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# UW-Madison Police Department

**Policy: 41.10**

**SUBJECT: HONOR GUARD**

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

**REVISED DATE: 03/30/16; 06/19/19; 04/07/21; 04/20/22**

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## **POLICY:**

The UW-Madison Police Department shall 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**

- A. The Unit Commander shall oversee all aspects of the Unit and shall designate the Unit Coordinator. The Honor Guard shall be supervised and coordinated by a coordinator appointed by the Unit Commander. The Unit Coordinator is responsible for assigning training and special details and ensuring maintenance is up-to-date
- B. The Honor Guard shall consist of up to 16 designated volunteers.
- C. Honor Guard members shall follow the specifications for drill movements as specified in the US Army Drill and Ceremony Manual, FM 22-5.
- D. Honor Guard members shall 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 shall attend scheduled trainings.

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

- A. When a vacancy exists, information regarding the vacancy shall be distributed electronically to all qualifying department personnel. Any uniformed member of the department may apply to the applicable coordinator and submit the requested documents, which may include a letter of interest detailing their experience, qualifications and interest in the position.
- B. The selection process shall include an oral interview by the Commander and/or Coordinator, and one Honor Guard member.
- C. Final selection shall be made by the Unit Coordinator and Unit Commander. New Honor Guard members shall serve up to a one 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 Commander.

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

- 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 shall 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 shall be adjusted to permit official functions to be attended on regular duty. Official functions shall 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 shall 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**

- A. The Department shall provide the Honor Guard uniform and it shall be worn in conformance with unit procedures including Department issued awards.
- B. The following equipment, which shall be worn with a standard Department issued dress uniform, shall 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 shall 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 UWPD honor guard patches at the shoulders. Security officers shall have a "Security" rocker above the patch and LEDs shall 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 shall not be issued to non-sworn honor guard members.
- D. Honor Guard members shall be responsible for providing the following equipment themselves:
  - 1. Bates black high gloss dress shoes
  - 2. Aviator/Military style 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 shall 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.