

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

HONOR GUARD

Reviewed by: Assistant Chief Greg Scott	Effective Date: October 9, 2019
Authorized by: Chief Dan Donath	Revision Date: November 5, 2019

PURPOSE

The purpose of this Standard Operating Procedure is to establish guidelines pertaining to the Honor Guard, its function, usage, and the selection of its members.

GENERAL INFORMATION

The Honor Guard is established to honor and respect fallen officers. The Honor Guard will also represent the Chief of Police and the Bloomington Police Department at certain events and ceremonies as determined by the Chief of Police, or their designee.

PERSONNEL

The Honor Guard will consist of volunteer officers who have been approved by the Chief of Police, or their designee.

The Honor Guard will have the following positions as feasible:

- Administrative Leader: A Sergeant or Lieutenant as appointed by the Chief of Police, or their designee. This leader is responsible for general oversight of the Honor Guard.
- Operational Leader: One Honor Guard member of any rank as appointed by the Chief of Police, or their designee. This leader is responsible for training and organizing the Honor Guards attendance at details and ceremonies.
- Honor Guard Member: When feasible, 12 volunteer officers serving in a collateral duty assignment.

Honor Guard members are expected to maintain exemplary behavior and to participate in trainings and details on a regular basis. Honor Guard members may be removed by the Chief of Police, or their designee, for failing to participate in training and details or ceremonies.

Honor Guard members are expected to be, look, and act professionally. Honor Guard members may be removed at the discretion of the Chief of Police or their designee.

The Chief of Police or their designee will determine when new members are to be added to the Honor Guard. Officers who are interested in joining the Honor Guard will be asked to express

interest via email. Officer/s selected to join the Honor Guard will be subject to approval of the Chief of Police, or their designee.

TRAINING

Training will be conducted at a minimum once per quarter (four times per year). Training will be planned and coordinated by the Honor Guard Operational Leader. Training will be designed to develop proficiency in executing the ceremonies and duties typically assigned to the Honor Guard.

As time allows, Honor Guard members will rehearse prior to a scheduled detail or event.

UNIFORMS

Uniforms will consist of specialty issued items specific to the Honor Guard as selected by the Administrative and Operational Leader, and approved by the Chief of Police, or their designee. Uniforms and equipment provided to Honor Guard members shall only be used for its intended purpose and is the responsibility of the officer to whom it has been issued. Great care is expected to be used with all items.

See addendum for currently issued items.

USE OF HONOR GUARD

Honor Guard requests will be made to the office of the Chief of Police. When approved, Honor Guard members will wear the approved Honor Guard Uniform and will operate a clean marked squad car. The Honor Guard will be assigned in at least two man details whenever possible. The nature of the detail may dictate a larger contingent.

The following are details and ceremonies the Honor Guard may be assigned to:

- Funeral Detail of any active officer of the Bloomington Police Department.
- Funeral Detail of any retired officer of the Bloomington Police Department.
 - Services for retired officers that are within a 30-mile radius of the Bloomington Police Department.
- Funeral Detail of any active member of the Bloomington Fire Department.
- Funeral Detail of any officer killed in the line of duty in the State of Illinois, or other jurisdiction as approved by the Chief of Police, or their designee.
 - Lodging and per diem for details in other jurisdictions will be at the discretion of the Chief of Police, or their designee.
- Rifle Team Detail: Three-volley rifle salute for ceremonial purposes as approved by the Chief of Police, or their designee.
- Color Guard Detail: Presentation of the flag of the United State of America, along with other appropriate flags for any ceremony or public event as approved by the Chief of Police, or their designee.
- Requests for other ceremonies or details may be approved by the Chief of Police, or

their designee.

COMPENSATION

Honor Guard members attending official Honor Guard training on their regular Allowed Leave (AL) day may be compensated with a Training Allowed Leave (TAL) day. The TAL day will be scheduled and taken within the same pay period as the training day. There shall be no overtime paid for attending Honor Guard training unless specifically approved by the Chief of Police.

Compensation for attending approved Honor Guard details or ceremonies will be subject to the approval of the Chief of Police and/or the terms and condition of the current Collective Bargaining agreement as it pertains to Honor Guard duty.