

CHAPTER 16: COURTESIES AND RECOGNITION

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1.0 COURTESY

1.1 POLICY

It is the policy of the Buffalo Police Department that its employees perform their duties in an efficient, courteous, and orderly manner using patience and good judgment at all times. They shall be courteous and considerate to the public, to their superior officers and to their fellow employees. They shall not use harsh, profane, or insolent language. They shall be tactful in the performance of their duties and they are expected to exercise the utmost patience and discretion even under the most trying circumstances.

1.2 ATTITUDE AND IMPARTIALITY

Employees, while vigorous and unrelenting in the enforcement of the law, must maintain a strictly impartial attitude toward complainants, violators, witnesses and suspects.

1.3 ASSISTANCE TO CITIZENS

Employees shall, in accordance with policies and procedures of the Department, render all possible police service to any citizen seeking information or assistance.

1.4 TITLES

- A. Superior officers shall be addressed by their correct title and surname at all times.
- B. When answering Department telephones, employees shall apprise the caller of the employee's rank and surname.

1.5 REPORTING TO SUPERIOR OFFICERS

- A. Unless expressly authorized to the contrary, Department employees desiring to confer with a superior officer (refer M.O.P. Chapter 9 concerning "official" and "unofficial" communications) who is not their immediate superior, shall first obtain their immediate superior's permission. The integrity of the chain of command is essential to the good order of the Department and it should not be breached unnecessarily.
- B. When reporting to a superior officer, employees of the Department must show all due deference to that superior Officer.

1.6 ADDRESSING PLAIN CLOTHES OFFICERS

Unless addressed first, Department employees shall not address or call attention to plain clothes officers while the plainclothes officers are in the performance of duty. This is to ensure the safety of the plainclothes officers.

1.7 ASSISTANCE TO FELLOW EMPLOYEES

In accordance with established procedures, employees shall come to the aid of, and assist and protect their fellow employees to the fullest extent practicable.

2.0 HONORS AND SALUTES

2.1 POLICY

It is the policy of the Buffalo Police Department that all employees exhibit proper respect during the playing of the national anthem and when acknowledging the display of the American flag. Uniform members of the Department shall use the hand salute during these instances and also when encountering a superior officer.

2.2 EXECUTING THE HAND SALUTE

Uniformed members of the Department shall render the hand salute by raising the right hand smartly until the tip of the forefinger touches the lower part of the headdress or forehead above the right eye. The thumb and forefinger shall be extended and joined with the palm facing to the left. The hand, wrist and forearm shall be aligned and inclined about 45 degrees. The salute shall be executed while looking at the person or object that is being saluted. When the salute has been returned, or recognition acknowledged, the hand shall be dropped smartly to the side in one smooth motion. Salutes shall only be rendered from the position of "attention."

2.3 SALUTING DURING THE NATIONAL ANTHEM

A. Uniformed Members

When the National Anthem is played, uniformed members of the Department shall face the American flag, assume the position of "Attention," and execute the hand salute until the Anthem is completed. The baton, if carried, shall be placed under the left arm while the salute is being executed.

B. Plain Clothes Employees

When the National Anthem is played, non-uniformed employees of the Department shall remove their hat, if any, and place it over the left breast. If no hat is worn, they shall place their right hand over the left breast.

2.4 SALUTING THE AMERICAN FLAG

A. Uniformed Members

Upon the approach of the American flag, uniformed members of the Department shall assume the position of "Attention." The hand salute shall be executed when the flag is six paces away and shall be held until it has gone six paces past. When indoors, the hand salute shall be executed when the flag is carried into any room or building in which the uniformed member is present. If the member is carrying a baton, the baton shall be placed under the left arm while the salute is being executed.

B. Non-uniformed Employees

Upon the approach of the American Flag, non-uniformed employees of the Department shall remove their hat, if any, and hold it over the left breast. If no hat is worn, they shall place the right hand over the left breast.

3.0 DISPLAYING THE AMERICAN FLAG

3.1 POLICY

It is the policy of the Buffalo Police Department that the American Flag will be displayed on all Department buildings in a manner consistent with proper flag etiquette.

3.2 DISPLAYING THE AMERICAN FLAG - GENERALLY

- A. The American Flag shall be displayed in a manner consistent with flag etiquette. It shall never be dipped to any person or any thing.
- B. Beginning at sunrise and ending at sunset the American Flag will be flown daily on all Department buildings, except during inclement weather.
- C. On Memorial Day, the flag will be flown at half staff from sunrise until noon, and at full staff from noon until sunset.
- D. Public Law 103-322 directs that the flag of the United States be displayed at half staff on all government buildings on May 15, National Peace Officers Memorial Day.

3.3 DISPLAYING THE FLAG FOR DECEASED MEMBERS

A. Death of an Active Sworn Member

When an active sworn member dies, the American Flag shall be flown at half staff at all Department buildings from the time of the member's death until sunset on the day of the funeral.

B. Death in the Line of Duty

When a sworn member is slain in the line of duty, the American Flag will be flown at half staff at all Department buildings from the time of death until sunset of the day of the funeral. At the stationhouse to which the member was assigned, the American Flag shall be flown at half-staff from the time of death until ten (10) days thereafter.

4.0 AWARDS

4.1 POLICY

It is the policy of the Buffalo Police Department to bestow recognition to members of the Department and to the community, who engage in noteworthy law enforcement related actions. Awards of this type are not only a credit to the individual member but reflect positively on the Department as a whole.

4.2 AWARDS BOARD

The Department Awards Board shall be comprised of seven sworn members of the Department.

The Board shall consist of the seven appointed Chiefs.

- A. Chief assigned to the Awards Board shall serve as the Chairperson and make final determinations as to its members.
- B. The Awards Board will review and evaluate all nominations submitted.
- C. The Awards Board will make recommendations to the Commissioner concerning the presentation of the various Departmental Honors. For awards presented by outside agencies, the Awards Board will make recommendations when the outside agency requests that the Department submit nominations.

4.3 REPORTS OF MERITORIOUS SERVICE

- A. Superior Officers shall prepare and forward to the Chairperson or any member therein, a complete report of any meritorious or outstanding police service performed by a subordinate which has come to the Superior Officer's attention.
- B. Any employee may submit a report to the Awards Board recognizing any meritorious or outstanding police service performed by himself/herself or another member, and which the employee believes worthy of attention.
- C. All reports shall be prepared on Intra-Departmental Memorandum and shall be forwarded through the chain of command to the Awards Chairperson.

4.4 REPORTING CITIZEN'S MERITORIOUS ACTIONS

- A. Any member of the Department having knowledge of any meritorious service performed by a civilian in furtherance of law enforcement, shall call it to the attention of their Commanding Officer.
- B. The Commanding Officer shall prepare a report on Intra-Departmental Memorandum and forward the report to the Awards Board for review. The report may contain a request that the civilian be commended in the name of the Department for his/her actions.

4.5 PRESENTATION OF AWARDS

The Commissioner shall present the awards at least three times annually. They shall be presented during the months of January, May and September of each year or at any other time deemed appropriate by the Commissioner.

4.6 TYPES OF AWARDS

A. Medal of Honor

The Medal of Honor is the Department's highest award. It shall be presented to a member of the Department who, in the line of duty, distinguishes himself/herself by performing an extraordinary act of bravery while consciously disregarding actual and serious imminent danger to his/her life. This award shall be presented annually or at

any other time deemed appropriate by the Commissioner. The award shall consist of a medal attached to a red, white and blue ribbon.

B. Medal of Valor

The Medal of Valor is awarded for an action in which the member places his/her life in jeopardy while performing either a life saving action, preventing a serious crime, or effecting the arrest of an armed and dangerous felon. The Medal of Valor may be presented to a civilian for an action in which the civilian jeopardizes his/her own safety to assist a member of the Buffalo Police Department. This award shall be presented three times annually or at any other time deemed appropriate by the Commissioner. The award shall consist of a medal attached to a red and white ribbon.

C. Commissioner's Medal of Commendation

The Commissioner's Medal of Commendation is awarded to members of the Department who exemplify outstanding police work. It shall be presented to Officers for recognition of their hard work and dedication to their sworn profession as Police Officers. This award shall be presented three times annually to a member of each District and special unit to recognize their excellence in service and devotion to duties. The Award shall consist of a medal attached to a blue and white ribbon.

D. Distinguished Service Award

The Distinguished Service Award shall be presented to members of the Department who have provided exceptional police service throughout their career that evokes merit to themselves and the Department. This award shall be presented to members who have served on the Department for a minimum of ten years and continue to provide distinguished service. This award shall be presented annually or at any other time deemed appropriate by the Commissioner. The award shall consist of medal attached to a blue and red ribbon.

E. Commissioner's Leadership Award

The Commissioner's Leadership Award shall be presented to those members of the Department who have displayed the leadership and dedication that exemplify the mission and values of the Buffalo police Department. The award shall be presented annually or at any other time deemed appropriate by the Commissioner and shall consist of a green and gold medal.

F. Mayor's Award of Merit

The Mayor's Award of Merit shall be presented by the Mayor to those members who have performed meritorious police service that reflects credit on themselves and the Department. This award shall be presented annually or at any other time deemed appropriate by the Commissioner and shall consist of a blue and gold medal.

G. Civilian Distinguished Service Award

The Civilian Distinguished Service Award shall be presented to those civilian members of the Department who have performed acts of distinguished service that reflect beneficially on themselves and the Department. This award shall be presented

annually or at any other time deemed appropriate by the Commissioner and shall consist of a plaque.

H. The Mayor's Civilian Award of Merit

The Mayor's Civilian Award of Merit shall be presented to any member of the public who has engaged in any meritorious service that assists the Buffalo Police Department. This award shall be presented annually or at any other time deemed appropriate by the Commissioner and shall consist of a plaque.

I. Expert Marksmanship Award

The Expert Marksmanship Award shall be presented to members who have attained a score of at least 225 out of a possible 250 (or comparable scoring method) on the BPD firearms requalification course. This award will be presented at the time the Officer qualifies and only upon verification of Firearms Unit Personnel. It will be renewed each year provided the minimum score is achieved. The award shall consist of a medal.

J. Physical Fitness Award

The Physical Fitness Award shall be presented to members who voluntarily take a physical fitness test and achieve a predetermined score, as witnessed by the Officer designated to implement the program. The award shall consist of a medal.

4.7 WEARING OF RIBBONS AND MEDALS

Refer to M.O.P. Chapter 12.

4.8 COMMENDATIONS TO BE RETAINED IN PERSONNEL FOLDER

All reports of commendations, from whatever source received, shall be retained in the member's permanent personnel file.

4.9 REWARDS, GRATUITIES AND GIFTS

A. Any member receiving a reward, gratuity or gift, as a consequence of his/her status as a member of the Department or for any service provided in the performance of duty, shall through his/her Commanding Officer, promptly forward it to the Commissioner, together with a written report explaining the reason and the nature of the services for which such reward, gift or gratuity was received.

B. The Commissioner at his/her discretion, may permit a member to retain the reward, gift or gratuity, for meritorious or extraordinary service rendered by the member in the discharge of the member's duty.

5.0 COURTESIES TO DECEASED MEMBERS

5.1 POLICY

It is the policy of the Buffalo Police Department to pay tribute to its deceased members.

5.2 NOTICE OF DEATH

A. Active Members

Upon receipt of official notice of the death of an active member of the Department, an Officer of higher rank shall cause to be transmitted over the electronic mail system, a Special Order showing the deceased member's name, address, place of assignment and the time and place of death.

B. Retired Members

Upon receipt of official notice of the death of a retired member of the Department, an Officer of higher rank shall cause to be transmitted over the electronic mail system, a message showing the deceased retired member's name, address, and the time and place of death.

5.3 DISPLAY OF AMERICAN FLAG

Refer to M.O.P. Chapter 15.

5.4 DEATHS OF ACTIVE MEMBERS

A. Officers of the Rank of Inspector and Above

With the permission of the deceased member's family, and at the direction of the Commissioner or his/her designee, the Police Honor Guard shall be present for the viewing and the funeral services of any officer of the rank of Inspector and above. A military flag folding ceremony and rifle salute will be performed.

B. All Other Sworn Members of the Department

Upon the request of a deceased member's family, the Department will provide the following funeral rites:

1. The Honor Guard Commander will provide uniformed or non-uniformed pallbearers drawn from on-duty personnel. If the deceased member's family requests a particular member to serve as a pallbearer and the requested member is off duty, it will be the responsibility of the deceased member's family to contact the member so requested. There will be no overtime pay or compensatory time given to such off duty members.
2. The Commanding Officer of the Police Honor Guard will also direct eight (8) members of the Honor Guard to escort the casket from the funeral home to the church and then to the place of interment. If no church ceremony is held, that step will be omitted. A military flag folding ceremony and rifle salute will be performed.
3. A casket watch may be provided by uniformed officers on a volunteer basis during the hours of the wake.

5.5 DEATHS OF RETIRED MEMBERS

A. Retired Officers of the Rank of Inspector and Above

With the permission of the deceased member's family, and at the direction of the Commissioner or his/her designee, the Police Honor Guard shall be present for the viewing and the funeral services of any officer of the rank of Inspector and above. On the day of the funeral eight (8) members of the Honor Guard will escort the funeral from the church to the place of interment. A military flag folding ceremony and rifle salute will be performed.

B. All Other Retired Sworn Members of the Department

At the request of the deceased member's family, the Department will provide the following funeral rites.

1. The designated Protocol Officer shall direct the Commanding Officer of the Police Honor Guard to assign four (4) members of the Honor Guard to represent the Buffalo Police Department on the day of the funeral. At the discretion of the family, the Honor Guard may act as casket watchers, or in an escort capacity. Upon request, a military flag folding ceremony will be presented.
2. At the request of the family, the Protocol Officer will attempt to obtain volunteer on duty members to act as pallbearers for the deceased retired member of the Department. If no volunteers can be obtained, the family of the deceased member shall be so notified and it shall then be the responsibility of the family to obtain the pallbearers.

6.0 LINE OF DUTY DEATHS - FUNERAL SERVICES

6.1 POLICY

It is the policy of the Buffalo Police Department to offer to the family of a sworn member killed in the line of duty, a police funeral with full honors.

6.2 ASSISTANCE TO THE FAMILY OF MEMBERS WHO WERE KILLED IN THE LINE OF DUTY

Refer to M.O.P. Chapter 13.

6.3 CHOICE OF FUNERAL SERVICES

The choice of funeral services will always rest with the family of the officer killed in the line of duty. The needs and wishes of the family shall prevail over those of the Department. The Commissioner, along with the liaison officer, and the Protocol Officer who has been designated to coordinate funeral arrangements shall meet with the family at a location convenient for the family and they shall explain the arrangements and accommodations that the Department can provide including the option of a Police funeral with full honors (refer M.O.P. Chapter 13).

6.4 E-MAIL MESSAGE

The E-Mail unit shall as soon as possible transmit a national teletype message which includes the following information:

- A. the name of the deceased officer;
- B. the date and time of death and the circumstances surrounding the incident;
- C. funeral arrangements;
- D. the Protocol Officer's name and contact information.

6.5 COORDINATING FUNERAL ARRANGEMENTS – PROTOCOL OFFICER

If the slain member's family opts for a Police funeral with full honors, the Commissioner shall delegate a Protocol Officer to coordinate the funeral arrangements. The Protocol Officer shall make the following assignments:

A. Commanding Officer of the Traffic Bureau

The Commanding Officer of the Traffic Bureau shall be made responsible for:

- 1. traffic movement in the vicinity of the funeral home during viewing hours;
- 2. planning the route from the funeral home to the funeral service and then to the place of interment;
- 3. facilitating the movement of the funeral procession;
- 4. coordinating funeral related posting, and parking enforcement with the Parking Violations Bureau;
- 4. coordinating the placement of the various law enforcement agencies at the sight of the funeral, in the funeral procession and at the place of interment;
- 5. arranging to have a tow truck assigned to the route of the funeral procession.

B. Protocol Officer

The Protocol Officer shall be responsible for:

- 1. maintaining a roster of all Police Departments sending representatives and for including on that roster:
 - a. the name and address of the responding agency,
 - b. the name of its Chief of Police or Commissioner,
 - c. the number of officers from each agency attending the funeral,
 - d. the number of vehicles;
- 2. assisting members of outside agencies in making necessary arrangements for food and lodging;
- 3. providing for police personnel to act as ushers during the funeral service;

4. directing the seating and movement of all police personnel at the funeral service;
5. ensuring that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and the funeral procession;
6. arranging for medical services to be on stand-by for the slain officer's family, if necessary.
7. conveying funeral arrangements to the public, particularly as they relate to:
 - a. viewing hours;
 - b. the route of the funeral procession;
 - c. parking restrictions;
 - d. who the point of contact will be for outside agencies.
8. The Protocol Officer will also be the point of contact for the media and will maintain a list of dignitaries attending the funeral

C. Honor Guard Commander

The Commander of the Police Honor Guard shall be responsible for:

1. arranging for the casket watch (refer M.O.P. Chapter 16 below);
2. arranging for pallbearers (i.e. members of the command to which the slain officer was assigned);
3. obtaining an American Flag;
4. coordinating the activities of the Honor Guard at the funeral home, the funeral service and at the place of interment;
5. providing for a rifle salute, the playing of taps and the presentation of the flag;
6. coordinating any special requests from the family at the funeral service (e.g. music).

D. The Public Communications Coordinator

The Public Communications Coordinator shall be responsible for:

1. The Public Information Officer shall be responsible for conveying funeral arrangements to the public, particularly as they relate to:
 - a. viewing hours;
 - b. the route of the funeral procession;
 - c. parking restrictions.
 - d. who the point of contact will be for outside agencies.
2. The Public Information Officer will also be the point of contact for the media and will maintain a list of dignitaries attending the funeral.

6.6 PRE-FUNERAL PLANNING

The following persons shall meet to coordinate funeral arrangements and to establish an

itinerary:

A. Police Department representatives:

1. Protocol Officer coordinating funeral arrangements,
2. Commanding Officer of the Traffic Bureau
3. Honor Guard Commander
4. Public Communications Coordinator

B. Funeral Director

C. Clergy who will be conducting the service

D. Director of the place of interment.

6.7 CASKET WATCH

- A. The casket watch shall be comprised of officers from the Police Honor Guard or officers from the command to which the slain officer was assigned.
- B. The Officers performing casket watch duties must be well groomed and they must be neatly attired in the uniform as outlined in M.O.P. Chapter 16.
- C. The watch shall be divided into shifts of 30 minutes. Officers shall be positioned at the head and foot of the casket. Officers shall remain on watch until relieved by their successor officer.

6.8 UNIFORMS TO BE WORN AT FUNERALS

- A. When attending funerals while in uniform, members shall present a neat appearance and all items of uniform and equipment shall be clean and in optimum condition.
- B. The uniform to be worn at funerals shall be as follows:
 1. Spring and Fall - Long sleeve shirt and tie with waist length jacket
 2. Summer - Long Sleeve shirt and tie
 3. Winter - Long sleeve shirt and tie with winter coat
 4. Pallbearers shall wear white gloves
 5. All members shall wear a black sash across the badge.

6.9 ATTENDING THE FUNERAL SERVICE

- A. Members of the Department attending the funeral shall report for inspection and briefing at an assembly point away from the place of the service.
- B. From the point of assembly, the members shall travel together to the place of the

service.

- C. Upon entering the building, members shall remove their uniform hats and place them under their left arm, hat brim forward. They shall move in an orderly manner to the place to which they are directed by the ushers.
- D. Members shall remain standing until all members are in their places and the Commanding Officer of the Police Honor Guard gives the order "BE SEATED."
- E. When seated, members shall sit with their hats upright on their laps, maintaining a military bearing throughout.
- F. At the end of the service, the Commanding Officer of the Police Honor Guard will give the command, "OFFICERS RISE." The members shall rise in unison and place their hats under their left arm as before. They will maintain the hat in this position until they file past the casket and are outside the building.
- G. Members shall put on the uniform hat and then assemble outside the building as directed by members of the Traffic Bureau.
- H. When the casket comes into view as it emerges from inside the building, members will be ordered to, "ATTENTION" by the Commanding Officer of the Police Honor Guard. The next order (s)he will give is "PRESENT ARMS," at which time all members will salute. The salute will be held until the casket is placed in the hearse and the command "ORDER ARMS" is given.
- I. Members will break ranks in a quiet and orderly manner and will then head to their place in the motorcade after the Commanding Officer of the Police Honor Guard gives the order "OFFICERS DISMISSED."
- J. Members shall re-assemble at the grave sight and assume a location as directed by personnel of the Traffic Bureau. Members shall remain at the gravesite until the order "OFFICERS DISMISSED" is given by the Commanding Officer of the Police Honor Guard.

7.0 LINE OF DUTY DEATH OUTSIDE THE BPD

7.1 POLICY

It is the policy of the Buffalo Police Department to dispatch a four (4) member contingent of the Police Honor Guard to attend the funeral services of Law Enforcement Officers of other agencies who have been killed in the line of duty. Permission for this detail must be obtained through the Protocol Officer. The Department will also attempt to accommodate other members of the Department volunteering to attend these services.

7.2 GEOGRAPHIC AREA

The four member contingent of the Police Honor Guard will be dispatched to funerals, for in the line of duty deaths, for all police jurisdictions within New York State.

Attendance at out of state, in the line of duty deaths, shall be limited to a 300 mile radius of the City of Buffalo. The Commissioner, in special circumstances, may authorize the attendance of the Police Honor Guard at funerals wherever (s)he deems appropriate.

7.3 RESPONSIBILITIES OF POLICE HONOR GUARD COMMANDER

The Commander of the Police Honor Guard shall be responsible for notifying, assembling, coordinating and directing the activities of the Police Honor Guard.

7.4 VOLUNTEERS

A. The Police Benevolent Association will compile a list of volunteers who wish to remain available to represent the Department at the funeral of a law enforcement officer killed in the line of duty. The PBA will establish the format and procedures by which this list is utilized.

B. Volunteer members who wish to attend funeral services will do so on their own time and at their own expense. A volunteer who is on duty may be granted release time to attend the funeral, provided it does not adversely affect manpower requirements.

C. Uniformed volunteer officers will maintain an excellent personal appearance. Uniforms and equipment must be in outstanding condition. All officers will be attired alike and in the uniform as outlined in M.O.P. Chapter 16.

D. Volunteer officers who wish to attend these services will assemble at a designated location for inspection and briefing by the Honor Guard Commander. They will depart as one contingent.

7.5 TRANSPORTATION

The Police Honor Guard will use marked Buffalo Police Department vehicles as their means of transportation to the funeral site. Police vehicles will be provided for volunteers but only if doing so will not unduly disrupt normal Department operations. Requests for police vehicles must be made through the Patrol Chiefs. Each vehicle shall be fueled and washed prior to departure.

7.6 REIMBURSEMENT FORMS

In special circumstances, where extensive travel is involved, all necessary travel and reimbursement forms will need prior approval by the Commissioner.

7.7 LIMITATION ON THE NUMBER OF ATTENDEES

The Department specifically reserves the right to limit the number of uniformed officers representing the Department at any such funeral.