



## Oak Creek Police Department

### Ceremonial Honor Guard

## S.O.P. 7

### FLAG FOLDING GRAVESIDE

*This S.O.P is instruction for folding the United States Colors at grave side where the flag cannot be folded directly over the casket due to the vault mechanism occupying one side of the grave. Casket Team Members may be referred to by number. The "Honcho" is at position #1, which is the left side of the Casket, (Decedents left) and the same side as the Canton (Blue field with stars) of the Flag is on at the foot of the Casket. With the "Honcho" at position #1, that is the "odd" numbered side. Opposite #1 is position #2, and the "even" side of the Casket. The "Pullman" is at position #6. The following S.O.P will utilize an 8 member team to fold the flag.*

- I. Passing the Hearse from front towards back, position #1, (first position in outside line) will render a hand salute as the team passes the Hearse. The Team will then hook 180 back to the Hearse; will get to their respective placements in Mark-Time.

**"DETAIL-HALT", "READY-FACE"**

Casket position #6 (Pullman) marches thru the columns to the rear of Hearse, prepares to ready the Casket to break the plane of the Hearse doors. Casket is slowly brought out. Once in the hands of the Casket detail and fully out of the Hearse, side steps to clear the hearse. The Casket will come out head first, which will need to be oriented to move feet first. *(The last few feet to the grave or the distance is so short that multiple turns would be impractical, moving head first is acceptable)*

**"TO MY RIGHT-STEP", "STEP", "STEP", "STEP"** (As many as needed to clear the rear door)

**"TO MY LEFT or RIGHT (Which ever direction)-FACE", "TO MY LEFT/RIGHT-STEP", "STEP, "STEP", "HALF-STEP"** (Unknown/possible)

**"FORWARD-MARCH"** March forward to rollers over grave, Detail in Mark time, **"DETAIL-HALT"**. **"READY-FACE"**, Team places Casket on rollers, Pullman assists with pushing Casket forward similar manner as in a Hearse. REMEMBER AUTOMATIC TIMED CUTS WITH YOUR PARTNER ACROSS FROM YOU. Pullman orients back into position. Both sides still facing each other, #7 & #8 are still in position single file at the end of the Casket Team. Service starts, service over;

Honcho/Position #1, **"MY COLUMN ONLY, ABOUT-FACE"**, **"FOUR STEPS FORWARD-READY-STEP"**, (Four good steps, allowing plenty of room to fold the flag) **"RIGHT-FACE"**, **"FOUR STEPS FORWARD READY-STEP"**, **"RIGHT-FACE"** At the same time

#1, #3 & #5 are moving parallel to Casket, #7 orients to far end of Casket, #8 moves to the near end of the Casket.

Honcho, with #7 & #8 in place, Commands #7 & #8, "READY-DOWN" heads down, ends of the Flag are grasped, when movement has stopped, "READY-UP", "READY-BACK", (Flag is pulled taut) "READY-PRESENT" (Flag is tilted up on Canton side as Flag shouldn't be moved parallel to ground)

"READY-STEP", "STEP", "STEP" "HALF-STEP", (flag is brought to #1, #3 & #5)

"READY-PRESENT" (Flag is brought level)

"COLUMN-MARCH IN FILE-READY-STEP". (#2, #4, #6 Orient into position) #7 and #8 are still solely holding the Flag.

Honcho with the Unit in place, "READY-UP" (Even and Odd sides grasp the Flag) At this point, a command may need to be given which signals the Rifle Firing Team, in turn cues the playing of TAPS. Upon the last note of TAPS, Honcho then starts the Flag folding process with the "Tug".

*(Numbers 7 & 8 can assist with Flag folding; remember "CUTS" accounting for hand placement.*

After the Pullman gets final nod of inspection, he steps out and orients to the Chief or designee who presents, and turns over the Flag in proper order. As he steps out, this would be the opportunity for #7 & #8 to retrieve a second Flag if applicable to present to the Pullman. This additional flag would be turned over in the same ceremonial manner.