



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 54	Subject: Honor Guard and Funeral Protocol	Effective Date: 09/13/1999
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish protocol for the University of Pennsylvania Police Department (UPPD) Honor Guard in various ceremonial functions such as funeral details and special events that are approved by the Chief of Police.

II. Policy

The University of Pennsylvania Police Department (UPPD) shall honor those who died in the line of duty or those whose death follows a lifetime of devotion to law enforcement, and members shall adhere to the policies and protocols set forth herein in conducting Honor Guard duties.

III. Definitions

- A. **Honor Guard**: A group of at least two certified volunteer officers who attend all authorized funeral services of law enforcement or immediate family members of law enforcement officers.
- B. **Honor Guard Commander**: A sworn member of the University of Pennsylvania Police Department appointed by the Chief of Police to lead the Honor Guard Unit.
- C. **Color Guard**: Honor Guard members who post or carry colors in organized functions, ceremonies, or parades.
- D. **Certified Volunteer**: A University of Pennsylvania Police Officer who has completed training and has been approved by the Honor Guard Commander to function at all Honor Guard and Color Guard events.

IV. Procedures

A. Selection

1. Members of the University of Pennsylvania Police Department Honor Guard function on a volunteer basis.

2. Personnel who wish to be considered for the Honor Guard shall submit a letter of consideration to the Office of the Chief of Police via the chain of command. In addition, personnel must:
 - a. Be free of departmental discipline (written or greater) for a period of one year prior to consideration, and
 - b. Possess a positive attendance report for a period of one year prior to consideration.
3. Personnel selected to serve on the Honor Guard must commit to a minimum of two (2) years of service. The commitment of service shall include:
 - a. Attending mandatory training practices
 - b. Attending required events
 - c. Maintaining a professional appearance of the Honor Guard uniform.
4. Personnel may be subject to dismissal from the Honor Guard for failure to meet minimum requirements of the commitment to serve, including but not limited to the following:
 - a. Chronic lateness;
 - b. No shows;
 - c. Lack of participation or frequent unavailability;
 - d. Failing to maintain a professional appearance in accordance with UPPD Directive 45;
 - e. Failure to perform or carry out UPPD Ceremonial Honor Guard duties.

B. TRAINING AND STRUCTURE

1. The Honor Guard Commander or designee shall be responsible for the overall operation and training schedule of the Honor Guard, to include:
 - a. Equipment issuance and inspections of uniforms
 - b. Meetings, drill practice and attendance at ceremonies
 - c. The maintenance of an up-to-date list of all Honor Guard volunteers
 - d. The maintenance of training records for the Honor Guard unit
2. The number of Honor Guard members in attendance at specific events will be determined by the operational needs of the Department. Functions of the Honor Guard include but are not limited to the following:

- a. Provide Color Guard Services;
- b. Post the casket during visitation periods and funeral services
- c. Provide flag folding service at the cemetery
- d. Provide other appropriate services as necessary and approved by the Chief of Police or designee.

C. Equipment and Uniforms

1. The following is the authorized UPPD Honor Guard uniform/equipment:

a. Honor Guard "Ceremonial" Uniform

The Honor Guard "Ceremonial" uniform shall be worn on specific occasions deemed appropriate by the Chief of Police or designee. It is the responsibility of each Honor Guard Officer to ensure that a proper fitting Honor Guard "Ceremonial" uniform is maintained in excellent condition. The Honor Guard "Ceremonial" uniform shall consist of the following:

- 1) Crushed police hat, navy blue, winter style, with hatband and GOLD "Honor Guard" frontispiece
- 2) Designated Honor Guard Blouse Coat, navy blue, with UPPD and Honor Guard patch, collar pins and red shoulder braid
- 3) Gold PA State Seal Collar pins (the rank of Sergeant and up shall wear one state seal and one rank insignia on each collar ends)
- 4) Honor Guard badge, GOLD
- 5) Nameplate, GOLD
- 6) Dress Honor Guard trousers (Straight-leg), navy blue, with red stripes.
- 7) **Patent** leather boots/shoes, black, polished – NO TACTICAL BOOTS
- 8) Firearm, issued or authorized
- 9) Cloth gloves, white in color
- 10) **Patent** Leather duty belt, black
- 11) **Patent** Leather Holster, black
- 12) **Patent** Leather Magazine pouch (double), black

13) **Patent** Leather cross strap, black

2. Mourning bands shall be black in color and not exceed one (1) inch in width. The band shall be worn straight across the center of the badge
3. Unless approved by the Honor Guard Commander, no other device, badge, button, insignia or item shall be worn or displayed on the designated Honor Guard uniform.

D. General Regulations

1. The University of Pennsylvania Police Department shall be represented by the Honor Guard Unit at various university, city and civic sponsored functions; funerals conducted by the UPPD or other local law enforcement agencies for line of duty deaths, and any other venue as directed by the Chief of Police.
 - a. When detailed, members of the UPPD Honor Guard Unit shall project the most positive, professional image, in both appearance and demeanor.
 - b. When activated, members of the UPPD Honor Guard Unit shall fall under the authority of the Honor Guard Commander.
 - c. Participation in the UPPD Police Ceremonial Honor Guard Unit shall be strictly voluntary.
2. Requests for use of the Honor Guard shall be directed to the Honor Guard Commander who will confer with the Chief of Police.
3. The UPPD Honor Guard shall have the authority and sole responsibility of ensuring proper ceremonial protocols are adhered to in accordance with the Honor Guard Standard Operating Procedure.
4. At the determination of the Chief of Police, the UPPD Honor Guard may be provided in the following instances:
 - a. The Line of Duty Death of a sworn law enforcement officer;
 - b. Non Line of Duty Death of an active sworn officer or a civilian member;
 - c. Death of a former or retired sworn officer or civilian member;
 - d. Death of an active, inactive or civilian member of another agency.
 - e. Distinguished members of the University of Pennsylvania community.
 - f. Death of an immediate family member of a UPPD sworn officer or civilian;

- g. Any other person or public official as designated by the Chief of Police.
- 5. The UPPD Honor Guard may provide some or all of the following services as determined by the Chief of Police:
 - a. Color Guard;
 - b. Ceremonial or Honorary Pallbearers;
 - c. Firing Party;
 - d. Pipe & Drum (if requested);
 - e. Participation in funeral and interment;
 - f. Motorcycle escorts; and
 - g. Casket /vigil watch;
 - 1) By members of the deceased officer's element; and
 - 2) At the direction of the Honor Guard Unit.

E. Funeral Procedures

- 1. The Captain of Staff and Administrative Services will:
 - a. Make all necessary departmental funeral arrangements (as per the family's request, or as requested by the officer in his/her departmental data sheet) in cooperation with the family of the deceased as per UPPD Directive 50, "Line of Duty Death or Serious Injury".
 - b. Arrange for transmittal of inter/intrastate computer messages concerning funeral arrangements.
 - 1) a computer message via the department's PCIC terminal.
 - 2) Notify off-duty personnel who may wish attend the funeral in uniform and participate in funeral escort on a voluntary basis without compensation.
 - c. Command all police activities concerned with the viewing, services, and interment, to include traffic direction and control as per UPPD Directive 75, "Traffic Direction, Control and Ancillary Services."
 - 1) Make necessary arrangements for members of department to act as pallbearers and provide an honor guard of two officers at the bier for viewing, if desired by the family.

2. If outside police departments desire to send representatives to the funeral, they may contact the Captain of Staff and Administrative Services.

F. Funeral Services

1. Members who attend the funeral services will report to a pre-designated assembly point away from the place of services for inspection and briefing. A "Funeral Commander", at the rank of Lieutenant or above, shall be appointed by the Captain of Staff and Administrative Services. The Honor Guard Commander or designee will provide all verbal commands to sworn personnel during the funeral services.
2. From the assembly point, members will march to the place of service, timing their arrival to permit immediate entry.
3. Upon entering the building, members will remove their uniform hats, place them under their left arm, hat brim forward, and move in an orderly manner to the place reserved for them.
4. Members will remain standing until all members are in their places and the command, "Be Seated," is given by the Honor Guard Commander.
5. Members will sit with their hats upright in their laps, maintaining a military bearing throughout the service.
6. At the end of the service, and upon receiving the command, "Officers Rise" by the Honor Guard Commander, members will rise in unison and place their hats under their left arm preparatory to filing past the casket. They will hold their hats in this position until they have passed the casket and arrived outside.
7. Upon leaving the building, members will replace their hats and assemble in formation at right angles to the hearse.
8. Two ranks will be formed facing each other, leaving an aisle through which pallbearers and casket may pass.
9. Members will be formed by height. They will normally be dressed at extended intervals but may be dressed at close intervals if space is limited.
10. While waiting in formation, members will stand at parade rest.
11. When the casket comes into view, the formation will be called to attention. The next command will be "Present Arms", given by the Honor Guard Commander. All members salute and hold this salute until the casket is placed in the hearse. At this time, the command, "Ready, Front" will be given by the Honor Guard Commander and members will return their hands to their sides.

12. After the doors of the hearse are closed, the command "First Rank (passenger side of hearse), Right Face" and "Second Rank, (driver's side of hearse) Left Face", is given by the Funeral Commander so that the two columns are facing the hearse.
13. The Honor Guard Commander will then dismiss the formation with the command, "Officers Dismissed". The members will break ranks and leave in a quiet and orderly manner.
14. Members will then take their assigned places in the motorcade and proceed to the cemetery.

G. Graveside Services

1. Members will report to the places that have been reserved for them immediately upon arrival at the graveside. If indoors, members will remove their hats and hold them under their left arm. All members will sit with hats in laps, maintaining a military bearing throughout the services. If services are held outdoors, members will wear their hats.
2. If a 21-gun salute and/or taps are accorded, just prior to the 21-gun salute and taps, the command "Officers Rise" will be given by the Honor Guard Commander or designee. Members will stand at attention facing the firing team or bugler. When the 21-gun salute and taps have concluded, the command "Officers Dismissed" will be given by the Honor Guard Commander or designee. Members will then break ranks and return to their assigned vehicles.

H. Honors Accorded

1. Any police officer who dies in the line of duty will be accorded full honors if requested by the survivors. This will include the casket watch during viewing, honor guard, pallbearers, firing squad, taps, military flag fold and presentation and motor escort.
2. The Honor Guard Commander is responsible for coordinating and directing the activities of the Honor Guard, casket watch, pallbearers, firing squad, bugler, and flag presentation.
3. The Office of the University President or the Office of the Executive Vice President will be notified by the Vice President for Public Safety/Chief of Police (or her/his designee) relative to flying the American flags University-wide at half-staff during the official mourning period for the fallen officer.

I. Casket Watch

1. The casket watch is usually comprised of members from the Honor Guard (or by other sworn officers specifically requested by the officer's family). However, volunteers may stand watch at the discretion of the Honor Guard commander. Members who are assigned to the casket watch must present an excellent uniform appearance and conform to all current grooming rules and regulations.

2. The dress uniform, including hat, blouse and white gloves, will be worn for the casket watch. The watch will be divided into shifts with two officers standing no more than 30 minutes at a time.
3. If the family wishes, watch services can be suspended or extended as requested and approved by the Honor Guard Commander.
4. The casket watch moves in slow cadence. This includes marching, movements and saluting. The official will post the watch and the officers will position themselves at or near the head and feet of the deceased member.

J. Pallbearers

1. If the family requests pallbearers, the Honor Guard commander will select them.
2. Pallbearers will be under the direction of the Honor Guard commander. They will report to the funeral home as directed for instructions and seating arrangements.

K. Procedural Variation

1. The procedures outlined in this directive shall be followed in most cases. Any changes made necessary by a shortage of manpower, the unusual size of the funeral, the location of the funeral services, the type of service, the physical arrangement of the place of service or for any other reason shall be made by the Department Liaison Officer.
2. Any additional honors to be accorded to deceased members or employees of the Department or to deceased members of other law enforcement agencies shall be at the discretion of the Chief of Police.

L. Resources and Assistance

1. A variety of resources exist offering guidance, assistance or support in planning, staffing and conducting funerals. Among them are:
 - a. Pennsylvania State Police: Through the local Troop Commander, the State Police can assist with reporting and notification requirements, planning and staging, manpower, and a variety of other matters.
 - b. Concerns of Police Survivors, Inc. (COPS): At both the national and state levels, COPS can assist with planning considerations and provide expert advice—particularly in regards to attending to the survivors needs or wishes during this traumatic time. COPS can be contacted at: Concerns of Police Survivors, Inc., P.O. Box 3199, South Highway 5, Camdenton, MO 65020, ph# 573-346-4911.
 - c. Pennsylvania Association of Chiefs of Police (PACP): The PACP can be contacted to obtain presentation medals to present to the family during the service. Contact:

Pennsylvania Association of Chiefs of Police, 2941 North Front Street, Harrisburg, PA 17110, ph# 717-236-1039.

- d. Larger agencies (such as the Philadelphia Police Department) have personnel with first-hand experience in planning and conducting police funerals. They, along with Federal agencies such as the FBI or DEA should also be considered as resources and points of contact for information, guidance, resources and assistance.
2. Other resources likely exist. Members with knowledge or information of other sources or relevant contacts are encouraged to report it to the Chief of Police for inclusion in this listing.

M. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

N. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

O. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.