

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

|                                      |   |                  |  |
|--------------------------------------|---|------------------|--|
| <b>Effective Date:</b><br>09/09/2020 | <b>Supersedes Policy Dated:</b><br>03/29/2016 | <b>Rescinds:</b> | <b>SOG Number:</b><br><br><b>302.5</b> |
| <b>Accreditation Index:</b>          |   |                  |  |
| <b>Part Title:</b> Support Services  | <b>Chapter Title:</b> Community Relations     |                  |  |
| <b>Chief of Police:</b>              |   |                  |  |

## Honor Guard

### I Policy

It is the policy of the Springfield Police Department to honor those police officers, active or retired, who have lost their lives. The Honor Guard serves as an official representation of the department's commitment to respect their service and the families left behind.

### II Definitions <sup>1</sup>

**Full Complement** – A minimum of sixteen (16) sworn members.

**Honor Guard Coordinator** – The highest ranking sworn member, or a designee assigned by the Honor Guard Commander to coordinate the activities of the Honor Guard.

**Honor Guard Commander** – A Lieutenant to oversee the operations of the Honor Guard, assigned by the Uniform Operations Bureau Commander.

**Uniformed Representation** – The sending of any uniformed police officer(s) to funeral services when the officer(s) will have no active role in the service.

### III Procedure

#### 1 Notifications

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<sup>1</sup> Definitions revised and added Honor Guard Commander, per Policy Change Order 20-003.

## SOG 302.5

### Honor Guard

Effective Date: 09/09/2020

- 1.1 Due to time constraints involved, it is important for the department to receive timely notification upon the death of an active or retired police officer. The following guidelines are established to assure Honor Guard participation at the funeral services:
  - 1.1.1 All personnel, upon becoming aware of the death of any active or retired police officer, shall notify the Uniform Operations Bureau Commander. The Uniform Operations Bureau Commander will review the situation and, if it falls within department guidelines, will assign the Honor Guard Coordinator the task of organizing the Honor Guard members who will attend the funeral services.
- 2 Honor Guard Utilization
  - 2.1 A minimum of two Honor Guard members will routinely be activated when any of the following circumstances apply:
    - 2.1.1 The death of a Springfield Police Officer who is currently employed, but was off duty at the time of their death or has retired from the City of Springfield under honorable circumstances and a request from the family has been received, or at the authorization of the Chief of Police, provided the funeral services will occur within a 300-mile radius of Springfield. <sup>2</sup>
    - 2.1.2 The death of any law enforcement officer killed in the line of duty and where funeral services will occur within a 300-mile radius of Springfield. Upon the request of the agency, the members can assist with the funeral services. <sup>3</sup>
    - 2.1.3 The death of a Public Safety employee who is currently and was on duty or has retired from said agency under honorable circumstances and a request from the family has been received, or at the authorization of the Chief of or police, provided the funeral services will occur within a 50-mile radius of Springfield. <sup>4</sup>
  - 2.2 Honor Guard members are allowed a minimum of four (4) hours of on-duty time when performing Honor Guard duties.
    - 2.2.1 The four hours can be adjusted out as regular duty time, if possible and approved by the involved supervisor, or can be claimed as overtime in accordance with the current rules governing overtime. Overtime worked as part of an Honor Guard assignment is not guaranteed overtime.
    - 2.2.2 If an Honor Guard member is working at the time their assignment takes place, that member will simply be allowed to conduct their duties in an on-duty capacity, but must return to work immediately following the assignment unless authorized by their supervisor to take leave time.
  - 2.3 The on-duty death of a sworn officer or the malicious death of a non-sworn employee while on-duty will activate all Honor Guard members in order to prepare for funeral

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2 Section 2.1.1 language revised to reflect off duty death, per Policy Change Order 20-003.

3 Section 2.1.2 language revised to clarify regional response, per Policy Change Order 20-003.

4 Section 2.1.3 replaces a redundant section and provides new guidelines, Per Policy Change Order 20-003.

## **SOG 302.5**

### **Honor Guard**

Effective Date: 09/09/2020

protocol. All Honor Guard members will be assigned to the Honor Guard Coordinator until the completion of the funeral. <sup>5</sup>

### **3 Honor Guard Funeral Protocol**

- 3.1 The Honor Guard Coordinator, or their designee, shall make arrangements for Honor Guard involvement in the funeral services per SOG 410.3, Death Notification and Funeral Protocol.
- 3.2 Springfield Police Honor Guard will be available to perform the following functions as requested or specified in an officer's critical incident directive:
  - 3.2.1 Provide a full complement of the Honor Guard.
  - 3.2.2 Participation of the Honor Guard in the casket guard during any viewing hours of the deceased. This does not preclude the use of non-Honor Guard SPD officers or outside agencies. <sup>6</sup>
  - 3.2.3 Flag detail.
  - 3.2.4 Gun salute.
  - 3.2.5 Arrangement of Taps.
  - 3.2.6 Arrangement of Bagpipes.
  - 3.2.7 Arrangement of End of Watch Radio/PA broadcast at gravesite.
  - 3.2.8 Will serve as pallbearers unless otherwise specified by an officer's critical incident directive.
  - 3.2.9 Form a cordon at the funeral and to the gravesite.
  - 3.2.10 Processional escorts may be authorized by the Chief of Police only for Springfield police officers killed in the line of duty as long as the funeral services and gravesite are within a 100-mile radius of Springfield, with prior approval of any jurisdictional agency of the event.

### **4 Use of Police Vehicles**

- 4.1 Marked Police vehicles will be authorized for funeral services that occur within the city limits of Springfield.
- 4.2 Funeral services that occur outside the city limits of Springfield will require authorization by the Chief of Police.

### **5 Member Requirements**

- 5.1 Members must exhibit a positive image, representative of the Springfield Police Department.

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<sup>5</sup> Section 2.3, new section regarding activation of the Honor Guard, per Policy Change Order 20-003.

<sup>6</sup> Section 3.2.2, revised section, added officers and agencies, per Policy Change Order 20-003.

## **SOG 302.5**

### **Honor Guard**

Effective Date: 09/09/2020

5.2 New applicants must make a written request to the Uniform Operations Bureau Commander for membership and may be subject to an interview with the Uniform Operations Bureau Commander and/or their designee(s).

5.3 All appointments will be approved by the Chief of Police.

## **6 Scheduling and Training**

6.1 Four (4) training days per year will be set aside for the training of Honor Guard members.

6.2 The scheduling of the training days will be done by the Honor Guard Coordinator.

6.3 Completion of two training days per year is mandatory for all Honor Guard members.

6.4 If possible, officers shall adjust their work schedules to avoid overtime when they have an Honor Guard event or training.

## **7 Purchases**

7.1 Every Honor Guard member will be allotted funds to spend for the purchasing of personal Honor Guard equipment, subject to the availability of such funds. Prior to purchasing, all requests for equipment will be sent through the Honor Guard Coordinator for approval by the Bureau Commander or designee.

7.1.1 Typically, Honor Guard members will purchase the following:

7.1.1(a) Black clarino shoes;

7.1.1(b) White gloves;

7.1.1(c) Additional alterations for Honor Guard uniform.

7.2 Issued equipment purchased by the Springfield Police Department for an Honor Guard member remains the property of the Department and must be turned back into the Honor Guard Coordinator once the officer leaves the Honor Guard squad. Any extra equipment will be kept in one of the Honor Guard lockers in the basement at Headquarters.

7.2.1 The following items are issued to all Honor Guard members:

7.2.1(a) Honor Guard badge;

7.2.1(b) Midnight blue 4-button coat with white piping;

7.2.1(c) Midnight blue matching trousers with white piping;

7.2.1(d) White long-sleeve button-up shirt;

7.2.1(e) Black 4-in-1 hand tie;

7.2.1(f) White single-loop nylon cord (aiguillette);

7.2.1(g) Black clarino belt;

7.2.1(h) Black clarino shoulder strap;

7.2.1(i) Black clarino holster;

7.2.1(j) Honor Guard raincoat;

## **SOG 302.5**

### **Honor Guard**

Effective Date: 09/09/2020

7.2.1(k) White Honor Guard hat. <sup>7</sup>

7.2.2 The Section Commander can authorize specific items, which have been purchased by the Department, to be kept by the Honor Guard member at the time they leave the squad.

#### **8 Chain of Command <sup>8</sup>**

8.1 The Honor Guard Coordinator shall report directly to the Honor Guard Commander assigned to supervise the Honor Guard.

8.2 The Honor Guard Commander will have approval responsibilities for all activities presented to them by the Honor Guard Coordinator. The Honor Guard Commander will also be responsible for sending any requests made by the Honor Guard Coordinator to the Uniform Operations Commander when appropriate.

8.3 At the direction of the Honor Guard Coordinator, any member of the Honor Guard can be placed in charge of a specific detail, regardless of rank (e.g. Firing Party, Flag Detail). <sup>9</sup>

## **IV Attachments**

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<sup>7</sup> Section 7.2.1(k), formerly 7.1.1(b), moved to issued equipment section, per Policy Change Order 20-003

<sup>8</sup> Section 8, Honor Guard Commander replaced Sergeant in entire section, per Policy Change Order 20-003

<sup>9</sup> Section 8.3, New section added, per Policy Change Order 20-003