

 <p style="text-align: center;"><b>YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS</b> <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER <b>309 HONORS, COURTESIES AND CEREMONIES</b>	
	EFFECTIVE DATE: <p style="text-align: center;"><b>01 MAY 2020</b></p>	REVIEW DATE: <p style="text-align: center;"><b>ANNUAL</b></p>

**PURPOSE**

The purpose of this General Order is to explain the Department’s rules, regulations and procedures to honor and carry on traditional police honors, customs and ceremonies.

**POLICY**

The policy of the Department is to encourage and facilitate traditional police customs, traditions, honors and ceremonies. Members should learn and observe these traditions and customs and take pride in carrying them out properly. Like wearing the uniform, they represent a select group of individuals who have taken a special oath to support, protect and defend their community.

**COURTESY**

All employees shall treat each other respectfully, courteously and professionally at all times.

**NATIONAL FLAG AND ANTHEM**

All members of the Department while in uniform shall salute the National Flag as they pass in public parades, ceremonies, or other occasions, or when carried into any building, room or place where they are present. Whenever the National Anthem is played where members of the Department are present, they shall stand at attention facing the U.S. flag if displayed or facing the music if no flag is displayed. If in uniform, they shall salute at the first note, holding the position of the salute until the last note of the Anthem. If not in uniform and wearing a hat or other headgear, they shall remove same at the first note holding the headgear over the heart until the last note. Members shall place their hand over their heart if not wearing headgear.

**FUNERALS**

Members of the Department may attend viewings, funerals, memorial, and interment ceremonies in uniform as official representatives of the Department with the approval of the Chief of Police or Assistant Chief of Police. The uniform is designed to convey dignity, professionalism, and military bearing. The uniform creates a first impression of the wearer and the department. As such, the uniform must be impeccably fitted, meticulously clean, and worn with pride and dignity.

Organized Departmental attendance at viewings, funerals, and interment ceremonies may take place under the following circumstances:

- Death of an active member of the department (sworn or civilian)
- Death of a retired member of the department (sworn or civilian)
- Death of a spouse, child, parent, or grandparent of an active or retired member of the Department
- Line of duty death of a law enforcement officer from another department
- Other funeral ceremonies as determined by the Chief of Police or Assistant Chief of Police

The Commander of the Ceremonial Unit will function as the Family Liaison Officer (FLO) and will represent the Department to the family. The FLO may appoint an assistant (normally a supervisor and member of the Ceremonial Unit) to assist.

The FLO will contact the family of the deceased once the Department receives notification of the death of a person listed in the above categories. The FLO will determine:

- Whether and what type of honors the family desires
- The date, time and location of the viewing, if any
- The date time and location of the funeral service
- The date time and location of the interment

Once the FLO obtains basic information, a “Black Border” message will be issued. The FLO will then make arrangements for appropriate honors consistent with the wishes of the family and established protocols.

The Ceremonial Unit Commander will arrange for services provided by the Ceremonial Unit such as casket watches, color guard, firing party, bugler, pallbearers.

The Ceremonial Unit Commander will appoint an OIC to be in charge of other department personnel attending in uniform or representing the department in civilian clothes.

The Ceremonial Unit Commander will maintain liaison with the family, the funeral director, outside law enforcement agencies and other entities as necessary and appropriate.

Ceremonial Unit honors will be rendered as prescribed in the Yale University Police Ceremonial Unit Manual.

#### **FUNERAL HONORS PROTOCOL**

The following honors will be provided under these circumstances with concurrence of the family:

##### **Active Member- Line of Duty**

- Casket watch
- Hearse escort
- Pallbearers
- Color Guard
- Firing Party
- Bugler
- Flag folding and presentation
- Motorcycle escort
- Last call

##### **Active Member- Not line of duty**

- Casket watch
- Pallbearers
- Interment ceremony
- Color guard (if requested)
- Flag folding and presentation (if requested)
- Motorcycle escort

**Retired Member**

- Casket watch
- Funeral escort
- Pallbearers (if requested)
- Flag folding and presentation (if veteran)
- Firing party (if veteran)
- Interment ceremony
- Motorcycle escort

**Family Member**

- Portal guard
- Funeral escort
- Interment ceremony
- Motorcycle escort

**Others**

- As determined by the Ceremonial Unit Commander in consultation with the family and the Chief of Police/ Assistant Chief of Police.

The extent and type of official participation by uniformed members not members of the Ceremonial Unit will be determined by the Ceremonial Unit Commander in consultation with the Chief of Police/ Assistant Chief of Police depending upon the nature of the ceremony and the operational needs of the Department.

The Ceremonial Unit Commander and the Event OIC will develop an operational plan for the event which will be communicated to uniformed personnel attending the event as Department representatives.

**DEPARTMENT CEREMONIAL UNIT**

The mission of the Ceremonial Unit is to represent the department at parades, funerals, memorial services and other ceremonial events, presenting the finest level of service with professionalism, integrity, dignity and honor.

Membership in the Ceremonial Unit is one of the most sensitive, important and visible duties a member will perform as a representative of the department. Each member serves as a personal representative of the department and the image presented has a significant and lasting impression on fellow department members, other law enforcement personnel and the community we. In choosing to become a member of the Ceremonial Unit, members must commit themselves to be role models to other members of the department and to represent the department with honor.

Participation in the Ceremonial Unit, while voluntary, is a privilege. As such, members shall continuously adhere to strict discipline, military bearing, high appearance standards, and professional courtesy. The ceremonial uniform shall always be clean, well pressed and creased, tailored, and properly fitted. Members will wear their regular daily attire in the same manner.

**Selection**

Membership in the Ceremonial Unit is open to current officers and supervisors in good standing with the department. Selection to the unit shall be made after a requesting member receives approval from their chain of command. Strong consideration will be given to selecting those members who exemplify a very high professional image in appearance, performance and ethical behavior.

**Organization**

The Ceremonial Unit consists of the Honor Guard. The Unit is commanded by a supervisor appointed by the Chief of Police.

The Ceremonial Unit Commander is responsible for the overall operation of the Unit including equipping, training, scheduling, coordination, and supervision of the unit's activities. The Unit Commander may appoint an executive officer to assist in the execution of these duties.

Ceremonial Unit activities will be conducted in accordance with the Yale University Police Ceremonial Unit Manual.

**Duties and Responsibilities**

In accordance with the wishes of their family, the Unit may serve at funerals of police officers, retired or active employees of the police department or members of their immediate family, or any ceremonial function authorized by the Chief of Police or Assistant Chief of Police or the unit commander. The Unit may act as honor guard during the viewing or funeral, act as pallbearers or in other appropriate ceremonial roles such as a color team, firing party, flag folding and presentation, or bugler.

**Military Bearing and Appearance**

The Unit is a paramilitary organization in which proper military bearing is expected at all times. Members of the Unit take pride in their personal appearance and maintain attention to detail with their uniforms. Members' appearance and uniform will be clean and neat at all times, hair and moustaches neatly trimmed and shoes polished and shined.

The Unit Commander has the authority to restrict or eliminate the participation of any member based upon their attitude, appearance, lack of training, lack of proficiency, lack of professionalism, failure to report for details or training sessions or for demonstration of conduct unbecoming a member of the ceremonial unit or whose actions reflect poorly on the unit.

**Training Sessions**

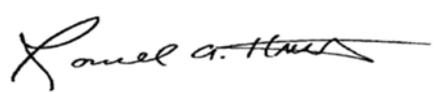
Periodic training sessions may be scheduled and members are expected to attend.

To assure complete readiness of the Unit, members will be subject to proficiency tests. The proficiency tests will include a review of Unit guidelines, uniform configuration, marching commands, flag folding, color team procedures, and casket vigils including as much practice time as is warranted.

**Uniforms and Equipment**

Uniforms and equipment will be issued to unit members as needed.

PER ORDER OF



RONNELL A. HIGGINS  
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE