

STANDARD OPERATING PROCEDURES



CHIEF OF POLICE DIVISION

HONOR GUARD DETAIL

HONOR GUARD DETAIL
STANDARD OPERATING PROCEDURES
MASTER INDEX

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HONOR GUARD DETAIL
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter Inspection:	_____	_____
	Deputy Commander	Date
Second Quarter Inspection:	_____	_____
	Deputy Commander	Date
Third Quarter Inspection:	_____	_____
	Deputy Commander	Date
Forth Quarter Inspection:	_____	_____
	Deputy Commander	Date
Annual Review:	_____	_____
	Commander	Date

HONOR GUARD DETAIL
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

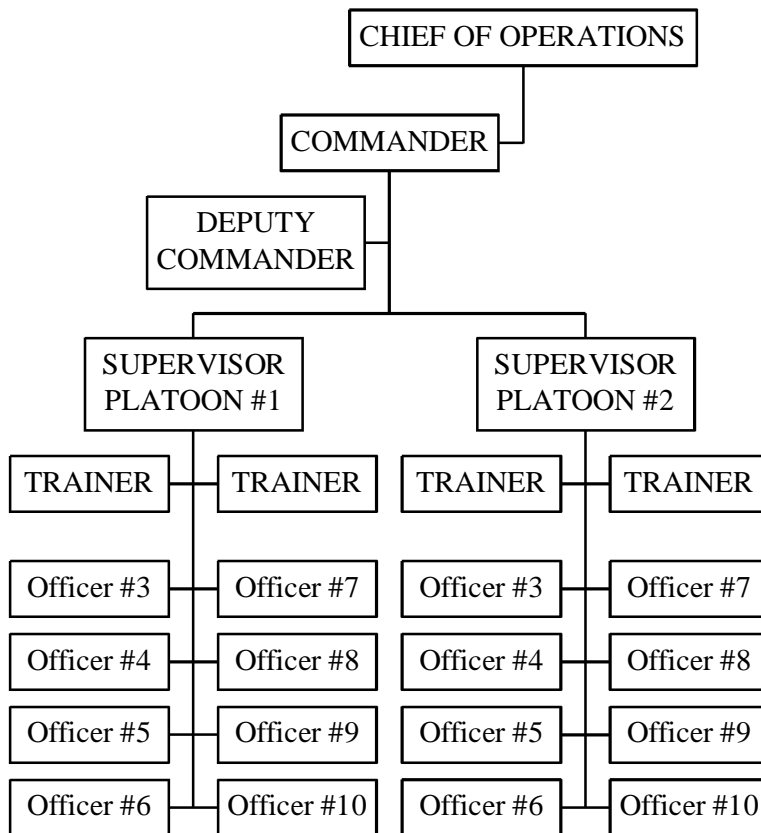
TO: ALL PERSONNEL ASSIGNED TO THE HONOR GUARD DETAIL

The Standard Operating Procedures are established to provide guidelines for the operation and management of the Honor Guard Detail. The procedures incorporated herein are not meant to supersede, but to supplement published Department Orders and Field Operations Division's Standard Operating Procedures. The Honor Guard Commanding Officer or the Chief of Operations will resolve any conflict.

Commanding Officer
Honor Guard Detail

Effective Date

HONOR GUARD DETAIL
STANDARD OPERATING PROCEDURES
ORGANIZATIONAL CHART



HONOR GUARD DETAIL

STANDARD OPERATING PROCEDURES

PURPOSE AND SCOPE

PURPOSE:

The primary purpose of the Honor Guard is to render honors to those active duty officers who have made the ultimate sacrifice. Respect is also given to those officers who have served honorably and have retired from the service of the City of Miami Police Department and to our reserve officers. The Detail also provides the agency with a well-trained, ceremonial detail, when high visibility of the agency is of the utmost importance. Having an established and well-trained Honor Guard Detail relieves the agency from having to form a burial team during a time of crisis or need.

SCOPE:

The Honor Guard Detail develops and trains sworn personnel to conduct ceremonies, formations, and to move in unison with precision. The primary purpose of ceremonies is to render honors, preserve tradition, and stimulate esprit-de-corps of the police department. Additionally, the Detail would relieve the Miami Police Department from having to rely upon outside agencies for assistance, when the need arises.

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HONOR GUARD DETAIL

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TRAINING AND DRESS

Continuous training is necessary to keep an Honor Guard Detail sharp and prepared for ceremonial duties. The Honor Guard Detail members should be allowed a minimum of ten (10) hours of training each month. All Honor Guard training should be done as a detail with all members or platoons present. All phases of ceremony should be taught - firing party, color team, pallbearers, and a marching platoon for parades.

- I. Training
 - A. Honor Guard training is scheduled for the last Tuesday of each month.
 - B. A schedule will be generated annually depicting the anticipated training dates. The dates are subject to change dependent upon events occurring in the city. Once members are scheduled, there may be a need to adjust the "E" days and/or duty hours.
 - C. The date established for training is to be utilized for that purpose.

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STANDARD OPERATING PROCEDURES: TRAINING AND DRESS
(Continuation)

- D. Training is mandatory for *all* members. Inability to attend training or to train for at least eight (8) hours requires written notification being forwarded to Honor Guard Detail Commander and/or the Detail Supervisor by at least seven (7) days prior to training.
- The EML will be updated at training and a copy provided to each member.
- E. Three (3) unacceptable absences from training will automatically dismiss the member from the Detail.
- F. Training will follow the listed course:
- | | |
|-------------------|---|
| 0700 – 0800 hours | Administrative time |
| | <ul style="list-style-type: none"> • Critique of previous details • Assignment of future details • Supervisory critique of members' performances and participation |
| 0800 – 1000 hours | Drill and inspection |
| 1000 – 1130 hours | Firing party training (21 gun salute) |
| 1130 – 1230 hours | Lunch |
| 1230 – 1300 hours | Critique drills and firing party |
| 1300 – 1400 hours | Color Team Presentation |
| 1400 – 1630 hours | Complete mock funeral service with casket team, color team, and a firing party |
- G. Thirty minutes prior to attending training or a detail, members will begin to monitor radio channel TAC 9.

STANDARD OPERATING PROCEDURES: TRAINING AND DRESS **(Continuation)**

II. Dress

The Honor Guard detail presently has three uniforms – two class “A”; one to be worn for funerals and memorial ceremonies (Traditional Blues) and the Centennial uniform to be worn for all other ceremonial details, and a training uniform to be worn at all training sessions.

The training uniform consists of a regular issue of blue uniform pants and shoes, and a polo shirt. Officers shall wear a white polo shirt with ‘MIAMI POLICE HONOR GUARD’ in blue lettering and a badge over the left breast. Supervisory personnel shall wear a white polo shirt with “MIAMI POLICE HONOR GUARD” in gold lettering and a badge over the left breast.

The Traditional blue uniform for officers consists of the command-style hat with silver cloth braid, long-sleeved blue shirt with police and Honor Guard patches, silver “P” buttons, blue pants with single white ¼ “ stripe down pants legs, white accessories to include an ascot, citation cord, and gloves.

The uniform for supervisory personnel shall consists of the command-style hat with gold cloth braid, long-sleeved blue shirt with police and Honor Guard patches and chevrons/gold bars, gold “P” buttons, blue pants with single gold ¼ “ stripe down pants legs, gold accessories to include an ascot, citation cord, and white gloves.

The Centennial uniform for officers consists of the command-style hat with silver cloth braid, long-sleeved white shirt with midnight trimmed epaulettes and pockets, police and Honor Guard patches, gunmetal “P” buttons, blue pants with midnight over white piggy-back stripe down pants legs, black accessories to include an ascot, citation cord, and white gloves.

The uniform for supervisory personnel shall consists of the command-style hat with gold cloth braid, long-sleeved white shirt with midnight trimmed epaulettes and pockets, police and Honor Guard patches and chevrons/gold bars, gold “P” buttons, blue pants with midnight over gold piggy-back stripe down pants legs, gold accessories to include an ascot, citation cord, and white gloves.

The Honor Guard uniform should be of a full dress nature and distinguishable from the rest of the agency’s uniform. While in Honor Guard attire, the uniform shall be



STANDARD OPERATING PROCEDURES: TRAINING AND DRESS**(Continuation)**

worn in its entirety (exclusive of gloves,) and it will only be worn during Honor Guard details or with the expressed consent of the Honor Guard Commander.

The Chief of Police should select the Honor Guard uniform with the assistance from of the Honor Guard Commander. The Honor Guard uniform should have the same color accessories as the officer's rank.

Officers	Silver badge	Silver or white accessories
Sergeants and above	Gold badge	Gold or yellow accessories

While in uniform, no member shall smoke cigarettes or cigars nor chew tobacco or gum. The appearance presented by such activities is not in keeping with a military bearing.

The uniform will consist of the following components and worn in the following manner:

Hat – Command-style hat with white or gold cloth band (appropriate color for rank).

- The hat shall fit properly and worn with the brim just touching the brow.

Shirt – Shall be tapered for a custom fit. Pockets and epaulettes shall be sewn down with the exception of the left shoulder for the insertion of the cross strap and an opening for the pens on left pocket.

- Traditional Blues – Shall have silver or gold “P” buttons (appropriate for rank) down the front of the shirt and at the cuffs.
- Centennial – White shirt with midnight piggybacked epaulettes and pockets.
 - Shall have gunmetal or gold “P” buttons (appropriate for rank) down the front of the shirt and at the cuffs.
 - A black t-shirt or tank shall be worn under this shirt.
- Shirts shall include an Honor Guard patch, which is located just below the City of Miami patch, along with chevrons (appropriate for rank).

Pants - All pockets shall be sewn closed.

STANDARD OPERATING PROCEDURES: TRAINING AND DRESS**(Continuation)**

- Traditional Blues – Shall have a single white or gold stripe (appropriate for rank) with a military hem.
- Centennial – Shall have midnight piggybacked white or gold double stripe (appropriate for rank) with a military hem.

Accessories – Shall include the following:

- Ascot -
 - White or Gold (appropriate for rank) – To be worn with Traditional Blues.
 - Black or Gold (appropriate for rank) – To be worn with Centennial.
- Citation Cord – Shall be worn on the right shoulder and will be sewn in such a manner that it straddles the right shoulder.
 - White or Gold (appropriate for rank) – To be worn with Traditional Blues.
 - Black or Gold (appropriate for rank) – To be worn with Centennial.
- Gloves - Will be kept on the left shoulder, in the opening provided for the cross strap, when not performing a detail.
 - White or Gold (appropriate for rank) – To be worn with Traditional Blues or Centennial.
- Leather and Shoes -
 - Clarino leather shall include: Four (4) keepers, buckle, handcuff case, magazine holder, cross strap (brass or gold appropriate for rank), duty belt, and a swivel holster.
 - Keepers to be worn two (2) in the front; one (1) in front of D-ring and the other to the left of the magazine holder and two (2) centered in the back.
 - Shoes: Trade name – BATES floataways.
 - 3” taps on heels
 - Shoe strings hidden by tucking into the instep
 - Apply “no scuff” polish to the soles

STANDARD OPERATING PROCEDURES: TRAINING AND DRESS**(Continuation)**

- Badge –
 - Only issued traditional silver or gold badge is to be worn (appropriate for rank).
- Pens –
 - Silver or gold CROSS-pens are the only authorized pen to be worn as apart of the uniform (appropriate for rank).
- Sunglasses –
 - Only silver or gold AVIATOR-style (appropriate for rank) is to be worn.
- Medals/Ribbons/Pins –
 - Medals – No medals are to be worn as apart of the uniform.
 - Ribbons – Shall be worn in accordance to merit and centered parallel with the line above the right pocket flap.
 - Pins –
 - Honor Guard pin: - This pin was awarded to those members who were in attendance when the Queen of England made an appearance at Arlington Cemetery in Washington, D.C.
 - Full wreath - It shall be centered on the left pocket just below the line formed by the pocket flap.
 - Only three (3) police memorial or service pins will be worn centered on the right pocket flap just below the nameplate.
 - Nameplate: Silver or Gold matted with the American flag (appropriate for rank).

There shall be no deviation from the above stated dress.

III. Grooming of Officers

STANDARD OPERATING PROCEDURES: TRAINING AND DRESS**(Continuation)**

At all times, all members shall be well groomed, clean, and neat in their person, and abide by the standards of appearance as outlined in Departmental Orders.

A. Males – Hair shall be kept trimmed at all times. It will not extend more than two inches from the top of the head. In addition, the hair on the sides of the head shall be gradually tapered and must not protrude beyond the top of the ear.

1. Sideburns – Shall not extend below the tip of the lower lobe of the ear. The maximum width of the sideburns shall not exceed 1- $\frac{3}{4}$ inches.

2. Mustache – A clean shave is required, at all times; however, mustaches are permitted. The vermilion line of the upper lip shall show at all times. Mustaches shall be neatly trimmed and may not extend more than $\frac{1}{2}$ inch below or beyond the corners of the mouth. Hair on the lower lip is not permitted at anytime.

B. Females – Hair will be styled wherein the uniform hat fits properly and the ears are exposed the entire time that the Honor Guard uniform is worn. There are several styles that can be worn that will ensure compliance. Hair may be styled in an upward sweep or bun, or reflect other current conservative hair styling. Hair clasps or barrettes worn must correspond with the hair color. At no time, will ponytails or other hairstyles be worn that extend beyond the shirt collar, taking away from the military appearance.

1. Fingernails – Fingernails shall not extend over the end of the finger for more than one-half ($\frac{1}{2}$) of an inch. Fingernails will be rounded, kept clean, and free of stick-on or painted-on decorations. Female officers will not use fluorescent or multicolored nail polish, and will adhere to standard colors of fingernail polish.

2. Earrings – At no time, will male officers wear earrings while in uniform. Female officers may wear the small post-type or very small hoop earrings that do not hang below the ear lobe. However, no more than one such earring shall be worn in each ear at any time.

C. Jewelry – Any jewelry worn while wearing the Honor Guard uniform will not be gaudy, will not hinder performance, and will not be a hazard to the

STANDARD OPERATING PROCEDURES: TRAINING AND DRESS**(Continuation)**

officer. A watch, a bracelet, and a maximum of three rings may be worn. All personnel should also be aware that with the exception of a watch, wedding band or religious medal, other jewelry items will not be replaced by the City even if they are damaged or destroyed in the line of duty.

HONOR GUARD DETAIL

STANDARD OPERATING PROCEDURES

HONOR GUARD CONFIGURATION AND REQUIREMENTS

I. Configuration:

The Honor Guard Detail should consist of a minimum of twenty (20) police officers, two (2) Sergeants, and one (1) Commander. All personnel shall be on a voluntary basis and selected by the Honor Guard Supervisors/Commander based upon military bearing, uniform appearance, above average evaluations, and a proportionate height/weight ratio. Military experience with drills and ceremony is preferred; but not necessarily required, as all members shall be trained in all aspects of the detail. Personnel chosen should represent a cross section of all ethnic groups in the agency.

Personnel are utilized to compose the following elements of the Detail:

- COLOR TEAM -** Six (6) officers; two (2) riflemen, one on each side of the American, State, City, and Departmental flag, at right and left shoulder arms.
- FIRING PARTY -** Eight (8) personnel, seven (7) riflemen and a Supervisor serving as firing party commander.
- PALLBEARERS -** Six (6) to eight (8) officers and a Supervisor serving as the pallbearer team leader.
- SUPERVISORS -** Responsible for coordination of events.

Commanding Officer
Honor Guard Detail

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STANDARD OPERATING PROCEDURES: CONFIGURATION AND REQUIREMENTS

(Continuation)

COMMANDER - Responsible for the day-to-day operations of the Detail.

BUGLER - One (1) officer to play taps (can consist of several buglers).

II. Requirements:

- A. All Honor Guard members are required to maintain the following standards in order to remain an active member of the detail.
1. Commit a minimum of two (2) years to the Honor Guard detail.
 2. Maintain above average performance evaluations and forward a copy to the Detail Supervisor upon conclusion of the annual review.
 3. Maintain a military bearing and appearance in accordance to height/weight proportions.
 4. Attend a minimum of five (5) training sessions per year; a minimum of eight (8) hours per session (there are seven (7) such scheduled sessions).
 5. Participate in a minimum of twelve (12) details per year.
 6. Participate in the major parades (there are three (3) such parades – Junior Orange Bowl, Three Kings, and Rev. Dr. Martin Luther King).
 7. Upon notification, members will participate in all in-the-line-of-duty funeral services.
 8. Those members, who are unable to participate actively due to the demands of their assignment, may be placed in an active reserved status. These members will only be utilized for in-the-line-of-duty funeral services. However, they are required to maintain training minimums.
 9. The coordinating supervisor shall participate in the coordinated detail when more than four (4) members are needed.
- B. It is a standing policy that upon acceptance of a detail it will be the sole responsibility of the member to find a replacement, if unable to fulfill the obligation.
- C. Initial failure to comply with the above listed requirements will result in a six (6) month suspension from the detail. The member shall not wear the Honor Guard uniform in any form (to include any pins with the wording, “Honor Guard”) during the suspension period.

STANDARD OPERATING PROCEDURES: REQUIREMENTS AND CONFIGURATION

(Continuation)

- D. A subsequent failure to comply with the above listed requirements will result in expulsion from the detail.

HONOR GUARD DETAIL

STANDARD OPERATING PROCEDURES

DECORATIONS AND AWARDS CEREMONIES

S.O.P.

1

SUBJECT:

DECORATIONS AND AWARD CEREMONIES

PURPOSE:

To recognize acts of bravery, fidelity, and loyalty.

SCOPE:

This service will be provided at the request of the individual's commanding officer, with the Chief of Police or his designee's approval. The ceremonies will be conducted only for those individuals who have exhibited outstanding acts of heroism or services, which are beyond that which is ordinarily expected, as outlined in the Departmental Orders.

I. RETIREMENT CEREMONY:

- A. The ceremony should be held in an area large enough to accommodate the Honor Guard Detail and person(s) being retired.
- B. The Honor Guard Detail should be formed in three (3) ranks facing the retired person(s) and podium. The Honor Guard Detail should be formed ten (10) minutes before the ceremony.

Commanding Officer
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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- C. The Honor Guard Supervisors should post themselves six (6) feet in front of the formation on the left and right of the detail. All members of the Honor Guard Detail should be at the position of parade rest and called to attention at the beginning of the ceremony.
- D. At the conclusion of the ceremony, the honored person(s) should be afforded the privilege of reviewing the Honor Guard Detail.
- E. The Honor Guard Supervisor(s) will face about and give the command to open ranks. This movement will occur in unison. The first rank will take two (2) steps forward; the second rank will take one (1) step forward, and the third rank will stand fast. On the command of execution – DRESS RIGHT, DRESS – each person (except the right flank person) turns their head and eyes to the right and aligns himself or herself on the right flank person. Each person (except the left flank person) extends their left arm and positions themselves by short right or left steps until his right shoulder touches the fingertips of the person on their right. On the command of execution – READY FRONT – each person lowers their arm smartly to their side, at the same time, turning their head and eyes to the front and resuming the position of attention
- F. The Honor Guard Supervisors will then announce the Honor Guard is ready for inspection. The retiring person will post him or herself in front of the first rank and proceed left to right for the inspection. The Honor Guard Supervisor(s) will post to the left of the reviewing person and the inspection will proceed to their right. The retired person will inspect from left to right, inspecting the front and rear of the formation. Upon completion of the inspection, the retiring person will return to the podium. The Honor Guard Supervisor(s) will then post themselves in front of the

STANDARD OPERATING PROCEDURES: S.O.P. 1

formation and give the command to close ranks. Upon the command of execution – CLOSE RANKS – the front rank will stand fast, the second rank will take one (1) step forward, and the third rank will take two (2) steps forward. This movement will occur in unison.

- G. The Chief or his designee in charge of the retirement ceremony will then announce the conclusion of the ceremony. The Honor Guard Detail will stand fast until the retired person(s) have left the area. The Honor Guard Supervisor(s) will then dismiss the Honor Guard Detail.

II. AWARDS CEREMONY

- A. The awards ceremony for outstanding officer of the month or outstanding officer of the year will follow the same procedure as for retired officers.
- B. Award ceremonies are only given on orders of the Chief of Police.
- C. The retiring person(s) should request retirement ceremonies and upon approval of the Chief of Police, the ceremony will be conducted.

HONOR GUARD DETAIL

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PARADES

- S.O.P.** 2
- SUBJECT:** PARADES
- PURPOSE:** To be a part of civic events which are of high visibility to the community.
- SCOPE:** The sharpness of a marching police detail enhances public pride in their police department, and is an excellent tool for recruiting new officers into the department.
- I. FORMATIONS:
- A. All parade formations should be practiced during Honor Guard training. There are different types of formations that can be performed during a parade.

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STANDARD OPERATING PROCEDURES: S.O.P. 2
(Continuation)

- B. The standard line of march for a parade is three (3) ranks of approximately **ten (10) persons**, three (3) abreast with a **six (6) person** color team positioned **ten (10) paces** in front. The Honor Guard Supervisor(s) are positioned on the left or right side of the formation, and the Commander at the rear of formation.
- C. Squad to the rear is one movement that can be executed while marching in a parade. The Honor Guard Supervisor(s) gives the command – FIRST SQUAD TO THE REAR MARCH – calling the command, FIRST, on the left foot, SQUAD, on the right foot, and MARCH, on the right foot. The first squad will then face about and march to the rear. The command will then be repeated in sequence to the second, and third squads. The command will then be repeated in sequence to the first, second, and third squads bringing all squads back together in formation. The color team will start to mark time in place when the command to march to the rear is given to the second squad for the first time. After all squads have performed the sequence, the color team will be given the command, FORWARD MARCH.
- D. Razzle-Dazzle, Left step, Right step, is a movement executed from the position of halt. The Honor Guard Supervisor(s) gives the command, RAZZLE-DAZZLE LEFT STEP, RIGHT STEP, MARCH. The first rank takes two (2) side steps to their right and two (2) side steps back to their left. For the second or center rank, the first person will execute a 90-degree left turn four (4) times returning towards the front. The second person will execute a 90-degree turn to their right and son on down the line alternating left to right. The third rank will take two (2) side steps to their left and two (2) side steps back to their right.

STANDARD OPERATING PROCEDURES: S.O.P. 2
(Continuation)

All steps are executed by all three (3) ranks simultaneously.

II. ATTENDANCE

- A. It is mandatory that all Honor Guard members attend the following parades: JUNIOR ORANGE BOWL, THREE KINGS, and MARTIN LUTHER KING PARADES.

HONOR GUARD DETAIL

STANDARD OPERATING PROCEDURES

COLOR TEAM

- S.O.P.** 3
- SUBJECT:** COLOR TEAM
- PURPOSE:** To render honor to our National, State, and City flags during color presentations and parades.
- SCOPE:** The American, State, and City flags carried by the Color Team are called National Colors. When used singularly, the term color implies the American flag. The term colors may imply the American, State, and City Colors. Members of the department will render honor to the colors as outlined in the Departmental Orders.
- I. COLOR GUARD**
- A. The Color Guard consists of six (6) uniformed officers, two (2) riflemen and four (4) flag bearers. The Color Guard is formed and marched in one rank at close intervals, the bearers in the center.

Commanding Officer
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Effective Date

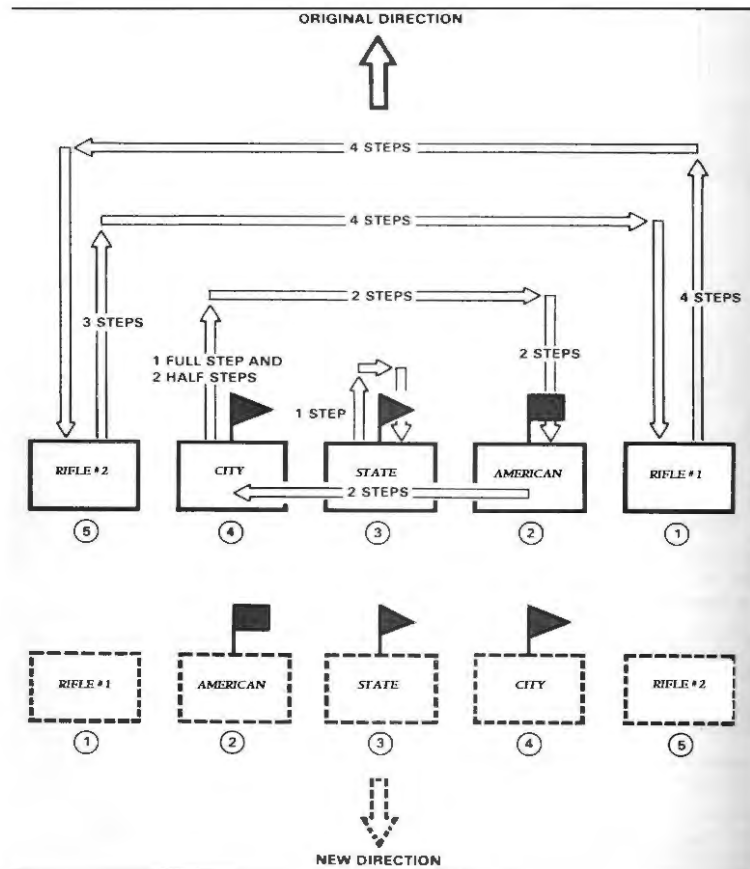
STANDARD OPERATING PROCEDURES: S.O.P. 3
(Continuation)

They do not execute rear march or about face. The Color Guard marches at right and left shoulder arms and executes facing movements by wheeling to the right or left. The command of execution is RIGHT / LEFT WHEEL, MARCH. To execute a wheeling movement, the guard nearest the direction of the turn serves as the pivot and executes the movement by marching in place and simultaneously turning in the new direction. Other members shorten or lengthen their steps and turn in an arc, keeping abreast of each other and maintaining alignment. When the movement has been completed, each member automatically marches in place until the command halt or forward march is given.

- B. To face a five (5) man Color Team to the rear, the command of execution, COLORS REVERSE, MARCH, is given. At the command, MARCH, each person steps off simultaneously and executes the following movements:
1. Number one takes four steps forward, faces to the left while marching, takes four full steps forward, faces to the left in marching, takes four full steps in the new direction, and marks time.
 2. Number two faces to the left while marking time, takes two steps forward, and faces to the left while marking time.
 3. Number three takes one full step forward, executes to the rear march, takes one full step in the new direction, and marks time.
 4. Number four takes one full step and two half steps, faces to the right while marching, takes two full

STANDARD OPERATING PROCEDURES: S.O.P. 3 **(Continuation)**

- steps, faces to the right in marching, takes two full steps, and marks time.
5. Number five takes three full steps forward, faces to the right in marching, takes four full steps forward, faces to the right in marching, takes three full steps forward, and marks time..
6. Numbers two, three, four, and five mark time after completing their movements until all are abreast, then step off together or halt, as commanded (see illustration).



- C. **Position of the Color at the Order.** The ferrule of the staff is rested on the ground and touching the outside of the right footgear opposite the ball of the

STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

right foot. Hold the staff in the right hand in the “U” formed by the fingers extended and joined and the thumb. Keep the right hand and arm behind the staff with the arm bent naturally. Rest the staff against the hollow of the shoulder. The thumb is along the seam of the trousers.

- D. **Position of the Color at Parade Rest** is executed similarly to parade rest with the rifle, except the color bearers keep the staff vertical, and the guards do not thrust the rifles forward.
- E. **Position of the State and City color at Color Salute.** This position is assumed from the carry by slipping the right hand upward approximately four inches, then thrusting the arm forward shoulder high, and horizontal to the ground forming an approximate 45-degree angle. When the colors salute, the riflemen execute present arms from the order; the color bearers assume the position of carry at the command, ARMS, and then execute the color salute.
- F. **Position of the Color Guard at funerals when the ceremony takes place at the church.** The Color Guard will be positioned on the right-hand side of the walkway at the entrance of the church. The Color Guard will take all commands from the Honor Guard Supervisor(s) and execute present arms from the order. The color bearers assume the position of carry at the command, ARMS, and then execute the color salute.
- G. **Position of Color Guard at gravesite.** When the ceremony takes place at the gravesite, the Color Guard will be positioned in front of the uniformed ranks of police officers. The Honor Guard Supervisor(s) will be positioned in front of the Color

STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

Guard and give all commands. The Color Guard will execute on the commands of the Honor Guard Supervisor(s).

- H. During ceremonies, the Color Guard remains at right shoulder arms except when presenting arms.
- I. When not participating in a ceremony and a situation occurs, which warrants a salute, the Honor Guard Supervisor(s) commands – COLOR SALUTE.
- J. When in formation and not during a ceremony, the Color Bearer executes at ease and rest with the Color Team, keeping the staff of the colors vertical. The Color Guard executes from right shoulder arms, and order arms.

During ceremonies when the colors are not being presented, the Color Guard and Color Bearers will execute order arms and parade rest, upon the command of the Honor Guard Supervisor(s). During any ceremony when the detail is at ease, the Color Guard and Color Bearers will be at parade rest.

II. SALUTES:

- A. Individuals or formations of officers passing uncased colors outside will render the hand salute. Officers not part of the formation should salute when the colors comes within six (6) steps and hold the salute until the colors have passed six (6) steps beyond them.
- B. Officers in formation will execute eyes right and ready front on order from the Honor Guard Supervisor(s) six (6) steps prior to and six (6) steps beyond the colors fro the first to the last man,

STANDARD OPERATING PROCEDURES: S.O.P. 3**(Continuation)**

respectively, in the detail. The Honor Guard Supervisor(s) and Commander will execute the hand salute and eyes right.

- C. The State and City Colors when not displayed with a National Color is not entitled to a salute. However, the Honor Guard Supervisor(s)/Commander may prescribe that officers of the Honor Guard salute their own color as a matter of courtesy and respect.
- D. The colors may be carried in any formation with the Honor Guard Supervisor(s)/Commander's approval.
- E. The Honor Guard Supervisor(s) are responsible for the safeguarding, care, and display of his detail colors. The Honor Guards Supervisor(s) are also responsible for the selection, training, and performance of the Color Bearers and Color Guards.
- F. During a review, parade, or Honor Guard ceremony, ordinarily only one National Color will be present. The National Color is given the honor position and is carried on the marching right of all other colors.

HONOR GUARD DETAIL
STANDARD OPERATING PROCEDURES

HONOR GUARD DETAIL

STANDARD OPERATING PROCEDURES

FUNERALS

S.O.P. 4

SUBJECT: FUNERALS

PURPOSE: To provide Departmental honors at all funerals of active, retired, reserve officers upon request of the next of kin, and the Chief of Police approval.

SCOPE: To ensure that proper funeral honors are given to members of the department based on a set of criteria. These criteria are in accordance with the Departmental Orders and the direction of the Chief of Police:

I. FUNERALS:

The Honor Guard will render departmental honors at all funerals of active, retired, and reserve officers upon request of the next of kin. Honors include color team, pallbearers, firing party, bugler, and Honor Guard Supervisor(s)/Commander.

Commanding Officer
Honor Guard Detail

Effective Date

STANDARD OPERATING PROCEDURES: S.O.P. 4
(Continuation)

The Honor Guard Commander will coordinate with the deceased's commanding officer, if the deceased was on active duty. If the deceased is retired, the Honor Guard Commander will coordinate with the next of kin. All ceremonies will be the responsibility of the Honor Guard Supervisor(s) and Commander.

Requests – If the deceased is an active duty officer, the deceased's commanding officer will advise the next of kin of police honors and if desired, notify the Honor Guard Commander so honors can be planned and coordinated with the family. If the deceased is retired, the next of kin will notify the Chief's office for police honors. If approved by the Chief, the Chief's office will notify the Honor Guard Commander for coordination of Honors.

During all active duty police funerals and during police memorial ceremonies, the badge will be covered.

It is mandatory that all Honor Guard members attend all funeral details for City of Miami officers (active or retired), unless otherwise advised.

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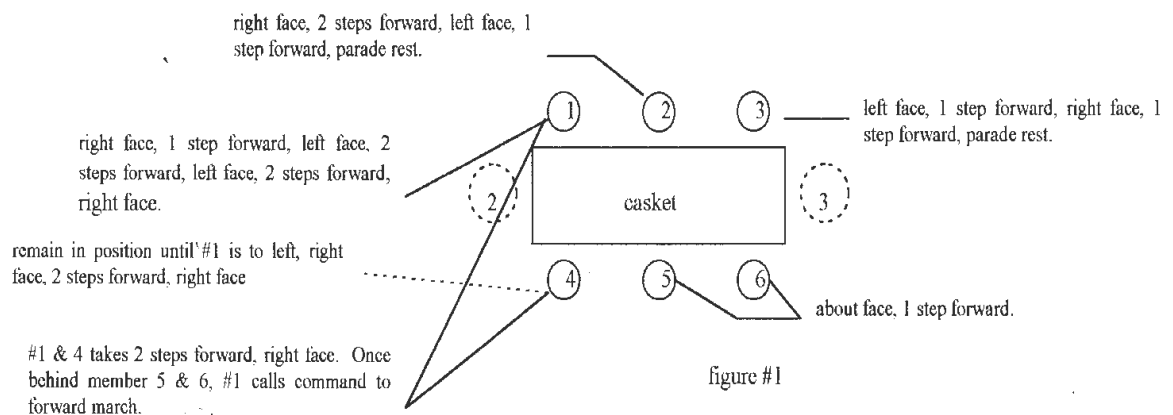
II. VIEWINGS:

A. At the Chapel –

1. Six (6) to eight (8) officers (minimum of six) will be assigned to the casket detail.
2. The above six (6) to eight (8) officers will render a uniformly ceremonial salute prior to posting of the guards.
3. Two (2) guards will be posted at the casket, one (1) positioned at each end of the casket.
4. Changing of the guard will occur periodically (minimum of fifteen (15) minutes).

B. Church –

1. The pallbearers will render a uniformly ceremonial salute prior to posting of the guards.
2. Two (2) guards will be posted at the casket, one (1) positioned at each end of the casket (see illustration).



(Continuation)

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3. Changing of the guard will occur periodically (minimum of fifteen (15) minutes).

III. SERVICES:

- A. The police ceremonial aspect of a funeral usually begins at one of the following places: Home of the deceased, funeral home, church, chapel, or the gravesite.
- B. The ceremony starts when the pallbearers first receive the remains.
- C. In general, the pallbearers receive the body at one of the following places:
 1. The designated place and conducts it to the place of services and then to the grave.
 2. The church before, and conduct it to the grave after the services.
 3. The grave.
- D. Each time the pallbearers remove the deceased, the following will occur:
 1. The police Honor Guard is brought to attention and presents arms.
 2. All observers in uniform except the pallbearers salute.
 3. Civilian-dressed personnel will place the right hand over the heart.

(Continuation)

- E. When the National Color is draped on the casket, it shall be placed so that the stars are at the head of the

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casket over the left shoulder of the deceased. Nothing shall rest on top of the National Color.

- F. The casket is always carried foot first (unless religious beliefs dictate otherwise)

IV. CHURCH:

- A. Before the beginning of the service, all police personnel are formed in ranks facing the church walkway.
- B. Members of the immediate family, relatives, and friends of the deceased occupy the front seats on the right of the church.
- C. The hearse bearing the deceased to the church should arrive in front of the church a few moments before the time set for the service. Since the casket is covered with the National Color, the uniformed-police personnel are called to attention by the Honor Guard Supervisor(s) and subsequently, the Honor Guard Supervisor(s) salutes as the hearse passes by. When all is in readiness to move the casket into the church, the Honor Guard Supervisor(s) will command all police personnel to present arms. The casket is removed from the hearse by the pallbearers and carried between the ranks on the walkway into the church.
- D. When honorary pallbearers are present, they are formed in two ranks, each facing the other, forming an aisle on the walkway leading into the church. They

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(Continuation)

will follow the casket in columns of two and occupy seats to the left front.

- E. When the casket has been placed upon the church truck, the pallbearers will push the truck to the front of the church. Once in the church, two (2) pallbearers will be posted at each end of the casket.
- F. After the service, the honorary pallbearers (if present) precede the casket in columns of two as the pallbearers push the church truck to the entrance of the church. The honorary pallbearers again form an aisle from the entrance of the church along the walkway and uncover or salute as prescribed. When the casket has been placed in the hearse, the honorary pallbearers will enter their vehicles. The pallbearers will then move to their vehicles. The Honor Guard Supervisor(s) will give the command – ORDER ARMS – and DISMISSED. All personnel will move to their vehicles for travel to the gravesite.

V. GRAVE SITE:

- A. Upon arrival at the gravesite, the Honor Guard Supervisor(s) will form all Honor Guard personnel in ranks at the gravesite, forming a walkway from the roadway to the gravesite.
- B. If honorary pallbearers are present, they will form an aisle extending from the hearse to the grave.
- C. When all is in readiness to move the casket from the hearse, the Honor Guard Supervisor(s) commands, - PRESENT ARMS. At the command – ARMS, the pallbearers remove the casket from the hearse. Preceded by the clergy and funeral director, the

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pallbearers bear the casket between the ranks of the honorary pallbearers, if present. As soon as the casket has passed, the honorary pallbearers form a column of two, followed by the family and friends. The pallbearers, upon reaching the grave, place the casket on the lowering device. They remain in place facing the casket. At the appropriate time, they raise the flag from the casket and hold it in a horizontal position, waist high, until the conclusion of taps.

- D. During the movement of the casket from the hearse to the grave, the Honor Guard Supervisor (s) gives all uniform personnel the command – PRESENT ARMS–. When the casket has been placed over the grave, the Honor Guard Supervisor(s) then gives the command – ORDER ARMS – and – PARADE REST.
- E. When all uniformed personnel have been brought to parade rest, the clergy will conduct the gravesite service. At the conclusion of the benediction, he moves two steps to the side or rear.
- F. The firing party is positioned so that they will not fire directly over the mourners, but over the grave, (approximately 75 yards away) so that they are in view of the next of kin.
- G. When the service has been completed, the Honor Guard Supervisor(s) brings all uniformed personnel to attention. The Supervisor then gives the command – PRESENT ARMS; FIRING PARTY FIRE THREE (3) VOLLEYS. This command is echoed. The firing party fires three (3) volleys of blank cartridges, assumes the position of present arms at the command of the firing party commander, and remains in this position until the conclusion of taps. The bugler will be positioned near the firing party and in view of the

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(Continuation)

next of kin and sounds taps immediately following the last volley.

H. At the conclusion of taps, the Honor Guard Supervisor(s) gives the command – ORDER ARMS. The pallbearers then fold the flag into the shape of a cocker hat.

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(Continuation)

Folding of the Flag and the significance of each fold.



Figure 1 A symbol of life.



Fold the lower striped section of the flag over the blue field.

Figure 2 A symbol of our belief in the eternal life.



Fold the folded edge over to meet the open edge. Start a triangular fold by bringing the striped corner of the folded edge to the open edge.

Figure 3 Honor and Remembrance



Fold the outer point inward parallel with the open edge to form a second triangle.

Figure 4 Our Weaker Nature



Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.

Figure 5 Tribute to our country



Figure 6 For where our Hearts lie.



Figure 7 Tribute to our Armed Forces



Figure 8 Tribute to the Master and to honor Mother



Figure 9 Tribute to Womanhood.



Figure 10 Tribute to Father



Figure 11 Seal of King David and Solomon



Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.

Figure 12 The emblem of Eternity



The properly folded flag should resemble a cocked hat.

Figure 13 Nation's Motto, "In God We Trust"

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The flag, when folded, is passed to a pallbearer at the head of the grave who faces either left or right (depending on where the highest-ranking officer is standing), places the flag to his chest, and puts it into the hands of the Chief of Police. The pallbearer salutes the flag for three seconds and then faces right to assume his original position. The pallbearers face left or right together and march away from the grave in columns of two. The Chief of Police then presents the flag to the next of kin. All uniformed personnel remain in position until the flag has been presented to the prescribed family member, the flyover, and the "06", if applicable.

VI. PALLBEARERS:

A. The pallbearers consist of a minimum of six (6) Honor Guard members; an Honor Guard supervisor will serve as the team leader. The team leader will give all pallbearer commands in a low voice or head nod. The pallbearer team leader will take all commands from the Honor Guard Supervisor(s)/Commander. The team leader will always be positioned at the left foot of the casket.

VII. PALLBEARERS AT CHURCH:

A. When receiving the deceased at the church, the pallbearers will form two ranks on the sidewalk facing the roadway at parade rest. Upon approach of the hearse, the Honor Guard Supervisor(s) will give the command – ATTENTION. The pallbearers will come to attention. The team leader will give the command to take four or five paces forward (depending on the distance to be position at the rear of the hearse). On the last pace, the pallbearers will automatically face the rear of the hearse. The pallbearers will then take

STANDARD OPERATING PROCEDURES: S.O.P. 4

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two steps forward and automatically face inwards.

The team leader will take one-step forward, execute a right turn, take three steps towards the hearse, secure the rear casket handle, and pull the casket from the hearse. As the casket slides from the hearse, the other pallbearers will grasp the side handles and remove the casket. The casket will then be turned in the direction with the team leader leading off with the casket, foot first. The casket is now in position to be carried into the church.

- B. When going up or down stairs, the casket is always level. When leaving the church with the casket, the same procedure will be followed. For inside church procedures, see *FUNERALS – SERVICES*.

VIII. . PALLBEARERS AT GRAVESITE:

- A. When receiving the deceased at gravesite, the pallbearers will form in two ranks and march to a position at the rear of the hearse and face inwards. The pallbearers will stand just until the Honor Guard Supervisor(s)/Commander gives the command – **PRESENT ARMS**. The pallbearers will then remove the casket following the same procedures as at the church. The casket will be carried to the gravesite and placed into position. The pallbearers will secure the flag by hand and hold in a horizontal position, waist high, for the gravesite ceremonies.

IX. FIRING PARTY:

- A. For ceremonial firing, the firing party consists of seven (7) riflemen and one (1) Honor Guard Supervisor.

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- B. The firing party is pre-positioned at the gravesite and facing in the direction, which will allow them to fire directly over the grave (approximately 75 yards away).
 - C. All weapons used by the firing party are 12-gauged shotguns or mini-14 rifles, using blank ammunition.
 - D. All weapons are loaded with three (3) rounds of blanks prior to taking up positions at the gravesite. One (1) round is chambered and two (2) rounds are in the magazine tube. All weapons are ready to fire with the safety off.
- X. **TO FIRE BY VOLLEY:**
- A. The firing party is positioned in a single file, double arms distance between personnel at a 45-degree angle. The firing party commander is positioned to the right of the last person facing the firing party, or directly centered at the rear of the firing party.
 - B. At the conclusion of the religious services or on the Honor Guard supervisor(s)/Commander's command, the supervisor in charge of the firing party will call the detail to attention.
- XI. **FIRING PARTY READY FOR FIRING:**
- A. The following commands will be given by the firing party commander:
 - 1. On the command – HALF LEFT FACE – the firing party will face to the left on a 45-degree angle. The legs are kept straight so the weight of the body rests equally on both feet.

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(Continuation)

2. On the command – PORT ARMS – the firing party will raise the rifle with the right hand and grasp it at the hand guard with the left hand. This is the first count of port arms. Move the right hand to the small of the stock. This is the second count of port arms. The shotguns/rifles should now be in the position of port arms.
3. On the command – READY – the left foot is placed forward 12 inches and to the left. The riflemen are now in a good firing position.
4. On the command – AIM – each rifleman raises the rifle to a 45-degree angle from the horizontal, places the butt firmly in the pocket of the right shoulder, and rests the hand guard in the “V” formed by the thumb and forefinger of the left hand. The left wrist is straight. The right hand is wrapped around the pistol grip from the right. The right elbow is raised to near shoulder height. The head is turned 45-degrees to the left and held erect. Both eyes remain open with the eye looking out over the front site.
5. On the command – FIRE – squeeze the trigger and quickly lower the shotguns/rifles to the position of port arms. With the shotguns/rifles at port arms and on the command of ready, another round is chambered, by bringing the slide to the rear and returning to the forward position.
6. Steps four and five are repeated for a series of three (3) volleys, with twenty-one (21) shots being fired.

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(Continuation)

7. After the last volley has been fired, shotguns/rifles are brought to the position of port arms. The commands then will be – ATTENTION, HALF RIGHT FACE, PRESENT ARMS.
8. At the conclusion of taps, the command will be – ORDER ARMS. The riflemen will remove their right hand from the pistol grip and grasp the upper hand guard, and lower the shotguns/rifles along side the right leg and return the left hand along side the left leg – smartly.
9. The firing party commander will then give the firing party a left or right face and march the team back to their vehicles.

XII. BURGLER/TAPS:

Taps is a very solemn sound used in memorial services.

- A. The bugler is positioned near the firing party and in view of the next of kin.
- B. The bugler will sound taps when the command is given, by the firing party commander, to present arms to the firing party.
- C. At the conclusion of taps, the bugler will assume the position of attention, during which time the colors are being folded.
- D. The bugler will march off with the firing party, taking orders from the firing party commander.

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(Continuation)

XIII. THE FLAG:

A. Flag folding will begin on the last note of the bugler's taps. After folding the flag, the pallbearer at the head of the casket will present the flag to the Chief of Police and salute for three seconds.

The pallbearers will then face in the direction of the team leader and march off to their vehicles. The Chief (or highest-ranking officer) will present the flag to the next of kin.