



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 01, 2002	REVISED DATE: JANUARY 21, 2008	NO. PAGES: 1 of 4	NUMBER: 1.3.03
SUBJECT: POLICE CEREMONIES AND MEMORIAL SERVICES			
ASSOCIATED MANUAL:		RELATED ORDERS: 1.3.04	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Substantive changes are in italics

PURPOSE: To establish guidelines for the Cleveland Division of Police Ceremonial Team.

POLICY: Members of the Ceremonial Team perform appropriate courtesies at ceremonies, memorial services, funerals, and civic events.

PROCEDURES:

- I. The Ceremonial Team is comprised of two segments, the Honor Guard, which will serve as the Division’s Color Guard, Funeral Detail, Rifle Squad and Marching Unit. The Pipes and Drums of the Cleveland Police will serve as the Division’s musical component.

- II. The Chief of Police shall:
 - A. Select the Ceremonial Team based on recommendations from a panel of officers designated by the Chief.
 - B. Designate a Coordinator of the Ceremonial Team.
 - C. Determine uniforms that the Ceremonial Team personnel shall wear.
 - D. Receive all requests for the Ceremonial Team to participate in an event.

- III. Participation
 - A. Active members of the Division, regardless of rank or seniority, who are height and weight proportionate, may volunteer to participate for the Ceremonial Team. Requirements include performing precision movements (marching and military bearing). Grooming and physical conditioning standards are requirements.

- B. Participation in the Ceremonial Team's activities *shall be strictly monitored by the Ceremonial Team Coordinator and approved by the Chief*. All participation is voluntary and non-compensable. The only exception shall be participation in sanctioned Division of Police functions such as certain police memorial events, funerals of active or retired Cleveland police officers, mandated training sessions and any other such events as pre-approved by the Chief of Police.

IV. Scheduling

- A. Non-compensable participation in a Ceremonial Team event shall not interfere with a member's work schedule.
- B. Compensable participation that conflicts with a member's work schedule requires that a member first receive written authorization from the member's supervisor in advance of such participation.

V. Tour of Duty/Compensation

Participation in an approved event shall be considered a tour of duty for the Ceremonial Team member(s). If off duty, the participating member shall receive compensatory time according to the following schedule.

- A. Line of Duty Death: All Team members shall be detailed to the funeral of a member who dies in the line of duty, or if off duty, receive compensatory time for the duration of the event.
- B. Non-Line of Duty Death (Active and retired member): Team members shall be detailed or receive a minimum of four (4) hours of compensatory time (+4M) and if more than four hours, compensatory time to equal the duration of the event.
- C. Other Events: Team members shall receive a minimum of four (4) hours of compensatory time and if more than four hours, compensatory time to equal the duration of the event.

VI. Funerals

The most important function of the Ceremonial Team is to ensure that members who die in the line of duty are rendered all appropriate honors. The Division of Police also recognizes that active and retired members are deserving of certain courtesies at the time of their deaths.

- A. Line of Duty Deaths: The entire Ceremonial Team shall be detailed to participate in the funeral ceremonies of a member who dies in the line of duty.
 - B. Non-Line of Duty Deaths
 - 1. Active Member: A maximum of twenty-one (21) Ceremonial Team members shall be permitted to attend the funeral of an active member.
 - 2. Retired Members: A maximum of sixteen (16) Ceremonial Team members shall be permitted to attend the funeral of a retired member.
 - C. Ceremonial Team procedures: Specific Ceremonial Team procedures shall be defined in the Ceremonial Team Manual to be maintained by the Ceremonial Team Coordinator.
- VII. *Training - Compensable training shall be limited to four hours per day, five days per year. The Deputy Chief of Field Operations or designee may allow an exception to these limits.*
- VIII. *Compensation and Attendance*
- A. *The Ceremonial Team shall have a pre-structured Ceremonial Team event sign-in sheet with the name of every Ceremonial Team member participating. Each member shall sign in next to his/her name noting their time of arrival.*
 - B. *Members shall accurately document their attendance on a pre-structured Form-1 if attendance is a tour of duty or an OT-2 overtime card if compensation is received for attendance.*
 - 1. *All members working a tour of duty shall be carried on the Daily Duty Assignment (DDA) of their assigned unit as working an assigned detail.*
 - 2. *The pre-structured Form-1 must be signed by the member's supervisor. The original approved Form-1 remains with the member's timekeeper.*
 - 3. *A copy of the approved Form-1 shall be delivered by the participating member to the Ceremonial Team Event OIC.*
 - C. *The Ceremonial Team Event OIC shall attach the completed OT-2 cards and copies of the Form-1 to the CT event sign-in sheet and forward the packet to the Ceremonial Team Coordinator who shall ensure that it is complete and*

accurate. The Ceremonial Team Coordinator will sign the Form-1's and on the recommended line of the OT-2 cards.

- D. The Ceremonial Team Coordinator will forward the completed Ceremonial Team event packet (sign-in sheet, Form-1's and OT-2 cards) to Field Operations to be reviewed and approved by the Division of Police Special Events Coordinator.*
- E. The Division of Police Special Events Coordinator will then forward the entire Ceremonial Team event packet to the Timekeeping Unit for entry into the timekeeping computer system.*
- F. The Timekeeping Unit will enter only the OT-2 cards. The District/Unit timekeeper shall enter the time for all detailed personnel.*
- G. After the Timekeeping Unit has made the appropriate entries, the entire CT event packet shall be returned to the Ceremonial Team Coordinator. The Ceremonial Team Coordinator shall store and maintain the entire Ceremonial Team event packet in a locking file cabinet for future timekeeping audits and disposal in accordance with the Division of Police public records retention schedule.*