

GUARD OF HONOUR FOR FUNERALS OF EMPD OFFICERS

Item B-CS (04-2007) MC 15/03/2007	GUARD OF HONOUR FOR FUNERALS OF EKURHULENI METROPOLITAN POLICE OFFICERS
--------------------------------------	--

RESOLVED:

1. **That** the contents of the report regarding the Guard of Honour for funerals of Ekurhuleni Metropolitan Police Officers **BE NOTED**.
2. **That** the Proposed Policy: Guard of Honour for funerals of Ekurhuleni Metropolitan Police Officers, attached to the report as **Annexure "A"**, **BE APPROVED ACCORDINGLY**.
3. **That** a special Guard of Honour Unit **BE ESTABLISHED** to operate within the prescriptions of the policy referred to in **2** above.
4. **That** a Guard of Honour for external law enforcement agencies, Councillors and other Senior Council Officials **BE SUBJECTED** to the principles of the policy attached as **Annexure "A"** to the report.

POLICY: GUARD OF HONOUR

(EMPD Funerals)

1 GUARD OF HONOUR

- 1.1 Only officers assigned to the special guard of honour unit will be allowed to attend a funeral on an overtime basis when off-duty.
- 1.2 Services by the Guard of Honour as well as attendance of funerals outside the Province of Gauteng, will be authorized by the Chief of Police.

2. DUTIES OF THE HONOUR GUARD COMMANDER

The Commander must as soon as possible be informed of the death of an officer. His/her responsibilities will comprise of the following –

- 2.1 He/she will act as funeral operations coordinator and will assume full responsibility for the entire funeral operation. It is proposed that he/she should be at Chief Superintendent level due to the number of people required for the event and the scope of the work. The Commander shall assume responsibility to personally notify the family/next of kin of the death of an officer.
- 2.2 The Commander must where possible arrange that a Chaplin visits the family, but will in addition hereto liaise with the family. Unless initiated by the family, no discussion of funeral arrangements will be made until 24-hours have passed from the time of the officer's death.
- 2.3 In the event of a funeral taking place outside the Ekurhuleni Metropolitan Municipality's area of jurisdiction, he/she will be responsible to make the necessary travel arrangements in consultation with the Director of Logistics a Sub-section of Muntra.
- 2.4 The Commander will also liaise with the appointed Funeral Agency to ensure that they understand the role and participation of the EMPD.
- 2.5 The Commander will also arrange that officers be designated to conduct the funeral procession.
- 2.6 The Commander will appoint a Ceremonial Unit Supervisor. The latter will be responsible for all ceremonial rites, such as (taps) 21 gun salute, flag folding at the funeral home, church or cemetery.

3. CEREMONIAL UNIT SUPERVISOR

- 3.1 The supervisor will assume responsibility for the training and command of the honour guard contingent.

- 3.2 He/she will arrange that officers act as pallbearers should the family agree thereto.
- 3.3 The Guard of Honour will consist of a maximum of twelve (12) officers, excluding the pallbearers.
- 3.4 The guard will stand parade at the funeral home, church and/or cemetery.
- 3.5 Officers will be dressed in the prescribed ceremonial uniform.
- 3.6 The casket will be draped in the flag of the EMPD and will be removed, folded and presented by the Commander to the Chief of Police or his authorised delegate. The flag will then be handed over to the family (survivor) at the cemetery.

4. TWENTY-ONE-GUN-SALUTE

- 4.1 A Twenty-One-Gun-Salute shall only be applicable to members of the EMPD who die in the line of duty.
- 4.2 A Twenty-One-Gun-Salute will be provided to an officer fallen in the line of duty, subject to approval received from the family.

5. ASSISTANCE / GUARD OF HONOUR / OTHER LAW ENFORCEMENT AGENCIES

- 5.1 The EMPD will consider and permit a maximum of six (6) officers to participate in a guard of honour when requested to do so by a law enforcement agency outside Ekurhuleni, but within the Province of Gauteng.

The scope of their participation will be determined by that agency. Participation will be limited to officers who die in the line of duty.

6. OTHER COUNCIL OFFICIALS

- 6.1 The request to perform a Guard of Honour in the event of the funeral of a Senior Council official and/or Councillor must be directed to the Chief of Police.
- 6.2 The request mentioned in 6.1 shall be at the discretion of the Chief of Police.
- 6.3 Should the response on the request be favourable from the Chief of Police, the Guard of Honour shall be subjected to the principles of paragraph 5.1 above.
- 6.4 The Guard of Honour for any official as mentioned in 6.1 above shall not include a Twenty-One-Gun-Salute.