



# UW-Madison Police Department

**Policy: 41.10**

**SUBJECT: POLICE HONOR GUARD**

**EFFECTIVE DATE: 06/01/10**

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## **INDEX:**

- 41.10.1 ADMINISTRATION OF HONOR GUARD UNIT
- 41.10.2 PERSONNEL SELECTION & TRAINING
- 41.10.3 OPERATION OF HONOR GUARD UNIT
- 41.10.4 UNIFORM & EQUIPMENT

## **POLICY:**

The University of Wisconsin-Madison Police Department will provide a trained and equipped honor guard for use during special events, special assignments and ceremonies.

## **DEFINITIONS:**

“Colors presentation” refers to the use of flags, rifles, and other pieces of equipment during an Honor Guard presentation.

## **PROCEDURE:**

### **41.10.1 ADMINISTRATION OF HONOR GUARD UNIT**

The following shall govern procedures for the administration of the Department Honor Guard Unit:

- A. The Honor Guard will be supervised and coordinated by one supervisor appointed by the Unit Commander, who is a Lieutenant.
- B. The Honor Guard will consist of up to 16 designated volunteers.
- C. Honor Guard members will follow the specifications for drill movements as specified in the US Army Drill and Ceremony Manual, FM 22-5.
- D. Honor Guard members must attend an initial minimum forty hour training course within one year of acceptance to the unit.
- E. Honor Guard members are required to take part in assigned duties. Members should make every attempt to attend events and monthly trainings.

### **41.10.2 PERSONNEL SELECTION & TRAINING**

The following shall govern personnel selection for the Department Honor Guard Unit:

- A. When a vacancy exists, officers that are interested in being selected for the unit should forward a letter to the Unit Coordinator detailing their experience, qualifications and interest in the position.
- B. The selection process will include an oral interview by the Commander, Coordinator, and one other Honor Guard member. The interview will include, but not be limited to information and questions in the following areas:
  - 1. Applicants will be informed of the expectations of the Unit and asked to describe how they will meet these expectations.
  - 2. Applicants will be asked why they are interested in being a unit member and what qualifications they will bring to the program.
  - 3. The training provided to unit members will be described and applicants will have an opportunity to ask questions.
- C. Final selection will be made by the Unit Coordinator and Unit Commander. New Honor Guard members shall serve a year probation prior to the issuance of full Honor Guard uniform.
- D. Employees assigned to the Honor Guard are required to commit to the unit for a period of five years. After the five year period, officers wishing to resign from the unit should contact the Unit Coordinator.

### **41.10.3 OPERATION OF HONOR GUARD UNIT**

The following shall govern procedures for deploying the Honor Guard:

- A. The Unit Commander determines deployment. Under certain circumstances the Unit may be deployed at the discretion of the Chief. The Unit Commander or Unit Coordinator will designate an event coordinator from the Unit for each official function Unit members attend. The event coordinator is responsible for logistics including completing a Unit incident action plan in advance of the function.
- B. If operations allow, schedules of Honor Guard personnel will be adjusted to permit official functions to be attended on regular duty. Official functions will include, but are not limited to: the ceremonies related to the line of duty death of an officer from the Department or any other agency within the State, any police memorial ceremony within the State, the annual awards ceremony, or a colors presentation.
- C. In the event of a line of duty death of an officer from the Department, a representative from the Honor Guard will be assigned to assist in the funeral arrangements; including color details, casket details, firing parties, liaison with the family, and ceremonial guard duty processional.

### **41.10.4 UNIFORM & EQUIPMENT**

The following shall govern procedures for the care and maintenance of the Honor Guard uniform:

- A. The Department will provide the Honor Guard uniform and it will be worn in conformance with unit procedures including Department issued awards.
- B. The following equipment, which will be worn with a standard Department issued dress uniform, will be issued by the Department to probationary Honor Guard members:
  - 1. Red ascot.
  - 2. Red braids for the left shoulder.
  - 3. White gloves.
- C. The following equipment will be issued by the Department to Honor Guard members who successfully complete a one year Honor Guard probationary period:
  - 1. Navy blue 8-point hat with rank specific hat badge.
  - 2. White long sleeve dress shirt with either gold/silver "UW" collar insignia (depending on rank).
  - 3. Navy blue breakaway tie.
  - 4. Navy blue single breasted dress coat with four (4) gold/silver (depending on rank) button front and red piping on the sleeves (at the wrists) and UYPD honor guard patches at the shoulders. Security officers will have a "Security" rocker above the patch and LEDs will have a "Communications" rocker above the patch.
  - 5. Red braids for the left shoulder.
  - 6. Honor guard unit pin.
  - 7. Navy blue dress pants with red piping along the legs.
  - 8. White gloves.
  - 9. Black leather high gloss Sam Browne belt with gold/silver (depending on rank) buckle and shoulder strap.
  - 10. Black leather high gloss right handed firearm holster, handcuff case and single spare magazine case. These items will not be issued to non-sworn honor guard members.
- D. Honor Guard members will be responsible for providing the following equipment themselves:
  - 1. Bates black high gloss dress shoes
  - 2. Aviator/Military style gold/silver (depending on rank) sunglasses
  - 3. Black dress socks and white under shirt
- E. Honor Guard members are responsible for the care and maintenance of their uniform:
  - 1. Uniforms shall be cleaned and pressed prior to the start of an event.
  - 2. Brass and high gloss items will be polished prior to the start of an event.
  - 3. Members should immediately notify the Unit Commander of any problems with their uniform or if any part of their uniform becomes unserviceable so the item may be repaired or replaced.