



**CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**



Funerals and Ceremonies of LEO

Eff. Date 02/23/2016

Purpose

In order to respond to requests and ensure equal treatment in similar circumstances, the following guidelines are provided to assist members of the Madison Police Department (MPD) in fulfilling their responsibilities/duties in an efficient and expeditious manner. These guidelines are not meant to imply inflexibility on the part of the agency in deployment and type of service offered; rather they serve to promote understanding and cooperation for all concerned.

Procedure

All requests for MPD participation in funerals or ceremonies should be directed to the Chief's secretary, who will route the requests to the Honor Guard commander or his/her designee. In the event of a short notice request, the request should be routed to the Officer in Charge, who will then notify the Honor Guard commander or his/her designee.

The Honor Guard will have primary responsibility of planning and coordination of activities for the agency. A current Honor Guard roster, identifying the team commander and his/her designee, will be updated each year and a copy will be provided to the Chief of Police.

DUTY GUIDELINES FOR EMPLOYEE PARTICIPATION IN HONOR GUARD EVENTS

1. On-duty participation will be allowed only if staffing levels are above minimum.
2. All off-duty members wishing to participate in an approved service in MPD uniform shall request authorization from the Chief of Police or designee.
3. MPD will provide transportation for on-duty personnel. Vehicle use will be at the discretion of unit/section command.
4. The Chief of Police or designee may authorize any deviation from this procedure.

UNIFORM GUIDELINES FOR PARTICIPATION IN HONOR GUARD EVENTS

Uniform

1. Year-round attire:
 - MPD court uniform
 - 8-point hat
 - Badge cover
 - MPD-issued polished shoes/boots

Badge Covers

MPD-issued badge covers can be worn when authorized by the Chief of Police or designee.

DUTY GUIDELINES FOR HONOR GUARD

Participation in Honor Guard Events

1. On-duty participation will be allowed if staffing levels are above minimum.
2. If the Honor Guard activity requires eight hours, this will be considered the employee's work day.
3. In the event that staffing levels do not accommodate on-duty participation, off-duty Honor Guard members will be used to fill the assignment.

4. All off-duty Honor Guard members participating in an approved service shall be compensated in accordance with the existing Memorandum of Understanding.
5. MPD will provide transportation.
6. The Chief of Police or designee may authorize any deviation from this procedure.

Equipment

1. There are lockers designated for Honor Guard equipment storage.
2. The team commander/designee will be responsible for keeping Honor Guard equipment clean and will obtain a purchase order for the cleaning and/or replacement of worn equipment.
3. The Honor Guard will keep an inventory of equipment.

Requests from Outside Police Jurisdictions

In the event a notification is received of the death of a police officer from an outside jurisdiction, the Honor Guard will evaluate a response:

1. When the officer is killed in the line of duty.
2. When the officer dies from natural causes (active or retired).

Requests from Outside Organizations

When the services of the Honor Guard are requested by an outside organization to participate in a memorial service, parade, etc., the Honor Guard may respond if it is determined the event would serve the interests of the community and MPD.

Original SOP: 03/03/2015
(Reviewed Only: 01/27/2016, 11/01/2016, 12/26/2017)
(Revised: 02/23/2016)