

# BLOOMINGTON POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### HONOR GUARD

Reviewed by: Sergeant Jared Bierbaum	Effective Date: March 22, 2024
Authorized by: Chief Jamal A. Simington	Revision Date: March 22, 2024

#### 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 Guard's attendance at details and ceremonies.
- Training Officer: One Honor Guard member of any rank as appointed by the Honor Guard leaders to plan, coordinate, and execute trainings. This could include selecting certain training venues or setting up specific training scenarios.
- Quartermaster: One Honor Guard member of any rank as appointed by the Honor Guard leaders to inspect and maintain all Honor Guard equipment and coordinate repairs or replacements as needed. This could include rifle maintenance, purchasing of new flags, or acquisition of more blank ammunition.
- 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, ceremonies or details requested by the Chief of Police

Honor Guard members are expected to be, look, and act professionally. Honor Guard members are not permitted to have any facial hair (beard, mustache, or long sideburns) while in Honor Guard uniform serving in any official Honor Guard capacity. One exception to this rule is any officer serving in the capacity of a bagpiper, when performing solo, without the rest of the BPD Honor Guard.

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. Honor Guard members may be removed at the discretion 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 and the Training Officer. 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 specially 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 their intended purpose and are the responsibility of the officer to whom it has been issued. Great care is expected to be used with all items. All uniform items purchased by the department shall be turned into the department quartermaster when the individual is no longer an active member of the Honor Guard.

See addendum for currently issued items.

## **USE OF HONOR GUARD**

Honor Guard requests will be forwarded 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. When possible, a minimum of two officers will be assigned to an approved detail. The nature of the detail may dictate a larger contingent.

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

- Funeral Detail of any active officer of the Bloomington Police Department.

- This will usually require a full funeral detail, however, the extent of the detail will be dictated by the family of the fallen officer and the Administration of the BPD
  - The BPD Honor Guard will offer services both at the funeral home and cemetery, knowing that ultimately, it will be the family of fallen officer's choice on the extend of the services provided by the BPD Honor Guard.
- 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 department canine/service dog of the Bloomington Police Department
  - In these instances, a full funeral might not be requested or desired, however, the Honor Guard could provide a presentation of colors or other appropriate services
- 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.
- Requests for the BPD bagpiper to perform either during an event with the BPD Honor Guard or solo may also be made by and 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.