

A. **PURPOSE.** To outline the organization and responsibilities of the Honor Guard

B. **ORGANIZATION**

1. The Honor Guard is coordinated by a police supervisor as an additional duty. They report directly to the Deputy Chief of Police of Operations.
2. The Honor Guard is staffed with a police supervisor, police officers, and others assigned by the Chief of Police.

C. **SPECIFIC RESPONSIBILITIES**

1. The Honor Guard represents the Police Department at:
  - a. Parades of citywide interest when a request is made by the parade sponsor and approved by the Deputy Chief of Police of Operations.
  - b. Funerals of current or retired Grand Rapids Police Department members upon request.
  - c. Other events approved by the Deputy Chief of Police of Operations.
2. Honor Guard Officers are to be excused by their unit supervisor from regular assignments for Honor Guard events and receive overtime pay or compensatory time for off duty Honor Guard functions approved by the Deputy Chief of Police of Operations.