

ILLINOIS STATE POLICE DIRECTIVE SRV-013, HONOR GUARD

RESCINDS: SRV-013, 2012-037, revised 05-08-2012.	REVISED: 05-05-2015 2015-031
RELATED DOCUMENTS: OPS-035, OPS-036, ISP Funeral and Ceremonial Protocol Manual	RELATED CALEA STANDARDS: 22.2.2, 22.2.4

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. The Honor Guard Team
 - II.A.1.c.1) Color Guard
 - II.A.1.c.2) Casket Guard
 - II.A.1.c.3) Body Bearer
 - II.A.1.c.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 (available in the ISP Document Library at <http://maphome/documentlibrary/>).

II.B. HGU Commander - a member of the Department designated by the Colonel of the Division of Operations (DOO) to act as the contact for the Unit members.

III. RESPONSIBILITIES

III.A. The HGU will:

- III.A.1. Appoint a sworn member of the Department to the position of HGU Supervisor 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 Commander and the Department.
- III.A.5. Represent and support all department employees, when authorized by the HGU Commander, 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. Purchase designated uniform items and their instrument, when applicable.
 - III.B.4. Expend sufficient personal practice time to maintain proficiency.
 - III.B.5. When summoned, attend practices and details, unless excused by the HGU Commander or his/her designee.
 - III.B.6. 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 partial 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 Commander, or his/her designee, will notify work unit supervisors of department-directed practices and performances of HGU members.
- III.E. The HGU Commander, or his/her 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 Commander, or his/her designee.

IV. PROCEDURES

- IV.A. Communications between the Department and the HGU will be through the HGU Commander, or his/her designee.
- IV.B. Entities will request HGU participation by contacting the HGU Commander, or his/her designee. Departmentally assigned performances and travel will be considered on-duty activities. Non-departmental performances may be conducted by HGU members on personal time.

| IV.C. The HGU Commander will notify their chain of command of requests for the HGU and HGU activities.

IV.D. HGU members will adjust their shift to participate in authorized events.

| Indicates new or revised items.

-End of Directive-