



Homeland Security Investigations

National Ceremonial Honor Guard Handbook

HSI HB 12-01 / May 8, 2012



U.S. Immigration
and Customs
Enforcement

Foreword

The National Ceremonial Honor Guard Handbook provides policy and procedures for the operation and utilization of the U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) National Ceremonial Honor Guard.

The National Ceremonial Honor Guard Handbook supersedes U.S. Customs Service (USCS) Office of Investigations (OI) Internal Operating Procedures Notification 02-02, entitled "Travel Approval Required for the OI Ceremonial Honor Guard to Attend Events Outside the Local Area," dated November 5, 2001, and all other previous issuances on ceremonial honor guards by the former USCS OI, the former Immigration and Naturalization Service OI, the former ICE Offices of Investigations, International Affairs, or Intelligence, or by ICE HSI. The USCS Handbook 5200-16 entitled, "National Ceremonial Honor Guard Policy Handbook," dated November 2000, no longer applies to ICE HSI.

The National Ceremonial Honor Guard Handbook is an internal policy of HSI and is not intended to confer any right or benefit on any private person or party. If disclosure of this Handbook or any portion of it is demanded in any judicial or administrative proceeding, the HSI Records and Disclosure Unit, as well as the appropriate ICE Counsel and/or U.S. Attorney, should be consulted so that appropriate measures can be taken to invoke privileges against disclosure. This Handbook contains information which may be exempt from disclosure to the public. Any further request for disclosure of this Handbook or information contained herein should be referred to the HSI Records and Disclosure Unit.

The HSI Policy Unit is responsible for coordinating the development and issuance of HSI policy. All suggested changes or updates to this Handbook should be submitted to the HSI Policy Unit, which will coordinate them with the HSI Ceremonial Honor Guard Program Manager.



James A. Dinkins
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5/8/2012

Date

NATIONAL CEREMONIAL HONOR GUARD HANDBOOK

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NATIONAL CEREMONIAL HONOR GUARD HANDBOOK

Chapter 1. PURPOSE AND SCOPE

The National Ceremonial Honor Guard Handbook provides policy and procedures for the operation and utilization of the U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) National Ceremonial Honor Guard. The Handbook will serve as a resource for HSI offices requesting the Honor Guard for ceremonial honors for deceased law enforcement officers (LEOs) or non-LEOs killed in the performance (line) of duty, special events unrelated to a death, and for HSI LEOs interested in joining the Honor Guard.

Chapter 2. INTRODUCTION

The National Ceremonial Honor Guard is a voluntary unit comprised of HSI LEOs assigned to domestic HSI offices. The mission of the National Ceremonial Honor Guard is to represent HSI at ceremonial events and lay to rest, with proper law enforcement honors, dignity, and respect, the remains of fallen HSI LEOs who are killed in the line of duty or pass away from natural or non-duty related causes and non-LEOs who are killed in the performance (line) of duty.

The law enforcement community shares an *esprit de corps* that is unique among public service occupations. As LEOs, HSI Special Agents (SAs) and other officers dedicate themselves to service despite knowing that they often place their lives at risk in the performance of their duties. It is that dedication to service that creates the foundation of the HSI National Ceremonial Honor Guard. In addition, HSI non-LEOs dedicate themselves to the HSI mission of protecting the United States and its borders from transnational criminal organizations.

Chapter 3. DEFINITIONS

3.1 Color Guard

A Color Guard is a formation of Honor Guard members who post, present, or display, according to protocol, the U.S., Department of Homeland Security (DHS), and ICE flags during ceremonial events.

3.2 Honor Watch

An Honor Watch is a group of Honor Guard members who stand watch over the remains of the deceased.

3.3 Taps

Taps is a traditional music selection played on a bugle or trumpet during flag ceremonies and funerals. When sounded, it is customary for uniformed personnel to salute, and for non-uniformed and civilian personnel to place their right hand over their heart.

Chapter 4. RESPONSIBILITIES

4.1 Executive Associate Director, Homeland Security Investigations

The Executive Associate Director (EAD) of HSI has overall responsibility for the oversight of the policies and procedures set forth in this Handbook. The EAD, or his or her designee, is responsible for authorizing all requests for Honor Guard utilization. The EAD is also responsible for designating the National Ceremonial Honor Guard Program Manager (PM).

4.2 Assistant Directors, Deputy Assistant Directors, Special Agents in Charge, and Attachés

Assistant Directors, Deputy Assistant Directors, Special Agents in Charge (SACs), and Attachés are responsible for implementing and adhering to the policies and procedures set forth in this Handbook within their respective areas of responsibility.

4.3 National Ceremonial Honor Guard Program Manager

The National Ceremonial Honor Guard Program Manager oversees all programmatic aspects of the Honor Guard and is responsible for ensuring that the Honor Guard is able to meet program objectives. The PM acts as a liaison between field and headquarters (HQ) offices and the EAD of HSI or his or her designee for approval of Honor Guard utilization requests. Additionally, the PM is responsible for ensuring that requests for equipment and training required by the Honor Guard are addressed in a timely manner and that recruitment solicitation and program notifications are disseminated to the appropriate responsible officials. The PM will also designate Honor Guard Coordinators and ensure that the selection of new Honor Guard members is carried out in accordance with the provisions of this Handbook. The PM will be the initial point of contact for all Honor Guard related matters. These responsibilities will be a collateral duty.

4.4 National Ceremonial Honor Guard Coordinators

Ceremonial Honor Guard Coordinators are members of the Honor Guard designated by the Honor Guard PM to ensure that the standards of dress, appearance, attitude, and integrity outlined in this Handbook are met by all Honor Guard members during a specific event. Once the Honor Guard has been approved to attend an event, an Honor Guard Coordinator will be designated by the PM to oversee all operational aspects of the Honor Guard's participation in that event. Coordinators are responsible for receiving

event details from the PM and ensuring that the Honor Guard is present at approved events with the proper equipment. Coordinators are also responsible for working directly with the PM to meet program objectives.

4.5 National Ceremonial Honor Guard Members

HSI SAs and other officers who volunteer to participate in the Honor Guard are responsible for complying with the provisions of this Handbook. National Ceremonial Honor Guard members are expected to attend scheduled training sessions, ensure that uniforms are clean, pressed, and always ready for use, ensure that assigned equipment is ready at all times, and maintain exemplary personal appearance and bearing during both normal duty activities and Honor Guard events. Members must also respond to availability inquiries from the Honor Guard PM or his or her designee and advise the Honor Guard PM or his or her designee of any extended time off and the reasons they cannot attend Honor Guard events, including training. Members are also responsible for ensuring that their first-line supervisor is aware of their participation in Honor Guard events.

Chapter 5. ORGANIZATIONAL STRUCTURE OF THE NATIONAL CEREMONIAL HONOR GUARD

The National Ceremonial Honor Guard will maintain a minimum of 24 members. A national PM assigned to HSI HQ or a domestic field office will be designated by the EAD of HSI as the National Ceremonial Honor Guard PM. Additionally, members will be designated as Honor Guard Coordinators to oversee the Honor Guard's participation at approved events.

Chapter 6. ELIGIBILITY, SELECTION, TRAINING, AND PERFORMANCE STANDARDS

6.1 Eligibility and Selection

Participation in the National Ceremonial Honor Guard program is voluntary and membership is considered a collateral duty. Since membership in the Honor Guard is an armed position, it is open only to HSI LEOs. Membership is open to all HSI LEOs assigned to domestic offices who have completed at least 1 year of service following their initial enter-on-duty date as HSI LEOs. Periodic announcements seeking interested volunteers will be broadcast according to Honor Guard needs. HSI LEOs interested in participating should respond to recruitment announcements via memorandum to the Honor Guard PM, through their local chain of command, addressing the following selection criteria:

- A. Any knowledge of ceremonial drill procedures and ability to perform coordinated marching maneuvers.

- B. Willingness to travel on short notice.
- C. Willingness and ability to present and maintain a professional uniform appearance.
- D. Ability to maintain current and existing duties, responsibilities, and job requirements, including collateral duties if selected as a member.

All applicants must be willing to comply with the uniform and performance standards outlined in this Handbook. Applicants should understand that Honor Guard members must be willing to participate in Honor Guard events on short notice regardless of personal inconvenience, undergo strict drill and ceremony training sessions, and be able to maintain high standards of appearance and performance.

Additionally, applicants who are selected to participate in the Honor Guard must always conduct themselves in a professional and exemplary manner. Members who do not conform to the standards of conduct, appearance, and professionalism will not be permitted to continue membership.

Primary criteria for selection will be sound judgment, professionalism, discipline, and dedication. The selection process is as follows:

- A. A recruitment announcement is broadcast to all HSI domestic offices.
- B. Interested HSI LEOs submit a memorandum addressing the Honor Guard selection criteria, through their chain of command, to the Honor Guard PM.
- C. The Honor Guard PM reviews applicants' memorandums for completeness and schedules interviews of prospective members and any other personnel who may be necessary to validate the applicants' potential as Honor Guard members. Interviewees may include the candidate's supervisor, co-workers, former supervisors, former co-workers, and current Honor Guard members.
- D. Once interviews have been scheduled, the Honor Guard PM and two senior members of the Honor Guard (selection panel) will conduct personal interviews of each applicant and interviews of any other selected personnel to validate the applicants' potential as Honor Guard members. At least one member of the interview team should be physically present at the location where the applicant(s) will be interviewed.
- E. Upon completion of these steps, the Honor Guard selection panel will make a determination as to whether or not each candidate should be considered for membership. Candidates approved for membership will be notified and scheduled to begin the Honor Guard training program.

6.2 Training

A. Training Program

All new Honor Guard selectees must successfully complete the basic Honor Guard training program prior to participating in Honor Guard events. The basic training program consists of 40 hours of drill and ceremonies familiarization and execution. This training must be completed within the first 2 months of selection and will be provided by senior Honor Guard members who have demonstrated proficiency in drill and ceremonies. Once selectees have successfully completed the basic program, they will be issued Honor Guard uniforms and considered full members and eligible to participate in Honor Guard events. Additional in-service training will also be organized and all members are expected to attend. When possible, all Honor Guard members will participate in an annual training session organized to ensure uniformity and familiarization with Honor Guard standards. All training costs will be funded by HSI HQ.

B. Authorized Drill and Ceremonies Manual

The Honor Guard will utilize the U.S. Marine Corps Drill and Ceremonies Manual as a reference for basic drill commands and movements.

6.3 Performance Standards

Honor Guard members are expected to comply with all the provisions of this Handbook and maintain the highest levels of professionalism and accountability while performing their regularly assigned duties and during Honor Guard events. Members are expected to attend training and participate in Honor Guard events. Members who are unable to participate in four consecutive training sessions or events may not be permitted to continue membership. Additionally, members who fail to maintain the standards set forth in this Handbook or who fail to adhere to any policies governing employee conduct will not be permitted to continue membership. Members are always expected to respond to availability requests for Honor Guard events in a timely manner and report to events on time, with the proper equipment, and ready to carry out the Honor Guard's mission.

Chapter 7. HONOR GUARD MEMBER DESIGNATIONS OR ASSIGNMENTS

7.1 Honor Guard Program Manager

As stated in Section 4.1, the designation of the Honor Guard PM will be made by the EAD. The PM should be a member of the Honor Guard who has successfully served as an Honor Guard Coordinator for at least ten Honor Guard events, six of which involve the rendering of ceremonial honors.

7.2 Honor Guard Coordinators

When the Honor Guard has been authorized to provide ceremonial honors or participate in a presentation, an Honor Guard member will be designated to serve as the Honor Guard Coordinator for the event. Coordinators will be designated on a rotating basis. However, member availability and geographic proximity to the location of the event will always be considered. The Honor Guard PM is responsible for designating coordinators. Coordinators should have at least 3 years of total Honor Guard experience.

7.3 Honor Guard Members

When the Honor Guard has been authorized to provide ceremonial honors or participate in a presentation, Honor Guard members will be assigned on a rotating basis by the event's designated coordinator. However, member availability and geographic proximity to the location of the event will always be considered.

Chapter 8. GROOMING STANDARDS

All Honor Guard members are required to maintain the following grooming standards while performing official Honor Guard duties or while wearing Honor Guard uniforms:

- A. Hair should be trimmed and neat in appearance. For male members, hair should be trimmed so that it does not touch the shirt collar or ears. Female members should be able to arrange their hair in a professional manner (up under their ceremonial cover) so that it does not touch the shirt collar.
- B. Facial hair: The wearing of a beard is prohibited (exceptions to this prohibition are granted to members who are designated as ceremonial bagpipers; however, beards must be neatly trimmed). Mustaches may be worn if neatly trimmed, but cannot touch the lip.
- C. For male and female members alike, wearing jewelry is tightly restricted. With the exception of wedding bands and plain, gold-colored stud style earrings for female members, Honor Guard members are not authorized to wear watches, rings, or other items of adornment (including visual or discernable facial or body piercing or other type of adornment).
- D. No visible tattoos while wearing the ceremonial uniform.

Chapter 9. HONOR GUARD UNIFORMS

9.1 Ceremonial Uniform

The Honor Guard has adopted a modified U.S. Marine Corps Class 1 Dress Blouse as the authorized uniform. This blouse will be tailored for each member to ensure that a neat and professional appearance is maintained by all Honor Guard members. Only the following uniform items and accessories are authorized:

- A. Modified Marine Corp Class 1 Ceremonial Dress Blouse
- B. Ceremonial Dress Trousers
- C. HSI Breast Badge
- D. Ceremonial Cover with Hat Badge Attached
- E. Black Leather/Clarino Shoes with Taps (Side and Bottom)
- F. Black Suspenders
- G. Black Moisture Wicking T-Shirt
- H. Black Socks
- I. White Dress Gloves
- J. Glove Stays
- K. Gold Name Tag
- L. DHS/ICE Collar Insignia (Gold)
- M. Shoulder Cord (Black and Gold)
- N. Mourning Band (Black) – worn horizontally across the center of badge
- O. Black Leather Sam Browne Duty Belt (High Gloss)
- P. Black Leather Cuff Case (High Gloss)
- Q. Black Leather Holster (High Gloss)
- R. Black Leather Shoulder Strap (High Gloss)
- S. Black Leather Flag Carrier (High Gloss)

T. Matching Eyewear

No other uniform items are authorized for use as part of the ceremonial uniform. However, additional items may be approved for use, as needed. All uniform costs will be funded by HSI HQ.

9.2 Non-Ceremonial Uniform

The Honor Guard has adopted a non-ceremonial uniform for use at training events and during event rehearsals. The non-ceremonial uniform clearly identifies members of the Honor Guard and provides a professional uniform appearance.

- A. Honor Guard Polo Shirt
- B. Tan 5.11 Pants
- C. Black Belt
- D. Solid Black or Tan Footwear
- E. Handgun Holster
- F. HSI belt badge

No other uniform items are authorized for use as part of the non-ceremonial uniform. However, additional items may be approved for use, as needed. All uniform costs will be funded by HSI HQ.

Chapter 10. AUTHORIZED EQUIPMENT

The following equipment will be maintained by the Honor Guard for use during Honor Guard events:

- A. Electronic Bugle
- B. Yamaha Trumpet
- C. Flag Poles and Flags
- D. Flag Pole Travel Cases
- E. Chrome Plated M-1 Garand Rifles
- F. M-14 Rifles

- G. Blank Ammunition
- H. Rifle Travel Cases
- I. Inventory of Casket Flags (5'x 9')
- J. Inventory of Flag Presentation Cases

In addition to the above-listed items, individual Honor Guard members will be issued locking travel cases for transporting Honor Guard uniforms and equipment. Additional items may be approved for use, as needed. All equipment costs will be funded by HSI HQ.

Chapter 11. CEREMONIAL HONORS

For the purposes of this Handbook, the term “ceremonial honors” refers to activities performed by the Honor Guard in connection with the death of an HSI LEO or non-LEO killed in the performance (line) of duty. If approved, the Honor Guard may provide the ceremonial honors described in this Handbook. The protocol for ceremonial honors may include the following, depending on the nature of the death, the wishes of the LEO’s or non-LEO’s survivors, and available resources. The final determination of the honors that will be provided is made by the EAD of HSI or his or her designee.

- A. LEO killed in the performance (line) of duty:
 - 1) Honor Watch (full honor watch from the time of the loss of life until the funeral)
 - 2) Casket Team (depending on the size of the Honor Guard, casket teams may be made up of SAs and/or other officers assigned to an HSI office in closest proximity of the funeral location and/or duty office of the fallen LEO)
 - 3) Color Guard
 - 4) 21-Gun Salute
 - 5) Taps (when possible, echo taps will be performed during ceremonial honors for LEOs who have been killed in the performance (line) of duty. This is reserved for line of duty deaths.)
 - 6) Ceremonial Bagpiper
 - 7) Flag Folding Team
 - 8) Flag Presentation (by the Director of ICE or his or her designee)

- 9) National Law Enforcement Communications Center (NLECC) radio broadcast of last call for LEO
 - 10) Law Enforcement Aircraft Flyover (can be requested from partner agencies, but must be coordinated with the assigned Honor Guard coordinator)
- B. Protocol for non-LEOs killed in the performance (line) of duty and for an LEO who has died of natural or non-duty related causes:
- 1) Honor Watch (during visitation hours at the funeral home)
 - 2) Casket Team (depending on the size of the Honor Guard, casket teams may be made up of SAs and/or other officers assigned to an HSI office in closest proximity of the funeral location)
 - 3) Color Guard
 - 4) Taps (single bugler)
 - 5) Ceremonial Bagpiper
 - 6) Flag Folding Team
 - 7) Flag Presentation (by the EAD of HSI or his or her designee)
 - 8) NLECC radio broadcast of last call for LEO
- C. Protocol for a retired LEO:
- 1) Color Guard
 - 2) Taps (single bugler)
 - 3) Ceremonial Bagpiper
 - 4) Flag Folding Team
 - 5) Flag Presentation (by the EAD of HSI or his or her designee)

LEOs and non-LEOs who have served in the military may also be eligible for military honors. If the military will be conducting honors, the military honors will take precedence. However, military and law enforcement honors can be combined if requested by the family. Additionally, the protocols outlined in section B of this Chapter may also apply to LEO deaths that result from self-inflicted injuries. The intent of ceremonial honors is to pay tribute to the character of the deceased LEO's or non-LEO's

service. However, ceremonial honors will not be provided if criminal activity or serious misconduct issues are involved in the loss of life event.

Chapter 12. HONOR GUARD PRESENTATIONS

For the purposes of this Handbook, the term “honor guard presentations” refers to activities performed by the Honor Guard in connection with special events or ceremonies that are not related to the death of an HSI LEO or non-LEO killed in the performance (line) of duty. These events may include, but are not limited to, award ceremonies, memorials, conferences, or dedication ceremonies. Honor Guard presentations at these events include providing a Color Guard to present and post the U.S., DHS, and ICE flags. Additionally, the Honor Guard can provide a ceremonial bagpiper and other ceremonial elements, such as VIP cordons and escort. Additional information regarding Honor Guard presentations can be obtained from the Honor Guard PM. Requests for Honor Guard presentations should be limited to events that are directly related or have a clear nexus to ICE, HSI, DHS, or the law enforcement community.

Chapter 13. REQUESTING THE HONOR GUARD

13.1 Authorization to Attend Events

Utilization of the Honor Guard requires the approval of the EAD of HSI or his or her designee. HSI offices are responsible for requesting approval, through the Honor Guard PM, from the EAD, via a memorandum (see Appendix A). Prior to the EAD’s review, the Honor Guard PM will review submitted requests for completeness and ensure that Honor Guard members are available to support the request. Once the PM has reviewed the request, he or she will forward it to the EAD or his or her designee. The Honor Guard PM is responsible for receiving and submitting requests for the Honor Guard that originate from entities outside of HSI. HSI offices that receive requests for the Honor Guard from entities outside of HSI should direct the requestor to the Honor Guard PM.

The EAD or his or her designee will determine the ceremonial honors that will be afforded or the level of Honor Guard participation at events, depending on available resources, the size of the Honor Guard, and the protocols provided in this Handbook. For requests involving ceremonial honors, the intent is to pay tribute to the character of the deceased LEO’s or non-LEO’s service. However, as stated in Chapter 11, ceremonial honors will not be provided if criminal activity or serious misconduct issues are involved in the loss of life event. Requests for Honor Guard presentations should be limited to events that are directly related or that have a clear nexus to HSI, ICE, DHS, or the law enforcement community.

When a request for the Honor Guard is approved, the Honor Guard PM will assign an Honor Guard Coordinator who will begin to make preparations for the event with the point of contact designated in the request memorandum. If the request is not approved,

the requestor will be notified. Due to time sensitivities associated with planning funeral services, all requests for ceremonial honors should be handled as expeditiously as possible. Requests for ceremonial honors for LEOs or non-LEOs killed in the performance (line) of duty should be submitted no later than 48 hours after the death. In instances where time does not permit the processing of written authorization, the EAD or his or her designee may verbally authorize the use of the Honor Guard. In these instances, written authorization will be completed as soon as practical.

13.2 Honor Guard Member Travel

Honor Guard members assigned to participate in Honor Guard events away from their assigned duty locations must complete travel authorizations, in accordance with all applicable provisions of the Federal Travel Regulation. However, in certain circumstances, members may be required to travel on short notice making it difficult to obtain travel authorizations and transportation reservations through the approved travel management center. In these instances, members are permitted to complete all necessary travel reservations after receiving verbal approvals through the Honor Guard Coordinator assigned to the specific event. The Honor Guard PM must ensure that funding has been approved prior to notifying assigned coordinators and members. Funding for Honor Guard member travel will be provided by HSI HQ.

13.3 Request for the Honor Guard Related to Deaths of HSI Employees

When an HSI employee passes away, the designated Family Liaison Officer will be responsible for discussing ceremonial honors with the LEO's or non-LEO's surviving family members and communicating the family's wishes to the assigned Honor Guard Coordinator. The Family Liaison Officer acts as a facilitator between HSI and the family of the deceased. This individual will act as the principal point of contact between HSI and the family. Although the Family Liaison Officer should ideally know the deceased and be aware of the family relationships, the Family Liaison Officer should not be so emotionally involved with the situation that he or she would become ineffective. The Family Liaison Officer does not have a decision-making role; rather, he or she serves as a facilitator between the family and HSI. This role is ideally filled by a supervisor or manager. The Family Liaison Officer shall have a backup designated to take over the role if he or she is unavailable or needs assistance. All individuals identified as possibly serving in this capacity should be provided the appropriate peer-support training through the Employee Assistance Program. Selection of the Family Liaison Officer is the responsibility of the SAC for deaths of employees assigned to HSI domestic offices and the HSI Attaché for deaths of employees assigned to HSI foreign offices. For deaths of employees assigned to HQ, the Family Liaison Officer will be designated by the HSI Liaison, who will be designated by the EAD of HSI.

When not contrary to this Handbook, the extent to which the Honor Guard participates in a funeral depends on the expressed wishes of the family of the deceased. Family Liaison Officers should fully understand each of the ceremonial honors applicable to the loss of life event when determining the family's wishes. The Family Liaison Officer should

consult with the Honor Guard PM or the assigned Honor Guard Coordinator prior to discussing ceremonial honors with family members. This will give the Family Liaison Officer an opportunity to gain a thorough understanding of the honors available, discuss questions frequently asked by family members related to law enforcement funerals, and allow the assigned Honor Guard Coordinator to review specific questions for the family that will assist the Honor Guard's preparations for the event (see Appendices B and C).

**“Authorization to Utilize
the Homeland Security Investigations
National Ceremonial Guard”
Memorandum Template**



Homeland Security

MEMORANDUM FOR: *(Name of Executive Associate Director)*
Executive Associate Director

THROUGH: *(Name of Deputy Associate Director)*
Deputy Associate Director

(Name of Assistant Director)
Assistant Director
*(Domestic Operations, Investigative Programs, Intelligence,
International Affairs, National IPR Coordination Center, National
Security Investigations, Mission Support)*

FROM: *(Name of Requesting Deputy Assistant Director/Special Agent in
Charge/Attaché)*
Deputy Assistant Director, Special Agent in Charge, *or* Attaché, *as
appropriate*

SUBJECT: Authorization to Utilize the Homeland Security Investigations
National Ceremonial Honor Guard

The purpose of this memorandum is to request authorization to utilize the HSI National Ceremonial Honor Guard to provide *(ceremonial honors or an Honor Guard presentation)* for *(description of event – include the date, time, and location, if available)*. *(If the request is for ceremonial honors, include any information concerning the nature or cause of the death.)*

(The request should also identify a designated point of contact who can provide any additional information.)

Approve: _____ Date: _____

Disapprove: _____ Date: _____

**GUIDELINES
FOR FAMILY LIAISON OFFICER**

Explanation of Ceremonial Honors

Honor Watch – Two Honor Guard members stand watch over the remains of the deceased. During family or public viewings, Honor Guard members will be posted at both ends of the casket or on both sides of the container holding the remains. This honor is performed by a minimum of four Honor Guard members who rotate the watch every 15 minutes.

Casket Team – A team of Honor Guard members or agents and other officers carry the remains of the deceased LEO from the funeral home and place of worship to the cemetery. This honor is performed by a minimum of six Honor Guard members.

Color Guard – The term “color” refers to the U.S., DHS, and ICE flags. A color guard is a formation of Honor Guard members who post, present, or display, according to protocol, the U.S. and department/agency flags during ceremonial events. The color team is performed by a minimum of four Honor Guard members.

21-Gun Salute – The 21-gun salute is one of the most ceremonial honors paid to officers who are killed in the line of duty. During the honor, three volleys from seven rifles are fired simultaneously. This honor is performed by eight Honor Guard members.

Taps – A traditional musical selection played on a bugle or trumpet during flag ceremonies and funerals. When sounded, it is customary for uniformed personnel to salute, and for non-uniformed and civilian personnel to place their right hand over their heart.

Ceremonial Bagpiper – The bagpipes have become a traditional element of LEO funerals. The bagpiper will play a musical selection during the flag folding and at the conclusion of ceremonial honors.

Flag Folding Team – Honor Guard members fold the U.S. flag covering the casket, prior to the flag presentation. The flag folding team requires a minimum of two Honor Guard members.

Flag Presentation – The U.S. flag is presented to the family of the deceased.

National Law Enforcement Communications Center radio broadcast of last call for LEO – The deceased LEO’s radio call sign is officially declared off-duty.

Law Enforcement Aircraft Flyover – Single or multiple law enforcement aircraft conduct a low altitude flyover of the services being held for the fallen LEO. Requests for flyovers can be submitted to partner agencies for performance (line) of duty deaths. Requests should be coordinated with the assigned Honor Guard Coordinator.

**INFORMATION TO ASSIST
THE HONOR GUARD
IF CEREMONIAL HONORS ARE REQUESTED**

- Does the deceased have any children; if so, what are their ages?
- Does the deceased have a spouse?
- Who are the immediate family members who will be attending services?
- What is the religion of the deceased?
- Has the deceased served in the military?
- Has the deceased been employed by any other law enforcement agencies?
- Has the family requested military honors?
- If a flag presentation has been requested, who will receive the flag?
- Does the family want an additional flag to be presented; if so, who will receive the additional flag?
- Does the deceased have any relatives employed by DHS or another law enforcement agency?

ACRONYMS

A-C

D

DHS Department of Homeland Security

E

EAD Executive Associate Director

F-G

H

HQ Headquarters
HSI Homeland Security Investigations

I

ICE U.S. Immigration and Customs Enforcement

J-K

L

LEO Law Enforcement Officer

M

N

NLECC National Law Enforcement Communications Center

O

OI Office of Investigations

P

PM Program Manager

Q-R

S

SA Special Agent
SAC Special Agent in Charge

T

U

USCS U.S. Customs Service

V-Z