**SECTION: 200.300**

**SUBJECT: HONOR GUARD**

**POLICY:**

The Dane County Sheriff’s Office may be represented by the Honor Guard at memorial services, funerals, and public events. The Honor Guard has long been a positive representation for the Sheriff’s Office, 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 that unit is a representation of the Sheriff’s Office. These events are often a very public display with media and high-ranking elected officials attending. Deputies that serve on the Honor Guard Unit do so out of pride for both the profession and the agency. From the positive public event of posting colors to the most tragic loss of a fallen comrade, honor guard members take immense pride in not only what they do, but also how well they can do the job that many don’t want to do. It has often been said that the more impressive an honor guard unit can perform, the more honor and respect that is being given to that fallen comrade or the national colors.

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. These guidelines are not meant to imply inflexibility on the part of the Honor Guard in deployment and type of service offered; rather they serve to promote understanding and cooperation for all concerned.

**PROCEDURE:**

I. Membership

A. The Dane County Sheriff’s Office Honor Guard Unit will have an authorized strength of 24 members.

B. The Honor Guard list will consist of deputies who have been selected to the unit and who agree to adhere to uniform standards of attire, including footwear.

C. The Honor Guard for a specific service will be selected from the Honor Guard roster meeting the qualifications above.

D. Additional Deputies not on the roster may be temporarily added due to extenuating circumstances (i.e., deputy knew the deceased or was/is from the deceased's department or area).

E. The Honor Guard roster will be constantly maintained and vacancies will be filled in a timely manner from an eligibility list.

II. Honor Guard Response

A. Honor Guard Response Categories Defined

1. **Category I** – Line of Duty death of a Dane County Sheriff’s Office active sworn employee. This category reserves the highest honors for those men and women who make the ultimate sacrifice in the line of duty.

2. **Category II** – Line of Duty death of an officer from another law enforcement agency. Sub-categories are defined below, which will weigh into the degree of involvement of the DCSO Honor Guard.

a. within Dane County

b. outside Dane County, within 100-mile radius

c. outside Dane County, outside 100-mile radius

3. **Category III** – Active DCSO Sworn Employee, Non-Line of Duty death.

4. **Category IV** – Active Law Enforcement Officer, Non-DCSO, within Dane County or adjacent counties.

5. **Category V** – Retired DCSO Sworn Employee/Active Non-Sworn Employees.

6. **Category VI** – Funerals not included in above categories.

7. **Category VII** – Ceremonial Honor Guard/Color Guard services.

B. Honors Defined – The Honor Guard shall keep up to date post orders detailing the specific procedures for performing honor guard functions, recognizing that the dynamics of each detail may require adaptation.

1. Casket Team – up to eight members may be responsible for posting the casket, and in some cases casket movement.

2. Honors Posting – may be a form of casket posting or more often members will post in the area of the viewing. The number of members needed will be dictated by the length and structure of the service.

3. Flag Team – if the casket is draped with the National Colors, eight members will be required to properly fold the flag for presentation. In situations where a pre-folded flag is to be presented, a full Flag Team would not be necessary. In many cases the Flag Team may be the same members as the Casket Team.

4. Color Guard – typically used in ceremonial applications, the number of members will be dictated by the number of flags being posted plus two rifle guards.

5. Rifle Team – responsible for presenting the 21-gun salute, 7 members plus one commander is required.

6. Custodial Care – reserved for Category I honors, refers to providing non-stop custody of the fallen officer’s body until the service. Typically, the Honor Guard would divide hours into shifts with two deputies on duty at all times. When appropriate, other DCSO members may participate in this service. This service is conducted if desired by the immediate family.

7. Family Escort – generally reserved for Category I honors, refers to providing the fallen officer’s immediate family escort service to and from all arrangements and services.

8. Presence – some services will only involve a uniformed presence of the Honor Guard.

C. The DCSO Honor Guard may be activated as follows:

1. **Category I** – Line of Duty death of a DCSO active sworn employee. May require up to 24 Honor Guard members. 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. In as much as possible, all members should be assigned to honor guard duties as needed and pulled from normal assignments.

a. Casket Team – posting and movement

i. Visitation

ii. Funeral

b. Rifle Team Firing Squad

c. Flag Team (can be same as Casket Team)

d. Family escort

e. Custodial care of the fallen officer’s body

f. Additional considerations

i. Appoint liaison to funeral director (member)

ii. Appoint liaison to family (member)

iii. Appoint Traffic Coordinator (non-member)

iv. Appoint outside agency point of contact (non-member)

v. Arrange taps/bagpipes

vi. Coordination with military if applicable

2. **Category II** – Line of Duty death of officer from outside agency

a. Within Dane County

i. Minimum of 6 members attend

ii. DCSO Honor Guard should avail their services for any functions needed by the involved agency

b. Outside Dane County – within 100-mile radius – minimum of 4 members attend

c. Outside Dane County – outside 100-mile radius – every effort should be made to send a minimum of 2 members

3. **Category III** – Active DCSO Sworn Employee, non-Line of Duty death. 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.

a. Casket Team – generally posting only

b. Flag Team

c. Funeral Escort

4. **Category IV** – Active Law Enforcement Officer (not DCSO), non-Line of Duty death, within Dane County or adjacent counties.

a. Minimum of 4 members should attend

b. DCSO Honor Guard shall avail their services for any functions needed by the involved agency

5. **Category V** – Retired DCSO Sworn Employee/Active Non-Sworn Employees

a. Casket Team – posting only

6. **Category VI** – Funeral requests not covered by other categories

a. Presence only

7. **Category VII** – Ceremonial Honor Guard Services

a. Color Guard

b. Rifle Team

c. Presence

III. Administration

A. The Chief Deputy shall appoint an Honor Guard Coordinator who will work directly with the Executive Services Captain.

1. As there exists a Friend’s of the Honor Guard Fund, all fundraising activity shall be approved by Executive Services Captain.

2. Any expenses incurred by the Honor Guard shall have prior approval of the Executive Services Captain.

B. Honor Guard activity outside the framework of this policy requires prior approval of the Executive Services Captain.

C. Honor Guard Training

1. The unit shall strive to train four hours per month (or the equivalent thereof).

2. Members attending training shall be entitled to compensatory time per the Memorandum of Understanding with the DCDSA.

3. Training outlines and attendance records shall be kept for all training sessions.

D. Honor Guard Participation

1. Members will be expected to attend a minimum of four training sessions annually to maintain active status on the Honor Guard roster.

a. Failure to meet minimum training requirements results in removal from active status.

b. Inactive members may return to active status after meeting minimum training requirements if or when a roster position is available.

2. Given the unpredictability of honor guard details, a minimum standard of participation in details is difficult at best to set. Members are expected to avail themselves for details whenever possible.

3. Members attending approved Honor Guard functions shall be entitled to compensatory time per the Memorandum of Understanding with the DCDSA.

4. The Wisconsin Law Enforcement Memorial in May of each year is considered the epitome of the unit’s mission – to honor those who have given the ultimate sacrifice. All active members shall regard this memorial with the highest of priority.

a. When the DCSO Honor Guard has a specific function for the memorial service, the member(s) needed for that function shall be entitled to compensatory time under section D. 3. above.

b. When the DCSO Honor Guard does not have a specific function for the memorial service, the unit shall strive to have representation present, however, will do so without entitlement to compensatory time.

IV. Honor Guard Uniforms and Equipment

A. The Honor Guard Uniform shall consist of the following:

1. Felt Stetson hat

2. Brown jacket – Red The Uniform Tailor model 604-98, with single gold under arm military braid cord, name tag, honor guard pin, and DCSO badge.

3. White shirt with brown tie and DCSO gold tie bar

4. Class A military uniform pants in accordance with Policy 200.590

5. White gloves

6. Black patent leather duty belt, holster, magazine pouch, handcuff case, and shoulder strap

7. Patent leather footwear

B. Badge covers shall be worn by all Honor Guard members for funeral and/or memorial services under Categories I through IV.

1. The Sheriff or designee shall authorize the badge covers to be worn by all Sheriff’s Office personnel from the notification of death until at least the conclusion of the services.

2. The Sheriff or designee may authorize badge covers at other times when deemed appropriate.

C. Honor Guard Unit Equipment – the coordinator shall be responsible or shall appoint someone to be responsible to maintain, care for, and keep inventory of all DCSO equipment.

1. Honor Guard rifles shall be kept in a secure location.

2. Records shall be kept of any DCSO owned equipment assigned to members.