



# SUN PRAIRIE POLICE DEPARTMENT

## POLICY AND PROCEDURE

**A-18**  
Honor Guard  
Administrative

POLICY NUMBER: <b>A-18</b>	DATE: <b>November 7, 2012</b>
SUBJECT: <b>Honor Guard</b>	APPROVED BY: <b>Sgt. Jason Lefeber</b>
AUTHOR/ORIGINATOR: <b>Jason Lefeber</b>	SECTION MONITOR:
RECORDS MANAGEMENT STATEMENT: <b>Replaces A-1013</b>	

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### Policy

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The Sun Prairie Police Department may be represented by the Department's Honor Guard at memorial services, funerals, and public events. The Honor Guard is a positive representation for the City of Sun Prairie and the Police Department, as well as the law enforcement community. Whether the presence of the Honor Guard is at a scheduled public event or the funeral of fallen law enforcement personnel, the image portrayed by the unit is a representation of the Police Department and the Sun Prairie Community. These events are often a very public display with media and high-ranking elected officials attending. Officers serving on the Honor Guard Unit do so out of pride for both the profession and the agency.

### Objective

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It is the intent of this policy to show support for the deceased officer's family, department, and friends, as well as pride for the profession. In order to respond to varying requests and to ensure equal treatment in similar circumstances, the following guidelines are provided to assist members of the Honor Guard in fulfilling their responsibilities/duties in an efficient and expeditious manner.

### Definitions

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#### WI Law Enforcement Death Response Team (LEDR TEAM):

The LEDR Team is trained to assist with all details including Critical Incident Debriefing, peer counseling, and funeral/ memorial service preparation. Continued follow-up services and resources, in cooperation with organizations such as WI Concerns of Police Survivors and the Wisconsin Law Enforcement Memorial board, are available to all departments. Activation is made by contacting the local WI State Patrol Post.

### Procedure

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#### A. MEMBERSHIP

- The Sun Prairie Police Honor Guard Unit has an authorized strength of 8 members.
- The Honor Guard Unit will consist of officers who have been selected to the unit and who agree to a minimum of a five year commitment.
- The Honor Guard members for a specific event will be selected by the unit supervisor.

#### B. HONOR GUARD RESPONSE

- For situations involving a Sun Prairie Police Department member, the decedents "Critical Incident Notification Form" should be reviewed.
- For situations involving other agencies, the request should be directed to the unit supervisor who will then decide how the request is fulfilled.

- For Sun Prairie Police department line-of-duty deaths, assistance from the WI LEDR Team should be considered. They can provide assistance with contacting other agencies for additional Honor Guard members as well as coordinating additional resources from other agencies.

### C. CATEGORIES OF HONOR GUARD RESPONSE

#### ◦ Category I - Line of Duty Death SNPD

- Line of Duty death of a Sun Prairie Police Department's active sworn employee. This category reserves the highest honors for those men and women who make the ultimate sacrifice in the line-of-duty. Understanding that the Honor Guard response in such a tragic event involving one of our own will be most challenging, utilizing outside Honor Guard units is acceptable. When planning the response, the following shall be offered, however, the wishes of the family of the fallen officer shall be given the most weight.

- US Flag draped casket
- Rifle Salute
- TAPS
- Contact with LEDR (Law Enforcement Death Response Team)
- Casket Team – Visitation and Funeral
- Rifle Team Firing Squad
- Color Team
- Family escort
- Custodial care of the fallen officer's body
- Appoint liaison to funeral director (member)
- Appoint liaison to family (member)
- Appoint Traffic Coordinator (non-member)
- Appoint outside agency point of contact (non-member)
- Arrange taps/bagpipes
- Coordination with military, if applicable
  
- Public Information Officer

#### ◦ Category II - Active, Sworn SNPD

- Death of an active, sworn Sun Prairie Police Officer who dies of a medical condition while on duty, an active, sworn Sun Prairie Police Officer who dies while not on duty and a Sun Prairie Officer who commits suicide while actively employed. Understanding that the Honor Guard response will be challenging requesting assistance from outside Honor Guards is acceptable. While the wishes of the family shall be considered, care should be given to keep the intended integrity of Category I, reserving the highest honor for the line of duty death.

- US Flag draped casket
- Casket Team Visitation and Funeral
- Color Team
- Appoint liaison to funeral director (member)
- Appoint liaison to family (member)
- Appoint Traffic Coordinator (non-member)
- Appoint outside agency point of contact (non-member)
- Arrange bagpipes
  
- Coordination with military, if applicable

#### ◦ Category III – Line of Duty, Outside Agency

- Offer Honor Guard Unit to assist in any way requested to an agency with southwest quarter of the State (as divided and assigned by WHGA)
- If outside of WHGA assigned area the level of involvement by the Honor Guard or uniformed members will be at the discretion of the Chief of Police.

#### ◦ Category IV - Active Civilian SNPD

- Death of an active civilian employee of the Sun Prairie Police Department, a Sun Prairie Officer who retired in good standing and the death of a Sun Prairie active or retired political figure. The extent of Honor Guard involvement will be at the discretion of the Chief of Police.
  - Casket watch
  - Color Team
- Category V – Off-duty LEO in Dane County and surrounding counties
  - Participation and attendance at discretion of the Chief of Police
- Category VI – Other Funerals
  - Funerals not included in the above categories, including the death of an active member of the US Military, when funeral services are to be held in Sun Prairie.
    - Color Team
- Category VII – Ceremonial Honor Guard/Color Guard services.
  - Community events
  - Department Awards and Promotional ceremonies
  - Parades

#### **D. HONOR GUARD TRAINING & EVENT PARTICIPATION**

- The unit shall strive to train two hours per month (or the equivalent of training and event participation).
- Training and Event attendance records shall be maintained by unit supervisor.
- Members will be expected to attend scheduled training sessions and events unless excused by the unit supervisor or the on duty OIC.
- Whenever possible, members are expected to avail themselves for unscheduled events with highest priority being given to category I through III funerals.
- The Wisconsin Law Enforcement Memorial in May of each year is to honor those who have given the ultimate sacrifice. All active members shall regard this memorial with the highest of priority.
- Due to short notice with Honor Guard requests, members may agree to change work hours in accordance with the current contract language. Requests for changes should be made to and approved by the unit supervisor.

#### **E. HONOR GUARD UNIFORMS**

- The Honor Guard Uniform is purchased by the Department. Upon leaving the unit, the member will turn the department purchased uniform items into the unit supervisor.
- The Honor Guard Uniform shall consist of the following:
  - Felt Stetson hat, black head strap, acorns, hat badge, rain cover
  - Dress Coat – Badger Uniforms Style ROMA-DBW, with single White under arm military braid cord, name tag, honor guard pin P2227, and Sun Prairie Police badge.
  - White long sleeve dress shirt with navy 3” tie.
  - Navy pants with “copen blue braid #24” style VF-HS2123
  - White gloves
  - Clarino leather trouser belt, duty belt, holster, and shoulder strap and D rings
  - Black high gloss Oxford shoe
  - Badge covers shall be worn by all Honor Guard members for sworn law enforcement funerals and/or memorial services and Military funerals.

#### **E. HONOR GUARD UNIT EQUIPMENT**

- The unit supervisor shall be responsible to maintain, care for, and keep inventory of all Sun Prairie Honor Guard equipment.
- Honor Guard rifles shall be kept in a secure location.

- The use of Honor Guard equipment for purposes other than for Sun Prairie Honor Guard events or training must have prior approval by the unit supervisor.

**Attachments**

None

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**VI. HISTORY:**

Date Published

Statement

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