



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING INSTRUCTION

HONOR GUARD

ISSUED: June 15, 2021

EFFECTIVE: June 15, 2021

REVIEWED/APPROVED BY:

Inspector Willie Murphy

DATE: May 1, 2021

ACTION: Creates SOI

WILEAG STANDARD(S): NONE

I. PURPOSE

To establish and provide guidelines for a specialized unit of the Milwaukee Police Department to be known as the Honor Guard. No greater tribute is paid to a member for his or her service to the Milwaukee Police Department, and the citizens of Milwaukee, than to be honored by the department's Honor Guard. The Milwaukee Police Department Honor Guard represents the members of the department at police funerals (both active and retired members) and at a variety of ceremonial occasions. The Honor Guard provides professional and dignified services to those who devoted their careers to the Milwaukee Police Department and to the community they served. The members of the Milwaukee Police Department Honor Guard maintain exceptionally high standards of appearance, conduct, and promote honor, integrity, and professionalism at all times. They hold the department's core values to the highest degree. The purpose of this standard operating instruction is to establish policy regarding the Milwaukee Police Department Honor Guard and its duties and responsibilities.

II. POLICY

It shall be the policy of the Milwaukee Police Department to train, maintain and support an Honor Guard to represent the department at funerals, civic functions and other venues or events.

III. PROCEDURE

A. SELECTION

1. To participate in the Milwaukee Police Department Honor Guard, members must submit an application for assignment in response to a vacancy announcement. Members must include a *Department Memorandum* (form PM-9E) of support from their commanding officer.
2. Employee participation is voluntary and members selected must pass the prerequisite training course to become members of the Milwaukee Police Honor Guard. Selected members will be evaluated for a period of six months prior to final assignment and uniform order.
3. The selection process will include an oral interview by the Honor Guard commander, unit training coordinator, and one other Honor Guard member. Applicants will also be evaluated on the following:

- a. Their interest in being a unit member and what qualifications they will bring to the program.
- b. Their ability to conduct marching movements while carrying/balancing heavy objects.
- c. Their ability to stand and march for extended distances and periods of time.
 1. The training provided to unit members will be described and applicants will have an opportunity to ask questions.
 2. Members will be required to stand for an extended period of time, evaluated on marching in a uniformed fashion, rifle drills, salutes, and basic honor guard movements.
4. Upon successful completion of the probationary period, the member will be scheduled for a uniform fitting and be presented with a departmental "Honor Guard" pin or ribbon bar. The bar shall be worn in accordance with SOP 490 - Merit Award Program. Final selections to the unit will be made by the Honor Guard commander.
5. The Honor Guard commander shall be selected by the Chief of Police, or designee.

B. PARTICIPATION AND COMMITMENT

1. Members of the Honor Guard shall attend training and events when required. Being a member shall be considered a privilege and honor and commitment is a requirement. Members are expected to be available on short notice for training, parades, funeral details, or other approved details as representatives of the Milwaukee Police Department.
2. Members shall be removed from the Honor Guard upon the recommendation of the Honor Guard commander or assigned shift commander for documented cause including, but not limited to:
 - a. Sustained discipline resulting in suspension;
 - b. Chronic tardiness or absences from work, Honor Guard training, and/or activation locations;
 - c. Lack of availability for ceremonies, events, functions, etc.;
 - d. Inability to perform Honor Guard duties required during training or activation including, but not limited to: drill maneuvers, walking any length of distance, and prolonged standing or balancing heavy objects during ceremonial details;
 - e. Failing to maintain a professional appearance in accordance with SOP 340 - Uniforms/Equipment/Appearance;
 - f. Failure to maintain a professional demeanor.

C. TRAINING

Minimum of (4) hours per month and attendance at the biannual in-service shall be utilized for the purpose of rifle movements, color presentation/posting/retrieval, casket watch, casket team and flag folding. All training is mandatory unless duly excused by the Honor Guard commander.

D. ACTIVATION

1. The Honor Guard commander, or his/her designee, shall cause the activation of the Honor Guard Unit. Once activated, members shall fall under the authority of the Honor Guard commander.
2. All Honor Guard members shall notify their immediate supervisor when they are requested to participate in an event. On duty personnel shall be utilized if possible and overtime may be authorized, when applicable. On duty members will immediately return to their assigned duties upon completion of the event.
3. The Honor Guard commander, or designee, shall:
 - a. Be responsible for the operation, selection, and training of the Honor Guard.
 - b. Organize and direct meetings, drill practice, and attendance at ceremonies.
 - c. Maintain the training records, death of member forms, and records of the Honor Guard Unit.
4. Each request for the use of the Honor Guard shall be directed to the Honor Guard commander, who will coordinate and facilitate the appearance of the Honor Guard Unit.

E. EQUIPMENT

The following issued Honor Guard uniform/equipment will be subject to inspection by the Honor Guard commander or unit coordinator. The Honor Guard full dress uniform is as follows:

1. Uniform campaign cover
2. Campaign cover-cap shield
 - a. Officer cover will have Honor Guard insignia affixed to the cover
 - b. Supervisor cover will have rank insignia affixed to the cover
3. Tailored Honor Guard standing collar dress blouse
4. Dress pants with yellow (blue) stripe on outer seams

5. High gloss gun belt with the following high gloss items:
 - a. Holster for department issued firearm (personal purchase)
 - b. Handcuff pouch (personal purchase)
 - c. Magazine pouch (personal purchase)
 - d. Duty belt shoulder strap (personal purchase)
6. Honor Guard collar emblems
7. Black and blue shoulder cord (Aiguillette)
8. Patent leather shoes (personal purchase)
9. Patent leather boots (personal purchase) (optional)
10. White gloves
11. Blue trench coat with Honor Guard and department patches
12. Honor Guard Unit pin
13. Honor Guard polo (personal purchase)
14. Honor Guard dry wick-shirt (personal purchase)
15. Honor Guard Unit jacket (personal purchase)
16. Honor Guard belt buckle (personal purchase)

IV. FUNERAL ATTENDANCE

A. The 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 480 – Military Courtesy and Honor Guard. In addition, the Honor Guard may assume other duties at the direction of the Chief of Police.

B. OUTSIDE AGENCIES - FUNERAL SERVICE

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, or designee, for approval.

C. The Chief of Police may, at his/her discretion, authorize the Honor Guard members to travel and represent the Milwaukee Police Department at said outside department funerals in different states.

V. EXPENSES

The department will make a marked unit available to the Honor Guard for each authorized Honor Guard event. The department will reimburse actual gas expenditures, but prior authorization is required for any additional expenses (e.g., lodging). The department will not pay for meal expenses.

VI. LINE-OF-DUTY DEATH FUNERAL PROTOCOLS

- A. A Line-of-Duty Death is any action which claims the life of a Milwaukee Police Department (MPD) employee while performing work related functions, within the scope of their employment, either on or off-duty.
- B. The three main components denoting a full honors funeral are a flag-draped casket, a rifle salute, and the playing of Taps. These traditional elements should be reserved for a Line-of-Duty Death. There are several ceremonious or traditional elements that could, at the discretion of the Chief of Police, be included in funeral events, however, the main components shall be reserved for Line-of-Duty Death funeral events.
- C. In the case of a Line-of-Duty Death the Milwaukee Police Honor Guard will follow the below listed protocols.
 - 1. Upon notification of an event that has, or may result in the death of an active department member, the Honor Guard commander, or designee, will cause the activation of the Honor Guard Unit. Unit members will immediately dress in full uniform (if possible) and report to the hospital where the member is located.
 - 2. Honor Guard member(s) will retrieve a U.S. Flag from the Specialized Patrol Division Honor Guard closet or from the rear of the Honor Guard commander's departmental vehicle to be used to drape the member. It should be noted that this flag will remain with the member and will not be changed or exchanged at any time. This will be the primary flag that will later be presented to the family of the deceased. No Honor Guard member is authorized to promise or issue any additional flags without the permission of the Honor Guard commander.
 - 3. Honor Guard members, as soon as practicable, will arrange for the member's department vehicle or replica to be draped at the members work location with the thin blue flag and blue lights located in the Specialized Patrol Division Honor Guard closet. The vehicle shall be draped in a professional manner and this memorial should stay in place until sunset of the memorial of the member. As soon as practicable, Honor Guard members will respectfully remove the memorial and return the vehicle back to service. Honor Guard members should attempt to save any items from the memorial and turn them over to the family liaison for disposition.

VII. CATEGORY I "FULL HONORS"

- A. Upon notification of a line-of-duty death, the Milwaukee Police Department will implement the incident command system. The Wisconsin Honor Guard Association (WHGA) should be notified immediately to serve as a resource to assist in honoring our fallen brothers

and sisters in the most traditional and time-honored ceremonious way during the most tragic time in the life of the survivors and the agency. This is done through the command staff and the Honor Guard commander.

B. PLANNING / COORDINATION

1. Planning and coordination for a Category I funeral shall be conducted in accordance with the *Line of Duty Death or Serious Injury Checklist* (form PL-9E).
2. The Honor Guard commander, or designee, shall designate an incident commander from the Honor Guard to coordinate all events related to the Category I with the Family Liaison Officer in accordance with the *Line of Duty Death or Serious Injury Checklist* (form PL-9E).

C. HONOR GUARD PROCEDURES

1. Elements of a Category I Full Honors Funeral include, but are not limited to:
 - a. Standing Color Teams at the funeral home, worship site and cemetery
 - b. Casket Watch at visitation and/or prior to religious service
 - c. Pall Bearers at each venue
 - d. U.S. Flag-draped casket (U.S. Flag touched to casket for additional survivors)
 - e. Ceremonious movement of decedent by Honor Guard in full uniform at all venues
 - f. Rifle Salute
 - g. Playing of Taps
 - h. Bagpipers
 - i. "Last Call" or "End of Watch" radio call
 - j. Aircraft flyovers (Flight for Life), equestrian elements, and other requests can also be considered.
2. Probable Order of Ceremonious Events
 - a. Place of Worship
 1. Decedent ceremoniously delivered into the place of worship vestibule.
 2. U.S. Colors may be removed (not ceremoniously folded) for the placement of a religious shroud.
 3. Unless assigned a ceremonious detail, covers (hats) are removed while in the

sanctuary (after the ceremony).

4. Decedent is removed to the vestibule, U.S. Colors re-placed on the casket.
 5. Decedent is ceremoniously placed into the hearse. A momentary lapse of time assures that the family is in place in the procession, and allows for the Color Teams and Casket Team to proceed to the next venue.
- b. Cemetery
1. Hearse arrives and is staged at the pre-determined point.
 2. After all details present are on line, they are brought to "ATTENTION."
 3. The Decedent is removed from the hearse; all elements will be brought to "PRESENT-ARMS" (Hand Salute) and will remain at Present-Arms until the Decedent is placed at grave or committal site (rifles will be at Present-Arms).
 4. After burial rights, the U.S. Flag will be raised over the casket in preparation for the ceremonial folding (six person flag fold for full honors).
 5. The Gallery of Law Enforcement Officers will be brought to "PRESENT-ARMS."
 6. Color Teams will be at "PRESENT-ARMS."
 7. Rifle Team, upon the Flag raised above the casket, will fire the 3 volleys.
 8. Rifles will then be brought to "PRESENT-ARMS."
 9. Bugler will then render Taps. If a live bugler is not available, a member of the Honor Guard will use the ceremonial bugle to play Taps.
 10. At the conclusion of Taps, all elements will be brought to "ORDER-ARMS."
 11. Bagpipers will play from the conclusion of Taps until just before the Flag is presented to the survivors (according to the ceremonious traditions).
 12. "Final Radio Call" (secure channel). The final radio call should be pre-recorded on two devices and a copy given to the Technical Communications Division, preferably the L-RAD. One person should be assigned to the last radio call and to coordinate the playing of the recording simultaneously with the committal service.
 13. Announcement for the conclusion of services.
 14. Bagpiper performs Fade-Away.

VIII. CATEGORY II FUNERALS

A. Honor Guard members will be involved in Category II Funerals on a routine basis as they are associated with the death of a retiree or active sworn member in “good standing,” who is not on-duty. The phrase “good standing” refers to a death that is not associated with:

1. A criminal act, or;
2. An attempt to avoid prosecution of a criminal act, or;
3. Any other equally dishonorable action.

B. The Chief of Police will determine whether or not funeral honors will be afforded and to what extent.

C. Retired members of the Honor Guard in good standing may be utilized for Category II funerals or as directed by the Honor Guard commander.

D. SUICIDE

1. When the Milwaukee Police Department needs to address the funeral arrangements surrounding a suicide by an on-duty, off-duty, or retired law enforcement officer, it is important to proceed cautiously, so as to avoid passing judgment as to the reason(s) for the officer’s suicide. The Milwaukee Police Department Honor Guard holds that the ceremonious activities surrounding a law enforcement officer’s funeral are to honor the way in which the officer served, and therefore, should not be impacted by the circumstances of his or her death by suicide (with notable exceptions being previously addressed).
2. The death of a law enforcement officer by suicide does not rise to the level of a Category I funeral. However, the Chief of Police, or designee, may authorize a Category II funeral for the death of an office by suicide.

E. PLANNING AND COORDINATION OF CATEGORY II FUNERALS

1. A Category II funeral will usually be smaller in scope and complexity than its Category I counterpart. Considerable planning is nonetheless essential for the proper delivery of ceremonious honors, and for the effective use of Honor Guard and department personnel.
2. In most circumstances, the Honor Guard Unit will be able to handle all the duties associated with a Category II funeral; however, we must be mindful not to overburden our Honor Guard Unit (or its personnel), particularly when a large response of law enforcement is expected.
3. Consideration must be employed to ensure that the following assignments are properly addressed and staffed (ICS considerations) as determined by the Honor Guard commander, or designee:

a. Incident Commander

A supervisor, or designee with decision making authority, to oversee the funeral and planning aspects. The incident commander shall ensure the *Death of Member* (form PD-8E) is completed, the Chief of Police's office is notified, and the member's hard card is obtained from the Human Resources Division.

b. Liaison Officer

Point of contact for all outside agencies / military.

c. Operations / Safety Officer

Ensures proper relief is arranged during the operational period, scouts venues, and coordinates safety activities such as bomb sweeps if necessary (should there be dignitary in attendance, etc.).

d. Planning / Logistics Officer

Plans the chronological chain of events and acquires all necessary elements.

e. Ceremonies Group Leader

Coordinates ceremony-related activities and functions.

f. Traffic Group Supervisor

Handles and plans traffic considerations (including parking).

g. Family Liaison Officer

The main point of contact for family/survivors.

h. Public Information Officer

Coordinates contact with the media.

4. One person could assume one or more of these responsibilities depending upon that individual and agency resources as determined by the Honor Guard commander, or designee.

F. PROCEDURAL ELEMENTS

There are numerous ceremonious honors that can be associated with a Category II funeral. Many of these activities are also used in connection with Category I funerals, however, Category II activities are normally on a smaller scale. Of all the different honors to be considered, a flag-draped casket (National Colors), a Rifle Salute, and the playing of Taps are the activities that will generally garner the most attention and scrutiny and in most instances should be reserved for a Category I funeral.

G. RIFLE SALUTE, PLAYING OF TAPS, FLY OVER, AND SIX MEMBER FLAG FOLD

Some ceremonious honors must be reserved for those law enforcement officers who die in the line-of-duty. Consequently, a Rifle Salute (3 volleys), six member flag fold, fly over, and the playing of Taps should be reserved only for Category I law enforcement funerals (please note that in some instances the decedent member may be an armed forces veteran, and their branch of service may provide them with a rifle volley as a part of their military honors, but the Milwaukee Police Department does not).

H. OTHER CEREMONIOUS FUNCTIONS

1. Ultimately, it is incumbent upon the Honor Guard commander, or designee, to determine what law enforcement honors will be afforded during Category II funerals. This determination should be minimally based upon the following considerations:

- The wishes of the family/survivors of the decedent;
- The needs of the department;
- The needs of the community;
- The agency's ability to deliver certain components.

2. Some ceremonious elements that can be considered are as follows:

a. Casket / Urn Watch

Two officers at the head and foot, or a single officer posted at the head of the casket, with periodic guard change.

b. Shrouded Squad

Cleaned and polished agency squad with a black-shrouded light bar, displayed at a prominent location. (Category I)

c. Stand of Colors

National and State Flags appropriately displayed at the casket/urn.

d. Ceremonial Pillow

Color-coordinated pillow with agency patch/emblem, placed in a prominent location, with fallen officer's cover/hat.

e. Rifle posting

Rifle(s) ceremoniously posted outside the venue.

f. Cordon of Honor

Other attending officers positioned outside venue during casket movements, brought to Attention, and salute as casket passes by.

g. Moving Salute during Visitation

Coordinate officers from other agencies filing past casket/urn to salute (flying salute, category I).

h. Casket Team

Officers/civilians assigned as Pallbearers for casket/urn movements.

i. Color Team

Officers present colors at the arrival and departure of the survivors.

j. Squad Processional

Officers assigned for squad escorts. Including a lead squad, the Missing Man (Shrouded) Squad, in which the single occupant cares for secondary flags needed at gravesite, and a rear squad. (Category I)

k. Flag Folding Team

Officers ceremoniously fold the flag that drapes the casket/urn.

l. Bag Piper

Plays appropriate musical selections at each venue.

m. Final Salute

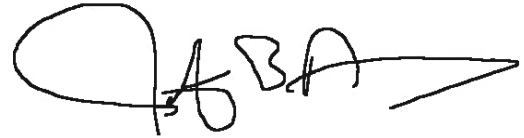
Departmental Honor Guard renders a Final Salute at the end of visitation or graveside ceremony.

3. Additionally the Honor Guard attempts to reserve the use of a "Final Call" for Category I funerals. In certain circumstances, it shall be the decision of the Honor Guard commander whether or not the use of a "Final Call" will be utilized during a Category II service.

I. NON-SWORN DEPARTMENT MEMBERS

1. The Milwaukee Police Department may need to address the funeral arrangements of a uniformed/non uniformed member (Police Explorers, Police Auxiliary, Community Service Officers, Police Aide, and civilian department members). The Milwaukee Police Department Honor Guard holds that the ceremonious activities surrounding the non-sworn member's funeral are not to rise to the level of a Category I or a Category II funeral. However, the Chief of Police, or designee, may authorize a Category II funeral for a non-sworn member based upon other circumstances surrounding the death of the non-sworn member. Those special circumstances involve factors such as whether the member was on-duty, and/or acting in an official capacity.

2. Category II funeral services shall be followed if the Chief of Police, or designee, authorizes a Category II funeral. Members shall follow normal civilian protocols (no salutes of the un-draped casket, rifle volleys, vehicle processions or honors otherwise reserved for military and law enforcement personnel). Department members can attend, come to attention at the passing of such a member's coffin/Urn, and/or stand guard for a non-sworn member's funeral.

A handwritten signature in black ink, appearing to read 'JBA' with a stylized flourish extending to the right.

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JBN:mfk