



Oak Creek Police Department

Ceremonial Honor Guard

S.O.P. 3A

Posting the Colors

The following S.O.P will outline the procedures and commands for, "Posting the Colors". When the "Colors" are posted, the United States Flag shall ALWAYS be on the left as the stage or front of the room is viewed by the audience. It is understood that a "Color Team" is comprised of a minimum of 3 members, with 4 being the Optimum number.

- Front or right rifle
- United States Colors (Color Team Commander)
- Wisconsin Flag
- Other Flags in order of hierarchy (if applicable)
- Rear or left rifle.

The commands can be instructed from the rear rifle, however, they are better suited coming from the bearer of the US Flag, which should be the Color Team Commander.

The Color Team will orient themselves in file formation to the area of the flag stanchions. The stanchions could be placed near each other or on the respective sides of the stage/speakers platform. The Color Team will approach the flag stanchions from the rear, that is, the flag stanchions will be to the left of the Flag Bearer, between the Flag Bearer and the audience.

The Color Team should always approach the stage area/speakers platform from the right as it is viewed by the audience. If approaching from the left, the Color Team must orient themselves around; (180 degrees) to post the Colors, or the Colors would be inverted.

The Color Team will orient themselves to their respective stanchions. All members will, once in the respective position will be in, "MARK-TIME-**MARCH**". Once all members are in position, still in "MARK-TIME":

- The Color Team Commander will issue the command, “**COLORS**” on the left foot:
 - The flag bearers ONLY, will turn upon the command to their left to the stanchion. Rifles remain facing the same direction, but step in the following order, same as the flag bearers.
 - After the command, the turn will be completed in four steps, not counting the command, “Colors” given on the left foot.
 - Right mark-time step
 - Left mark-time step
 - Right mark-time step
 - Left leg clicking in at Attention.

This turn should utilize all the steps and be gradual and not choppy. The Color Team will now have the Rifles facing the left side of the room, and the flag bearers facing the audience. The following “READY-TWO” commands should be given as covertly as possible, as just the flag bearers need hear them. Obviously if the Colors are on either sides of a stage the commands would louder.

- The next command is, “**READY-TWO**”
 - Flag Bearers place the flags over the stanchions from the “PORT-ARMS” position, (not in but over) with all flag bearers looking to the left so all are uniformed in appearance.
- Then, “**READY-TWO**”
 - Flag poles are then placed into the stanchion, flag bearers still looking down
 - It is important for the Flag Bearers to look down on the same side of the flags to get the pole in the stanchion, (Left Side)
- “**READY-TWO**”
 - Flag bearers look up and assure the Eagle on the top of the flag pole is facing the audience, then return to looking straight ahead
- “**READY-TWO**”
 - The flag is then unfurled, spreading the flag in front of the pole

*The flag bearers will have their arms straight out in front of them unfurling the flag. The bearer of the U.S. Flag, (Color Team Commander) then can issue a command, “Ready-**TWO**” where the flags are let go but the arms are still extended outward, or a slight nod (silent signal) from the Commander where the flags are let go, arms still in the out reach position. Also in a variance, after the flag is unfurled, upon the command, “Ready-**TWO**”, the flag bearers return there arms to the sides as in the position of “Attention”. (Preferred OCPD method)*

- “**READY-TWO**”
 - Arms are brought down to the side in position of Attention.
- “**COLORS**”
 - The flag bearers, starting with the left foot, begin a Mark-time march turn, turning to their right, the same direction at the rifles already are in

- Rifles are also in the same Mark-time step
- Sequence of steps:
 - Left foot on the command, “**COLORS**”.
 - Right foot
 - Left foot
 - Right foot
 - Left foot stepping off marching forward.

All Color Team members shall now be stepping in unison and can exit.