**POLICY #41**

**HONOR GUARD**

1. PURPOSE

The purpose of this policy is to establish guidelines delineating the functions and service to be provided by the Honor Guard.

1. INTENT

It is the intent of the Shawano County Sheriff’s Office to provide an Honor Guard that will formally represent the Sheriff’s Office during voluntary attendance funeral ceremonies or memorials and at required/requested functions such as community events, funeral duty, or any other event assigned by the Sheriff or designee.

1. DEFINITIONS
2. Honor Guard – A group of Shawano County Sheriff’s Office Deputies that represent the Office at formal functions or any assignment authorized by the Sheriff or designee.
3. Honor Guard Member – A sworn non-probationary Deputy of the Shawano County Sheriff’s Office consisting at least 5 members. Requirement of 5 for change of guard, 8 for complete firing line (a.k.a. 21 gun salute).
4. Honor Guard Uniform – A variation of the Shawano County Sheriff’s Office uniform consisting of/evolving to :
5. Campaign Hat with badge
6. High Collar Coat (Rank on badge if desired)
	1. Honor Guard Collar Insignia
	2. Matching Nameplate and badge
	3. Yellow Single Loop Cord
	4. 1in Mourning Band with thin blue line
7. High Gloss Duty Belt with holster, double magazine pouch, handcuff case, and shoulder strap
8. Straight leg pants with yellow piping
9. High gloss oxfords
10. Parade Gloves
11. Voluntary attendance- Personal attendance to any law enforcement ceremony or law enforcement related funeral that would otherwise be permitted to attend with use of patrol vehicle.
12. Required/requested assignment- Assignment to event, ceremony, or funeral duty (whether in county or out of county) that is tasked to the Honor Guard by the Sheriff or designee.

V. REQUESTS

1. A request for Honor Guard presence at any function will be made to the Sheriff or designee and assigned to the members.
2. When Honor Guard presence is requested, consideration will be given to manpower issues, the requestor, scheduling, location of the event, time constraints, and other commitments that may limit involvement of the Honor Guard.
3. When Honor Guard members are in voluntary attendance and assistance is requested, the members shall complete the tasks voluntarily if it does not interfere with any members’ returning for duty to Shawano County.
4. HONOR GUARD FUNERAL SERVICES
5. Services offered at funerals may vary according to family wishes, the nature of the relationship between the deceased and the Office, and other relevant factors.

1. The following services of the Honor Guard are available upon request.

1. The Team Leader will coordinate efforts with the person in charge of the ceremony.
2. Honor Guard member(s) will post while the deceased lies in state at the funeral home/church. Remaining members will be posted as required.
3. Arrangements will be made for the National flag to be draped over the casket and presented to the family at the appropriate time.
4. Serve as pallbearers.
5. Attend the funeral service.
6. Provide a Cordon of Honor while the casket is loaded/unloaded.
7. Attend the social event after the service if directly requested and time permits.
8. DUTIES AND RESPONSIBILITIES
9. Team Leader
10. Coordinate with the family spokesperson and/or funeral home director to coordinate services to be provided by the Honor guard.
11. Coordinate with other police agencies as needed.
12. Will schedule, arrange, and conduct a minimum of 3 training and drill sessions per year.
13. Perform as the liaison between the Sheriff and the Honor Guard.
14. The Honor Guard Team Leader will manage the direct supervision, administration, and organizational responsibilities.
15. Honor Guard Members
16. Maintain exemplary behavior, appearance, decorum and bearing while representing the Department as an Honor Guard.
17. Forward requests for attendance to the Honor Guard Team Leader.
18. Make every reasonable effort to be available for attendance at functions for which the Honor Guard is requested.
19. Understand that participation in the Honor Guard is a distinct and unique privilege, and as such, be willing to make sacrifices in order to maintain an active presence.
20. Make every reasonable effort to voluntarily attend local/bordering agency funerals.
21. The Sheriff’s Office
22. Will provide the necessary number of squad cars and fuel for the assignment whether voluntary attendance or required/requested assignment. Squads are also authorized for use to and from training sessions, conferences, and WHGA meetings.
23. For the in service time period associated with a **REQUIRED/REQUESTED ASSIGNMENT**, days and hours of work shifts may be altered upon mutual agreement between the honor guard and administration until hours are recuperated. No overtime will be associated with Honor Guard duties.
24. Will not be responsible for meal expenses whether Voluntary Assignment or Required/Requested assignment other than that which is already included in the training manifest.
25. All ceremonies or functions attended by the Honor Guard must be approved in advance by the Sheriff/designee.