



**Division of State Patrol
Policy and Procedure**

Number
16-8

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| Subject HONOR GUARD | |
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to maintain a highly trained, equipped and professional Honor Guard Unit (HGU). This policy is designed to establish standards and provide procedures for the DSP Honor Guard Unit.

II. PURPOSE

The DSP has a proud history of honor, duty, professionalism and service to the people of the State of Wisconsin and its visitors. The purpose of the HGU is to provide professional, uniformed representation of the DSP at public and private functions, and to render honors at ceremonies as directed by the Superintendent or his/her designee.

III. DEFINITIONS

- A. **Assistant Division Honor Guard Unit Coordinator** – a member of the HGU who is assigned by the Division HGU Coordinator to assist the statewide coordinator in carrying out overall HGU operations.
- B. **Casket Escort Team** – a specialized team within the HGU consisting of six HGU members, which includes the OIC. Members of the casket escort team may also be tasked as part of the flag folding team.
- C. **Casket Watch Team** – a specialized team within the HGU. The size and length of the visitation and/or funeral will dictate the number of HGU personnel assigned to this type of detail. The casket watch team duties shall include posting at the casket or urn prior to a funeral/memorial service.

- D. **Color Team** – shall consist of a minimum of four members of the HGU. The team shall contain, at a minimum, the United States Colors and the State of Wisconsin flags and two riflemen. The State Patrol (DSP) flag may be carried for certain events with the authorization of the Division HGU Coordinator, but will not replace either the National Colors or State flag.
- E. **Flag Folding Team** – a specialized team within the HGU. It consists of a minimum of six HGU members including the OIC. Duties will include removing and folding the internment flag at the gravesite. Members may be tasked as part of the casket escort team in conjunction with flag folding duties.
- F. **Honor Guard Unit (HGU)** – a specially trained team of sworn employees who represent the DSP at specific ceremonial functions and details.
- G. **Officer-In-Charge (OIC)** – a member of the HGU who is assigned by the Division HGU Coordinator to command/coordinate a specific HGU detail.
- H. **Rifle Team** – a specialized, eight person team, within the HGU. This team consists of seven riflemen and one OIC. The purpose of the rifle team is to provide a rifle volley at graveside or other special details.
- I. **Division Honor Guard Unit Coordinator** – a member of the HGU who is assigned by State Patrol Command Staff to command and coordinate overall HGU functions, training and operations.

IV. PROCEDURE

The HGU shall be comprised of only sworn DSP employees serving at formal functions as official representatives of the DSP. The HGU shall maintain itself as a highly trained and disciplined team serving with solemn honor, respect and dignity through its attention to detail, discipline, professional appearance and attitude.

- A. HGU Duties and Responsibilities may include, but are not limited to, representation of the DSP at the following events:
 - 1. Funerals.
 - a. Category I – Sworn DSP officer line-of-duty death funeral and/or memorial service (see Attachment A for protocols).
 - b. Category II – Sworn DSP officer non-line-of-duty death funeral and/or memorial service (see Attachment B for protocols).
 - c. Category III – Retired sworn DSP officer funeral and/or memorial service (see Attachment C for protocols).
 - d. Category IV – Non-sworn DSP employees, dignitaries or other non-law enforcement personnel funeral and/or memorial service details at the direction of the Division HGU Coordinator (see Attachment D for protocols).
 - e. Category V – Non-DSP officer line-of-duty death funeral and/or memorial service (see Attachment E for protocols).

2. Dignitary Events.
 3. DSP Graduation Ceremonies.
 4. Law Enforcement Memorial Ceremonies.
 5. DSP Awards Ceremonies.
 6. Conferences/seminars.
 7. Special event requests approved by the Superintendent or the Division HGU Coordinator.
- B. HGU Personnel Selection/Assignment will be at the direction of the respective Post/Region Commander in consultation with the applicable Bureau Director and the Division HGU Coordinator.
1. Assignment to the HGU will be based upon DSP/HGU needs and the individual employee's ability, professionalism and dedication.
 2. Requests for assignment to the HGU shall be forwarded to an individual employee's immediate supervisor. The request will then be forwarded, through the Post/Region chain-of-command, to the Division HGU Coordinator for consideration.
 3. Personnel assignments to the HGU unit will be considered and/or justified based on the following criteria:
 - a. Personnel assignment, availability and willingness to participate in HGU functions.
 - b. Exhibited professionalism of the individual employee and his/her dedication and commitment to the DSP and HGU.
 - c. Ability of the individual employee to perform all HGU specific duties.
 - d. Ability to successfully complete initial training and evaluation process.
- C. HGU training is essential for the professional appearance and cohesion/competency of the HGU.
1. HGU training will be scheduled and coordinated by the Wisconsin State Patrol Academy (WSPA), or the Division HGU Coordinator when necessary. Training will be conducted in accordance with DSP guidelines and will be based on the needs of the DSP and HGU.

2. HGU members will be expected to attend all available training sessions unless excused by the Division HGU Coordinator. Any HGU member who does not participate in training sessions without being excused from training by the Division HGU Coordinator, or who is unable to perform the duties necessary for the Honor Guard Unit, will be removed from the HGU program.
 3. HGU training shall consist of the following:
 - a. Formal training at Honor Guard Team training courses.
 - b. Quarterly HGU training at the WSPA.
 - c. Region/Post HGU training.
 - d. Any other training deemed necessary as determined by the Division HGU Coordinator.
- D. HGU Functions
1. All HGU functions, and personnel assigned to those functions, shall be at the direction of the Division HGU Coordinator.
 2. All requests for HGU involvement at functions shall be forwarded to the Division HGU Coordinator for consideration, approval and assignment of personnel.
 3. Individual HGU members shall not participate in, or coordinate any HGU functions, unless the function has been approved by the Division HGU Coordinator for DSP involvement.
 4. Individual member assignments at all functions shall be directed by the Division HGU Coordinator and/or the OIC of the specific function.
 5. At the conclusion of all HGU functions, a report shall be completed on the offense/incident manager (OIM) by the function OIC. Information included in the report for the function shall, at a minimum, consist of the following items:
 - a. Names of OIC and all HGU members assigned.
 - b. Location of HGU function.
 - c. Brief summary of HGU function and HGU involvement.
 - d. Any issues or problems encountered during the function.

V. REFERENCES

DSP Policy and Procedure 11-3 – Division of State Patrol Work Rules

DSP Policy and Procedure 11-6 – Grooming Standards

DSP Policy and Procedure 11-19 – Uniform Policy

DSP Policy and Procedure 15-5 – Funerals

VI. ATTACHMENTS

A – Category I Funeral/Memorial Service Protocol

B – Category II Funeral/Memorial Service Protocol

C – Category III Funeral/Memorial Service Protocol

D – Category IV Funeral/Memorial Service Protocol

E – Category V Funeral/Memorial Service Protocol

CATEGORY I FUNERAL/MEMORIAL SERVICE PROTOCOL

- A. A Category I funeral/memorial service is a detail for a sworn DSP employee who died as a direct and proximate result of personal injury sustained in the line of duty.
- B. A Category I funeral is entitled to full, traditional law enforcement ceremonial honors. No effort should be spared in the planning and implementation of a Category I funeral. This detail will be consistent with law enforcement and Division tradition, and carried out with the permission and wishes of the officers immediate survivor(s).
- C. The elements of a Category I funeral/memorial service may include, but are not limited to the following:
 - 1. Color Team(s).
 - 2. Casket Watch Team.
 - 3. Casket Escort Team.
 - 4. Rifle Team.
 - 5. Flag draped casket, ceremonial flag folding and ceremonious presentation of a memorial flag to the appropriate survivor(s).
 - 6. Bugler.
 - 7. Bagpipers/Drum Team.
 - 8. Marked vehicle escorts to all venues for the decedent and family.
 - 9. Shrouded Squad.
 - 10. Final radio call/dispatch.
 - 11. Helicopter fly-over (if available).
 - 12. Other requests made by decedent's survivors.
- D. The Division HGU coordinator is the final arbiter of what ceremonial elements will be included in a Category I detail.
- E. According to United States Code flag etiquette/guidelines, only a veteran of the Armed Services or a "Line-of-Duty" death shall have the United States Colors draped over the Casket.
- F. Surviving family members should be advised that a Category I detail will take considerable time to properly plan. A Category I detail may consist of a religious ceremony in accordance with the family's faith group and/or a graveside ceremony that will require an extended wait for all assets, dignitaries, and attendees to be in place before it can begin.

CATEGORY II FUNERAL/MEMORIAL SERVICE PROTOCOL

- A. A Category II funeral/memorial service is a detail for a sworn DSP employee whose death was not sustained in the line of duty.
- B. A Category II detail is entitled to a reduced level of military style, ceremonial honors which will be determined by the Division HGU Coordinator and will be consistent with law enforcement and Division tradition, and carried out with the permission and wishes of the officers immediate survivor(s).
- C. The elements of a Category II funeral/memorial service may include, but are not limited to the following:
 - 1. Marked vehicle escorts of the decedent and family to/from venues.
 - 2. Color Team(s).
 - 3. Casket Watch Team.
 - 4. Casket Escort Team.
 - 5. Flag draped casket or the ceremonious presentation of a memorial flag to the appropriate survivor.
 - 6. Shrouded Squad.
 - 7. Final radio call/dispatch.
 - 8. Other requests made by decedent's survivors.
- D. The Division HGU coordinator is the final arbiter of what ceremonial elements will be included in a Category II detail.
- E. According to United States Code flag etiquette/guidelines, only a veteran of the Armed Services or a "Line-of-Duty" death shall have the United States Colors draped over the Casket.

CATEGORY III FUNERAL/MEMORIAL SERVICE PROTOCOL

- A. A Category III funeral/memorial service is a detail for a sworn DSP employee who has retired from the Division of State Patrol.
- B. A Category III detail is entitled to a reduced level of military style, ceremonial honors which will be determined by the Division HGU Coordinator and will be consistent with law enforcement and Division tradition with the permission and wishes of immediate survivors.
- C. The elements of a Category III funeral/memorial service may include, but are not limited to the following:
 - 1. Marked vehicle escorts of the decedent and family as part of the final procession.
 - 2. Casket Watch Team.
 - 3. Casket Escort Team.
 - 4. Flag draped casket or the ceremonious presentation of a memorial flag to the appropriate survivor.
 - 5. Other requests made by decedent's survivors.
- D. The Division HGU coordinator is the final arbiter of what ceremonial elements will be included in a Category III detail.
- E. According to United States Code flag etiquette/guidelines, only a veteran of the Armed Services or a "Line-of-Duty" death shall have the United States Colors draped over the Casket.

CATEGORY IV FUNERAL/MEMORIAL SERVICE PROTOCOL

- A. A Category IV funeral/memorial service is a detail for, but not limited to, non-sworn DSP employees, dignitaries or other non-law enforcement personnel.
- B. A Category IV detail is entitled to a reduced level of ceremonial honors which will be determined by the Division HGU Coordinator and will be consistent with law enforcement and Division tradition and with the permission and wishes of the decedent's immediate survivors.
- C. The elements of a Category IV funeral/memorial service may include, but are not limited to the following:
 - 1. DSP representation by HGU members.
 - 2. Casket Watch Team.
 - 3. Casket Escort Team.
 - 4. Flag draped casket or the ceremonious presentation of a memorial flag to the appropriate survivor.
- D. The Division HGU coordinator is the final arbiter of what ceremonial elements will be included in a Category IV detail. No promises should be made to family members, including the participation of the HGU, without first discussing with the Honor Guard Unit coordinator.
- E. According to United States Code flag etiquette/guidelines, only a veteran of the Armed Services or a "Line-of-Duty" death shall have the United States Colors draped over the Casket.

CATEGORY V FUNERAL/MEMORIAL SERVICE PROTOCOL

- A. A Category V funeral/memorial service is a detail for the death of a non-DSP law enforcement officer who died as a direct and proximate result of personal injury sustained in the line of duty.
- B. A Category V detail is entitled to appropriate DSP representation which shall be accomplished by HGU members and/or other uniformed DSP officers.
- C. Category V details may consist of “in State” or “out of State” fallen officers.
 - 1. In State details shall be attended by a minimum of two HGU members.
 - 2. Out of State details shall be attended by a minimum of two HGU members when authorized by the Superintendent or his/her designee.
- D. DSP Command Staff and the Division HGU coordinator, while honoring the wishes of the Department of the fallen officer, shall dictate what involvement HGU members will have in a Category V detail.