



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

480 – MILITARY COURTESY AND HONOR GUARD

GENERAL ORDER: 2021-XX
ISSUED: June 17, 2021

EFFECTIVE: June 17, 2021

REVIEWED/APPROVED BY:
Inspector Willie Murphy
DATE: May 22, 2021

ACTION: Amends General Order 2014-62 (November 18, 2011)

WILEAG STANDARD(S): 6.2.10

480.00 PURPOSE

To establish guidelines for department personnel as it relates to proper military courtesies and the providing of escorts and honors as a quasi-military structured police department.

480.05 POLICY

It is the policy of Milwaukee Police Department to follow military protocol when flying the National Colors, addressing supervisory officers, participating in the funerals of active and retired department members, and when providing funeral and vehicle escorts.

480.10 NATIONAL COLORS

The United States flag shall be displayed on any department building and/or any building used in part or whole for police purposes at all times, unless exempted by the Chief of Police.

480.15 MILITARY COURTESY

A. COURTESY

When referred to or addressing a supervisory officer of a higher rank while on duty, the appropriate title of the officer shall be used. Supervisory officers in addressing police members without official rank shall use the prefix "officer."

B. SALUTES

1. Hand Salutes

Salutes shall be rendered by police members in uniform and shall be made in the following manner: "Present Arms" - Raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress or forehead above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about 45 degrees, upper arm parallel to the ground, hand and wrist straight. When the salute is answered, return the arm smartly to the side.

2. Salutes to Supervisory Officers

a. Police members in uniform, when meeting or passing a supervisory officer of a

higher rank in uniform, shall offer the prescribed salute, unless impracticable to do so. It is the duty of the subordinate to offer the salutation and of the higher ranking officer to return it. Police members, when not in uniform, are not required to salute.

- b. Police members in uniform shall, before addressing a supervisory officer of a higher rank or being addressed by him/her, except when impracticable to do so, stand at attention and render the hand salute. They shall remain at attention (unless upon indication that such position need not be maintained) until the orders, instructions, or conversations are completed.
 - c. Upon entering the office of any commanding officer, police members, when in uniform, shall remove their cap or hat, if worn; take the position of attention, and salute.
 - d. Police members lining parade routes, at fires, or on other occasions when a large number of police officers are assembled for a specified purpose, shall not salute supervisory officers of a higher rank unless they address or are addressed by him/her. When in ranks or formation, police members shall not salute, unless directed to do so by the officer in immediate charge.
 - e. Police members having saluted a particular supervisory officer once on their tour of duty are not required to salute when meeting or passing him/her on subsequent occasions on that same tour of duty.
3. Salute to National Anthem
- a. Whenever the National Anthem is played where police members are present and not in formation; they shall stand at attention and face the flag or the sound of the music if the flag is not visible. If in uniform and wearing a uniform, cap or hat, they shall render the hand salute at the first note of the Anthem, retaining the position until the last note of the Anthem.
 - b. If not in uniform, they shall remove their cap or hat, if applicable, at the first note of the Anthem, holding the cap or hat with the right hand over the heart until its close, except that in inclement weather the cap or hat may be slightly raised. If no cap or hat is worn, they shall stand at attention with the right hand covering the heart.
 - c. If in formation, the organization shall be brought to attention and the salute rendered by the officer in command.
4. Salute to National Colors
- a. Unless performing police duty requiring immediate attention, police members shall salute the uncased National Colors as they pass on all public occasions, at all ceremonies or parades, or when carried into any building, room, or other place where they are present, including funerals where the casket or caisson is draped with the American Flag, as follows:

1. Not in formation - in uniform, with or without a cap or hat, with the hand salute.
 2. In civilian clothes – with a cap or hat, remove the cap or hat, with the right hand, with the right hand holding the cap or hat over the heart.
 3. In formation (at a halt) - the unit shall be brought to attention and only the commanding officer shall render the hand salute.
 4. In motion - the command shall execute "eyes right" (or left), upon command, and the commanding officer only shall salute, following which he/she shall give the command "ready front." "Eyes right" is executed six paces before the national colors or persons being saluted and terminated as the last rank is six paces beyond, with the command "ready front."
- b. The individual or command, except in motion, shall face the colors and assume the position of attention. The salute shall be given when the colors arrive within six paces and continue until they have passed six paces beyond.
 - c. Police members carrying the National Colors shall not dip them to any person, nor upon any occasion.
 - d. Whenever the salute is rendered by the uniformed ranks with the National Colors and standard carrier present, the standard carrier renders a salute by dropping the staff forward the length of the arm (staff about 45 degrees) without removing it from the carrier.
 - e. At the command "ready front," or when the hand of the commander is lowered from the hand salute, the standard is again raised to the "carry position."
 - f. When passing a reviewing officer, the standard is dipped six paces before reaching the officer and raised to "carry" when six paces beyond.

480.20 DEPARTMENTAL FUNERAL HONORS

A. FUNERAL CLASSIFICATIONS

1. Departmental funeral honors, as determined by the Chief of Police or designee, shall be afforded to any active or retired department members according to the following:
 - a. Class "I" funeral - When death occurs while on duty.
 - b. Class "II" funeral - When death occurs off duty or while in retirement.

Note: Military honors generally take precedence over departmental honors. Should military honors be requested, department honors shall not cause a duplication of details or services (e.g., rifle squad, bugler).

2. Departmental funeral honors shall not be afforded to any active or retired

department member whose death or separation was the result of:

- a. Their participation in the commission of any criminal act.
- b. Any act or omission contrary to the good order and discipline of the department.
- c. Any act or omission that would result in disgrace or dishonor to the department and/or its members, as determined by the Chief of Police or his/her designee.

B. CLASS "I" FUNERAL

Departmental honors shall be provided by the department honor guard and shall consist of the following ceremonies:

1. Color Guard consisting of:
 - a. U.S. flag.
 - b. State flag.
 - c. City flag.
 - d. Department flag (optional).
 - e. Two riflepersons.
2. Bugler(s)
3. Police rifle squad consisting of:
 - a. One (1) police sergeant.
 - b. Three (3) to seven (7) police officers.
4. Ceremonial detail staffing consisting of:
 - a. Captain of police (1).
 - b. Police lieutenants (1).
 - c. Police sergeants (4).
 - d. Police officers (20).
5. Pall bearers
6. Casket guard
7. Flag

8. Draped badges (black band)
9. Motorcade
10. Additional honors and ceremonies as determined by and at the direction of the Chief of Police may be afforded the deceased member.

C. CLASS "II" FUNERAL

Departmental honors shall be provided by the department honor guard and shall consist of the following ceremonies:

1. Pall bearers (if requested)
2. Casket guard
3. Flag (if requested)
4. Additional honors and ceremonies as determined by, and at the direction of the Chief of Police may be afforded the deceased member.

D. FLAGS

On the death of an active police member, flags shall be flown as follows:

1. The city flag on all department buildings shall be placed at half-staff only by order of the Mayor of the city of Milwaukee. Upon receipt of such order, the department shall issue an official directive and they shall remain at half-staff from the time of the order until the sunset of the member's burial.
2. The National Colors shall be lowered to half-staff only by order of the President of the United States, or by proclamation of the governor of the state of Wisconsin.

E. GENERAL INSTRUCTION

The emotional nature of a funeral service, particularly when associated with the law enforcement profession, demands the utmost compassion and sensitivity on behalf of department personnel. The welfare of the bereaved family is of primary concern. While the department is interested in assisting these families during this difficult period, and can provide many helpful services, we must also recognize the private and personal nature of a funeral service. It is, therefore, important that in our desire to help, we do not unwittingly impose our services on the family.

F. RESPONSIBILITY OF COMMAND – ACTIVE MEMBER

1. In the case of the death of a police member below the rank of captain, it shall be the duty of his/her commanding officer to notify their respective assistant chief of police whether or not the family of the deceased desires department participation.

2. If department participation is requested, it shall be the duty of the member's commanding officer and the honor guard commander to make suitable arrangements in accordance with paragraph C of this section and with the approval of their respective assistant chief of police. In addition, the member's commanding officer shall assign a police sergeant as a liaison to the family.
3. In the case of the death of any police member above the rank of police lieutenant, section B shall be implemented by the respective assistant chief of police with the approval of the Chief of Police.
4. Complete form PD-8E *Death of Member*. This form is found on the department network.

G. HONOR GUARD

The Milwaukee Police Department Honor Guard shall participate in those funerals of active or retired police members when such participation is requested by the family of the deceased, and which meets the criteria of SOP 485.25 (Traffic Related Duties). In addition, the honor guard may assume other duties at the direction of the Chief of Police.

1. Unless otherwise directed, the honor guard shall consist of the following ranks whose numbers shall be established by the Chief of Police:
 - a. Captain of police.
 - b. Police lieutenant.
 - c. Police sergeant.
 - d. Police officer.
2. The honor guard shall be trained, staffed and equipped, under the direction of the Chief of Police.
3. The Honor Guard's Duties
 - a. Color guard (flag detail).
 - b. Police rifle squad.
 - c. Pallbearers, and/or honorary pallbearers, if requested.
 - d. Bugler.
 - e. Casket detail.
 - f. Ceremonial detail.

- g. Motorcade.

Note: Specific duties are outlined in the honor guard manual

4. Police Officer Funerals - Outside Agencies

- a. When an officer is killed in the line of duty, within a reasonable driving distance from the city of Milwaukee, the honor guard commander or designee shall ascertain the date, time, and location of the funeral and internment services. This information will be forwarded to the Chief of Police.
- b. The Chief of Police will, at his/her discretion, authorize the number of honor guard members and department vehicles to represent the Milwaukee Police Department at said outside department funerals.

H. HONOR GUARD (FUNERAL) COMMITTEE

The following committee will coordinate all funeral arrangements.

- 1. Commanding officer of the deceased.
- 2. Honor guard commander or designee.
- 3. For members above the rank of police lieutenant, the decedent member's respective assistant chief of police.
- 4. Commander of various support units as required.

I. NOTIFICATIONS

The commanding officer, or his/her designee, of the deceased member's last duty assignment shall be responsible for the issuance of a teletype message to all districts, divisions, bureaus, and outside jurisdictions, if appropriate, of the member's death and funeral arrangements.

J. FUNERAL DETAIL

The funeral detail shall be the responsibility of the honor guard (funeral) committee. Its members shall be made, as much as practicable, from members of the same command as that of the deceased member and shall be as follows:

1. Casket Guard

- a. The casket guard shall be made, as much as practicable, from on-duty honor guard personnel from the various districts and divisions. Members shall be allowed to voluntarily change their duty hours if they so choose.
- b. Specific duties for this assignment are listed in the honor guard manual.

- c. Personnel required:
 1. Police sergeant (1).
 2. Police officers (minimum of 3).
2. The ceremonial detail shall be made, as much as practicable, from members of the same command as that of the deceased member. Specific duties for this assignment are listed in the honor guard manual.
3. Uniform Prescribed
 - a. Cap, all season, visor.
 - b. Color guard/honor guard uniform pants, with gold piping along the side.
 - c. Color guard/honor guard dress blouse (jacket).
 - d. Honor guard badge.
 - e. Rank insignia for sergeants and above to be worn on the collar.
 - f. Officers to wear city seal on their collars.
 - g. White gloves.
 - h. Black patent leather type shoes (no athletic shoes).
 - i. Black patent leather belt with shoulder strap. The equipment for this belt will consist of the holster, magazine carrier, and handcuff case only.
 - j. If weather requires an outer jacket, the honor guard commander shall select the appropriate garment.
 - k. Depending on the event, the necessary colored cords will be worn on the shoulder, as directed by the honor guard commander.

K. DEATH OF RETIRED MEMBER

1. Responsibility of Command

It shall be the district/division commanding officer's responsibility, of the retired member's last duty assignment, to see that the duties of this section are completed. If applicable, the district/division commanding officer, at the direction of the Chief of Police or designee, may initiate the provisions pertaining to the flying of the city flag. In the event the deceased member's family requests department participation the commanding officer shall immediately notify an available honor guard supervisor.

- a. The honor guard supervisor shall notify the honor guard commander and provide

any immediate assistance needed by the work location involved.

- b. The honor guard commander shall assign an honor guard supervisor to assist the work location with funeral preparation.

2. Funeral Honors

Funeral honors may be provided in accordance with paragraph A and C of this section. Captains and above may receive additional honors as directed by the Chief of Police.

3. Notifications

The commanding officer, or designee, of the deceased retired member's last duty assignment shall be responsible for the issuance of a teletype message to all districts, divisions, bureaus, and outside jurisdictions, notifying them of the retired member's death and funeral arrangements. The commanding officer shall be responsible for the completion of form PD-8E *Death of Member*. If the deceased was a military veteran, honors may be accorded by Police Post #415 of the American Legion.

Note: The above procedures are considered full and proper honors for retired members and will not be modified except at the direction of the Chief of Police or designee.


480.25 ASSISTANCE TO DECEASED MEMBER'S FAMILY - COMMAND RESPONSIBILITY

Supervisors sometimes have the duty to assist the survivor of a deceased member with filing the necessary death benefit claims. In order to simplify that task, the following procedures are suggested:

1. Death certificate copies (at least seven). This is usually arranged with the funeral director. One copy is needed for: Social Security, city pension, Police Relief Association, city insurance, and each private insurance carrier for the decedent.
2. Marriage certificate (or certified copy).
3. Widow(er)'s birth certificate (or certified copy), plus the birth certificates of all children under the age of 18 years who live at home.
4. Social Security card/number of the decedent plus the cards of family members listed in item 3 above.
5. The Police Relief Association policy form on which the beneficiaries are recorded.
6. Duty death - Contact the personnel administrator of the Human Resources Division, for special instructions before making any other arrangements.
7. Social Security – The Social Security Administration offers service online at: [sss.gov](https://www.sss.gov) or

service can be obtained by calling toll-free: 1-800-772-1213. Claims can be filed at any social security office, but personal appearance by the claimant may be necessary at least for the initial filing of the claim. The lump sum death benefit can be paid either to the claimant or directly to the funeral director.

8. Department of Veterans Affairs, 5500 West National Avenue, phone 1-800-827-1000. Services are also offered online at www.va.gov. Arrangements for payment of death benefits and/or grave markers for qualified federal veterans of military service are made through this office.
9. Wisconsin Veterans Affairs Bureau, 5400 West National Avenue, phone 414-902-5757. This office is utilized for making arrangements for payment of death benefits and/or grave markers for qualified Wisconsin veterans of military service.

A handwritten signature in black ink, appearing to read 'J.B.N.' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JBN:mfk