

# ILLINOIS STATE POLICE DIRECTIVE SRV-013, HONOR GUARD

<b>RESCINDS:</b> SRV-013, 2022-181, revised 06-08-2022	<b>REVISED:</b> 09-05-2024 <b>2024-031</b>
<b>RELATED DOCUMENTS:</b> OPS-035, OPS-036, ISP Funeral and Ceremonial Protocol Manual	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 22.1.3, 22.1.4, 22.1.5, 33.2.1, 33.5.1, 33.6.1

I. POLICY

The Illinois State Police (ISP) will support the Honor Guard Unit (HGU).

II. DEFINITIONS

II.A. Honor Guard Unit (HGU) – a distinct entity formed of sworn officers. Non-sworn volunteers may also supplement the Unit.

II.A.1. The HGU consists of:

- II.A.1.a. The Trumpet Team
- II.A.1.b. The Pipes and Drums Team
- II.A.1.c. Vocalist(s)
- II.A.1.d. The Honor Guard Team
  - II.A.1.d.1) Color Guard
  - II.A.1.d.2) Casket Guard
  - II.A.1.d.3) Body Bearer
  - II.A.1.d.4) Rifle Detail

II.A.2. The HGU exists for:

- II.A.2.a. Promoting a positive and professional image of the ISP.
- II.A.2.b. Musical, charitable, and educational purposes.

**NOTE:** Additional information on the HGU can be found in the ISP Funeral and Ceremonial Protocol Manual, ISP 2-370.

II.B. HGU Statewide Coordinator – a member of the Department designated by the Deputy Director of the Division of the Academy and Training (DAT) to act as the contact for the HGU members.

III. RESPONSIBILITIES

III.A. The HGU will:

- III.A.1. Appoint a sworn member of the Department to the position of Team Leader to supervise their respective HGU teams.
- III.A.2. Support, enhance, and maintain a positive ISP image.
- III.A.3. Represent the ISP when approved and resources permit.
- III.A.4. Wear a uniform approved by both the HGU Statewide Coordinator and the Department.
- III.A.5. Represent and support all department employees, when authorized by the HGU Statewide Coordinator, by participating in:
  - III.A.5.a. Funerals of ISP employees and ISP retirees, upon request.
  - III.A.5.b. Funerals of officers of other departments killed in the line-of-duty, upon request.
  - III.A.5.c. Law enforcement-related parades and ceremonies, i.e., police memorials, dedications, etc.
  - III.A.5.d. Department ceremonies.

- III.A.5.e. Other authorized events.
  - III.A.6. Follow the guidelines as outlined in the ISP Funeral and Ceremonial Protocol Manual.
  - III.B. Each HGU member will:
    - III.B.1. Conduct themselves in a professional manner that will reflect positively upon themselves, the Unit, and the Department.
    - III.B.2. Ensure Unit activities do not negatively impact operational responsibilities.
    - III.B.3. Attend monthly and annual in-service training to maintain proficiency.
    - III.B.4. When scheduled or activated, attend practices and details, unless excused by the HGU Statewide Coordinator or their designee.
    - III.B.5. Care for the HGU/Department equipment and uniform items.
  - III.C. The Department will:
    - III.C.1. Recognize the HGU as a bona fide representative of the Department.
    - III.C.2. Support the HGU through the issuance of uniform items which are part of the HGU.
    - III.C.3. Allow assistance from department entities, such as the tailor shop and the photographic laboratories, as their workload permits.
    - III.C.4. Authorize computer aided dispatch activity codes for use during performances, practices, and travel status - "Honor Guard Duties."
    - III.C.5. Allow HGU members to participate in authorized activities.
    - III.C.6. Authorize the use of department vehicles for ISP employees who serve as HGU members for travel to department assigned functions and practices. Non-ISP members, in support of department approved functions and practices, may be transported in the ISP employee's assigned vehicle, or compensated for travel, as allowed in the current Travel Guide for State Employees issued by the Governor's Travel Control Board, if ISP transportation is unavailable.
    - III.C.7. Support the HGU through provision of practice and storage facilities.
    - III.C.8. Follow the guidelines as outlined in the ISP Funeral and Ceremonial Protocol Manual.
  - III.D. The HGU Statewide Coordinator, or their designee, will notify the DAT command of department-directed practices and performances of HGU members for sharing with the Divisions.
  - III.E. The HGU Statewide Coordinator, or their designee, will review all department assigned activities, including participation of HGU members, to ensure proper balance between operational responsibilities and HGU activities.
  - III.F. Work unit supervisors with questions about HGU member assignments should contact the HGU Statewide Coordinator or their designee.
- IV. PROCEDURES
- IV.A. Communications between the Department and the HGU will be through the HGU Statewide Coordinator or their designee.
  - IV.B. Entities will request HGU participation by contacting the HGU Statewide Coordinator or their designee. Departmentally assigned performances and travel will be considered on-duty activities.

- IV.C. The HGU Statewide Coordinator will notify their chain-of-command of requests for the HGU and HGU activities.
- IV.D. Upon reasonable advance notice, HGU members may be required to adjust their shift or change their 501 regular time off to accommodate requests for details. The Department and Divisions will support the team and provide support during team activations.

| Indicates new or revised items.

**-End of Directive-**