a. Lead marked police vehicle.
 - b. (5) Five motorcycles surrounding the hearse.
 - c. Hearse (clergy normally in hearse, if not, clergy is in a vehicle behind lead car, in front of hearse).
 - d. (2) Two marked police units containing the honor guard.
 - e. All family vehicles.
 - f. Officer's squad or unit.
 - g. Highest dignitaries in order of rank.
 - h. Remaining mourners.
 - i. The Funeral Commander and Escort Coordinator will work with the Funeral Director to determine the line of procession.

6. Chapel Service: When the casket is closed at the house of worship or chapel, it shall be covered with the American flag provided by the Police Department. If possible, the flag should be flown over the police station prior to being draped on the casket.

a. Pallbearers:

1. Police Officers designated, as pallbearers will report to the Funeral Commander at least (60) sixty minutes before the ceremony begins in order to receive instructions.
2. If pallbearers receive boutonnieres, they will be pinned just under the badge, over the left breast pocket.
3. Upon entering the chapel, the whole group will be seated in the seating provided.

4. Honorary Pallbearers:

- a. They will enter the chapel, remove their head gear and "pass and review" the casket. They will be seated behind the pallbearers.
- b. They will normally walk behind the casket, while the casket is being carried.

b. When body and casket are arriving from another location:

Before the service, law enforcement personnel attending in uniform will form a line, as directed by the Funeral Commander, at the position of parade rest on both sides and facing the center of the walkway, where the casket will pass. This line will be formed at the closest point, next to the entranceway into the chapel or church. The highest-ranking member of this Department will be the first position next to the entryway, with the lower ranks to follow. Should there be another Chief or Sheriff from a different jurisdiction, they will form the opposite line with the Chief or Sheriff at the point closest to the entryway and opposite the highest-ranking member of this Department. The exception would be the deceased Officer's squad or unit would stand across from the chief of police. The other jurisdiction's highest-ranking Officer would then be next in line.

The bagpiper can meet the hearse and lead the procession to the service entrance and through the congregation.

The Honor Guard will escort the casket into the chapel from the hearse, between both lines of uniformed personnel. As the hearse is opened and the casket begins to move, the Funeral Commander will bring all personnel to DETAIL—ATTENTION—PRESENT—ARMS.

After the casket along with any family members and Honor Guard enter the chapel, the Funeral Commander will order DETAIL—ORDER—ARMS. The uniform personnel beginning with the highest rank, will then proceed into the chapel, remove any headgear, and proceed to the casket for a pass and review. Personnel will then go to the seating area reserved by the Funeral Director for VIPs. Any overflow will proceed to exit the chapel, after the pass and review, and take a position in the vicinity.

- c. Members of the Honor Guard can serve as active or honorary pallbearers if the family desires. Active pallbearers carry the casket and honorary pallbearers accompany the active pallbearers if they are civilians. If they are utilized in either capacity, the Honor Guard members will sit together in a designated area. When inside a church, the pallbearers will remove their hats with the right hand and place it under the left arm with the bottom of the hat next to the body. When seated, pallbearers will place their hats on their laps. Prior to carrying the casket at the designated time, or accompanying the pallbearers, the Honor Guard will replace their hats on their heads.
 - d. If the honor guard serves as active pallbearers or honorary pallbearers, the following procedures will be used. The portable bier shall be rolled to the doorway of the house of worship or chapel where the active pallbearers shall carry the casket. As the casket emerges from within the building, the Officer in charge shall give the command "Present Arms" and the formation shall salute. The salute shall be held until the casket is placed in the hearse and the Officer in charge or designee shall command "Order Arms." When honorary pallbearers are in civilian clothes, the right hand shall be placed over the left breast instead of the hand salute. The formation shall be dismissed and shall proceed to their vehicles for transportation to the cemetery. The procession shall be so arranged so that the pallbearers, honorary pallbearers, and color guard arrive at the cemetery in advance of the hearse.
 - e. At the conclusion of the chapel service, the Funeral Director will have all personnel rise and proceed to pass and review the casket one more time and then exit the chapel. The uniform Officers will once again line up outside the chapel as before. As the casket reaches the exit way, the Funeral Commander will order DETAIL—ATTENTION—PRESENT—ARMS. Once the casket is inside the hearse and the doors close, the Funeral Commander will order ORDER—ARMS—DISMISSED.
- Bagpipes play and lead the procession out of the congregation to the service exit door to the give a send-off of a loved one.***
- f. Should there be no graveside service, this will be the conclusion of the service.

7. Graveside Service:

- a. The family will stay in their vehicles until the entire funeral procession arrives at the cemetery. When guests are in place the ceremony begins. Uniformed Officers are called to attention, the family gets out of vehicles and takes their place, and then the casket is removed. Bagpipes can be played during this time.
- b. The uniform personnel will line up as directed by the Funeral Commander, which will be the same as the chapel service, with the personnel facing the

center of the path the casket will take. At the cemetery, the Honor Guard shall, with possible assistance with the Honor Guards of other local law enforcement agencies, form two ranks facing each other forming an aisle from the hearse to the gravesite. The honorary pallbearers shall start forming their lines nearest the gravesite with the ranks extending toward the hearse. If the number of honorary pallbearers is more than required to form two ranks from the hearse to the gravesite, the remaining Officers shall form ranks to the rear of the second rank. Other uniformed Officers and members of the Fort Myers Police Department will fall in behind these ranks.

- c. Once the personnel are in place, the hearse door will open, and the casket will be removed. At this point the Funeral Commander will order DETAIL—ATTENTION—PRESENT—ARMS. The salute shall be held while the casket is in motion and until positioned over the gravesite. Uniformed Officers attending shall stand at attention and render the hand salute when the casket is in motion out of doors. The command "Order Arms" shall be given, followed by the command "Parade Rest."
- d. Upon the command of "Present Arms," the Honor Guard shall execute the command. The standard bearers of the secondary flag(s) shall dip the standard, while the American Flag remains upright. The arms bearer shall come to the standard military position of "Present Arms." Upon command of "Order Arms," the standard bearer(s) shall bring the secondary flag(s) back to an upright position and the arms bearer shall return to the standard military position of "Order Arms."
- e. At the conclusion of the service at graveside, depending on the type of funeral, the Honor Guard will fold the flag, and the (21) Gun Salute will take place. At the conclusion of the (21) Gun Salute, Taps will sound, and if a "fly by" is in order, it will take place at that time. The Officer in charge should position Honor Guard members at each end of the casket to remove the American flag at the conclusion of the religious service. The colors shall be folded in a military triangle with the blue field showing and presented to the Chief of Police, who shall in turn present the flag to the family at eye level. During the folding of the flag a bagpiper will play an appropriate somber tune ("Amazing Grace"). All members of the funeral detail will be called to "Attention" at the onset of the folding of the flag. After the flag has been presented to the family, the Officer in charge shall order the Fire Team to commence firing a volley of ceremonial shots.
- f. Twenty-one Gun Salute:
 1. The firing party will consist of no more than (7) seven riflemen and (1) one Officer in charge.
 2. Normally, the firing party is positioned before the casket leaves the hearse at graveside services. The team of riflemen will be approximately (50) fifty yards away from graveside and face the grave in order to shoot over the grave.
 3. While standing arm to arm, the firing party will be brought to attention by their Officer in charge by ordering DETAIL—PRESENT—ARMS as soon as the casket is removed from the hearse. When the casket is

laid to rest upon the lowering device, the firing party will be ordered DETAIL—ORDER—ARMS.

4. As the flag is held over the casket, the Officer in charge will receive a signal from the Escort Coordinator to prepare the riflemen for fire.
5. At the correct time, the Officer in charge will order the firing party DETAIL—READY—AIM—FIRE. After the first volley is fired, the riflemen will return the guns to a ready position and await the order twice more, to fire. The firing party will then be brought to the position of parade rest, by the Officer in charge.
6. The Officer in charge will retrieve a spent shell casing and deliver it to the family at the closing of the service as a token for them to keep. Prior approval will be granted by the family.

g. Taps:

1. The sounding of taps will take place and then the folding of the flag will conclude the services, except for the "fly-by".
 2. At the conclusion of the services, the Funeral Commander will order, DETAIL—DISMISSED.
 3. The firing party will be dismissed by the Officer in charge of the firing team.
 4. The Honor Guard will be dismissed by the Chief of Police or his designee.
- h. At the folding of the flag, the Funeral Commander will order DETAIL—ATTENTION—PRESENT—ARMS. If a (21) Gun Salute is in order, it will take place at the end of the flag folding, and prior to the presentation of the flag to the family. Once the (21) Gun Salute has ended, Taps will be played. The Funeral Commander will then order DETAIL—ORDER—ARMS and they shall remain in that position until the Officer in charge has placed the deceased out of service, "10-7" on the radio. At this time, the Fort Myers Police Department communications will observe a moment of silence. This concludes the service. All detail members shall remain in positions ***until the bagpipers perform "Amazing Grace" and "Going Home". "Going Home" and*** the family has departed. After the family has departed the Officer in charge shall give the command "Detail Dismissed."

8. Mourning:

- a. The mourning period for Officers killed in the line of duty is (7) seven days.
- b. The period of mourning for Officers who pass away not in the line of duty will be until midnight the day of the funeral.
- c. There is no official period of mourning for retired Officers or civilians.
- d. During any period of mourning by the Department, the flags at headquarters and associated buildings will be at "half-staff."

- e. All sworn personnel, uniform or plain clothes, will wear a department approved mourning band centered on their badges during any designated mourning period.

- 1. The Chief of Police or designee may authorize Mourning Bands to be worn, as described above, during other designated times of respect/honor. (i.e. National Police Week, other Police Department Mourning Period, etc.)

9. Cremated Remains:

- a. During all phases of the funeral involving the cremated remains to be carried by hand, one Guardsman will be assigned to carry the receptacle containing the ashes with another Guardsman carrying the folded United States Flag.
- b. The bearer of the flag will always be to the right of the remains.
- c. When the receptacle containing the ashes is placed on the gravesite, (6) six members of the Honor Guard will unfold the flag and hold it over the grave during the graveside service.
- d. When the remains are conducted to a crematory and the ashes are to be interred at a later time, the police funeral will consist of an escort only. Once the remains are taken into the crematory, Officers will render a hand salute. No Taps or Twenty-one-gun salute will take place.
- e. When the entire funeral ceremony is held at the crematory, the volleys are fired, and Taps is sounded.

10. Funeral Announcement: The very last portion of the graveside services will incorporate a funeral announcement over the public address system from a marked unit close to the site. The announcement will include the Officer's full name, badge number, I.D. number, assignment, unit, division or district, with an ending statement of..."will be 10-7, Gone but not forgotten, God rest his or her soul."

- I. Records: A permanent file of active Officers who are killed in the line of duty or die as a result of injuries received in the line of duty will be maintained by the Personnel & Training Unit. The file will contain a photograph of the Officer and pertinent information on the circumstances surrounding the death and on personnel assigned as Survivor Assistance Officer and Funeral Commander.

- J. Uniform of the Day: The "Uniform of the Day" for an Officer attending a funeral involving a Law Enforcement Officer from any agency shall be long sleeve shirt and tie (Class A Uniform).

- K. Summary: The following list is provided as a simplistic summation of the law enforcement components of funeral services:

- 1. Funeral home – posting colors and casket watch.
 - 2. Motor escort – family and hearse to church.
 - 3. Casket enters church, escorted by Honor Guard Commander and pallbearers (Present Arms).
 - 4. Church service.
 - 5. Conclusion of service – casket leaves church, escorted by Honor Guard Commander and Pallbearers, to be placed in hearse (Present Arms).

6. Procession to cemetery – Honor Guard vehicles, motor escort, hearse, family vehicles, law enforcement vehicles, and civilians.
7. Hearse arrives – casket escorted to gravesite by Honor Guard Commander and Pallbearers. Family follows casket (Present Arms).
8. Graveside Service (Parade Rest).
9. Conclusion of Religious Service – flag folding with piper playing during folding (Attention).
10. Flag presentation to next of kin.
11. Fire Team fires 3 volleys.
12. Taps (Present Arms).
13. Fly Over.
14. Out of service on radio (Order Arms).
15. ***Bagpipers play.***
16. Detail Dismissed after family leaves cemetery.

SECTION III: FLAG COURTESY

The American flag is the symbol of our nation's strength and unity. It's been a source of pride and inspiration for millions of citizens. The flag is the embodiment of our ideals for the nation, and as such will be treated with respect by all employees of the Fort Myers Police Department. Etiquette for the display, handling, and movement of the flag, officially referred to as the National Colors of our country, is set down in Federal Law. All Fort Myers Police Department personnel shall render due respect and courtesy to the American Flag and the National Anthem.

A. Procedures for saluting the American Flag:

1. Military Salute:

- a. The military salute shall be rendered from a position of attention, standing erect with shoulders back, chest out, stomach in, and heels together with toes slightly pointed outward.
- b. The right forearm shall be inclined at a least (45) degree angle with the upper arm parallel to the ground and elbows slightly forward.
- c. The tip of the right forefinger shall touch the hat brim slightly to the right of the right eye with thumb and forefingers extended and joined. The hand and wrist shall be in a straight line with the palm slightly inward.

2. Civilian Salute:

- a. The civilian salute shall be rendered from a position of attention (same procedure for military salute).

- b. Non-uniformed male personnel wearing hats shall remove the hat and hold it in the right hand against the left shoulder, with the right hand over the heart.
- c. Non-uniformed female personnel with or without hat and male personnel without a hat shall place the right hand over the heart with the palm inward and the hand in an open position with the fingers and thumb together.

B. National Anthem:

- 1. Flag not displayed: When the National Anthem is played and the American Flag is not visible, all personnel shall stand at attention and face the direction of the music.
 - a. Uniformed personnel wearing hats shall render a military salute, beginning with the first note of the music and held until the last note, unless actively engaged in the performance of other required duties.
 - b. Uniformed personnel not wearing hats and non-uniformed personnel shall stand at attention.
- 2. Flag displayed: When the National Anthem is played, and the American Flag is displayed:
 - a. Uniformed personnel wearing hats shall face the flag and render a military salute, unless so doing interferes with the performance of required duties.
 - b. Uniformed personnel not wearing hats and non-uniformed personnel shall face the flag and render a civilian salute, except when so doing interferes with the performance of required duties.
 - c. The American flag is always displayed with the stars visible on the right (observers left).

C. Flag Courtesy in Ceremonies and Processions:

- 1. During ceremonies such as the Pledge of Allegiance or the raising or lowering of the flag, all present shall face the flag.
 - a. Uniformed personnel wearing hats shall render a military salute.
 - b. Uniformed personnel not wearing hats and non-uniformed personnel shall render a civilian salute.
- 2. In a procession, the flag shall be saluted from a position of attention with the salute rendered at the moment the flag passes (6 paces before & 6 paces after).
 - a. Uniformed personnel wearing hats shall render a military salute.
 - b. Non-uniformed personnel and uniformed personnel not wearing hats shall render a civilian salute.

D. Pledge of Allegiance: The Pledge of Allegiance should be rendered while standing at attention facing the National Colors with the right hand over the heart. Persons in uniform should remain silent, face the flag, and render proper hand salute.

E. Displaying the American Flag:

1. Outdoors:

- a. The American Flag is customarily displayed from sunrise to sunset on buildings and stationary flagstaffs. It can be displayed when illuminated at night.
- b. The American Flag should not be displayed outdoors during inclement weather, (Hurricane, etc.).
- c. When the American Flag is displayed from the same flagpole with another flag, the American Flag shall be the topmost flag.
- d. When the American Flag is displayed with flags that are on other poles, the American Flag shall be positioned to the right of the other flagpoles facing outward from a building or structure. The American Flag shall be the first raised and last lowered.
- e. When displayed on a motor vehicle, the flagstaff shall be fixed or clamped firmly to the chassis or body of the vehicle. The flag shall not be draped over the hood, top, or back of the vehicle (city flag on the left, American flag on the right).
- f. When carried in a procession, the American Flag shall be on the right of the marchers. If multiple flags are displayed, the American Flag shall be either to the right of the display or centered to the front of the display of staffed flags.

2. Indoors:

- a. When the American Flag is displayed in a public meeting place where there is a speaker, the flag shall be in front, and to the right, of the speaker facing the audience. If the flag is displayed flat it shall be above and beyond the speaker, against a wall and facing the audience with the union (stars on blue field) at the top and to the flags own right.
- b. When the American Flag is displayed at a public assembly where there is no speaker, it shall be to the right of the assembly.
- c. When the American Flag is displayed on a staff with another staffed flag, the American Flag shall be to the right. When displayed with another flag with crossed staffs, the American Flag shall be placed on its own right, with its staff crossed in front.
- d. When the American Flag is displayed with multiple staffed flags, the American Flag shall be in the center and at the highest point of display.

3. Flag in Mourning:

- a. The American Flag shall be flown at half-staff to indicate national mourning by order of the President of the United States. To place the flag at half-staff, it shall be first fully raised to the peak and then lowered to the half point. When the flag is retired at the end of the day, it shall be raised to the peak and then lowered. On Memorial Day, the flag is displayed at half-staff until noon and at full staff for the remainder of the day.

- b. When the American Flag is used to cover a casket, it shall be placed so that the union is at the head and over the left shoulder. The flag shall not be lowered into the grave or allowed to touch the ground.
 4. Folding the flag: When the American Flag is lowered, no part of it shall touch the ground or any other object. To store the flag, it shall be folded neatly. The flag shall be first folded lengthwise in half then lengthwise in quarters, with the blue field on the outside. Starting at the end opposite the flag union, continuous triangular folds shall be made until the flag resembles a triangular hat with the blue field exposed.
 5. Disposal of the flag: When an American Flag is badly worn, soiled or faded, and is not fit for display, it shall be disposed of privately in a dignified manner, preferably by burning.
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REFERENCES:

Title 4, US Code (Flag and Seal)

Title 36, US Code (Patriotic Societies and Observances)

General Order 12.1 – Line of Duty Deaths

APPROVED:

[ELECTRONIC SIGNATURE ON FILE]

Jason Fields, Chief of Police
Fort Myers Police Department

10/18/2024

Date _____