

Asheville Police Department Policy Manual

Chapter: 18 - Special Programs

Policy: 1805 - Honor Guard

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Introduction

The Honor Guard is a ceremonial unit of the Department. Through the use of specialized training, equipment, and distinctive uniforms, the Honor Guard participates in ceremonial events and activities involving the department. This policy provides guidelines and procedures for the operations of the Asheville Police Department Honor Guard.

Policy Statement

This policy establishes the personnel, equipment, and training requirements for the successful operation of the department's Honor Guard.

Rules and Procedures

1805.1 Mission and Responsibilities

- A. The Asheville Police Department Honor Guard is a ceremonial unit of the Department. [Through ceremony, tradition, and professionalism, the mission of the department's honor guard is to pay tribute to those who have made the](#)

ultimate sacrifice, recognize the achievements of our peers, and celebrate the enduring spirit of the national colors and public service.

1805.2 Honor Guard Organization

- A. The Honor Guard is led by the Honor Guard commander, who is appointed by the chief of police. The Honor Guard commander is responsible for the overall operation of the Honor Guard.
- B. In the absence of the Honor Guard commander, a detail officer may be appointed to manage the unit's daily operations or coordinate events.
- C. The Honor Guard commander will be responsible for administrative functions, including record-keeping, ordering equipment and supplies, and other support activities.

1805.3 Member Selection Process

- A. Honor Guard members must be sworn employees of the Asheville Police Department. Minimum criteria for membership will include, but may not be limited to the following:
 - 1. Must be a sworn department member.
 - 2. Must have successfully completed the department's field training process.
- B. Prospective members may also be required to interview before a panel of Honor Guard members or other personnel, as determined by the Training & Career Development Section.
- C. Assignment to the Honor Guard is by appointment at the discretion of the chief of police or designee.

1805.4 Training

- A. The Honor Guard will meet regularly for training as determined by the Honor Guard commander. The dates, times, and locations of scheduled training sessions will be determined by the commander and distributed to the supervisors of Honor Guard members.
- B. Additional training sessions may be held to prepare for significant events or ceremonies as needed.

1805.5 Equipment

- A. All Honor Guard members will be issued the necessary equipment and uniforms to perform their duties as Honor Guard members. Honor Guard members must

properly maintain all issued equipment and ensure it is kept in proper working order and appearance.

- B. All Honor Guard members will report to training and event locations, equipped with all issued gear and in proper working condition.
- C. Honor Guard uniforms will be worn only at approved Honor Guard details.
- D. Honor Guard members will report lost, damaged, or worn equipment and/or uniforms to the Honor Guard commander.
- E. Upon leaving the Honor Guard, all Honor Guard uniforms and equipment will be turned in to the Honor Guard commander or designee.

1805.6 Operations

- A. The chief of police or designee will determine when the Honor Guard may be activated and utilized. The chief of police may assign Honor Guard functions to represent the department outside of the department's jurisdiction.
- B. During a ceremony or event, operations may be overseen under the direction of an assigned Honor Guard detail officer as designated by the Honor Guard commander.
- C. The Honor Guard commander or detail officer will have responsibility for the placement and function of the Honor Guard at assigned details. While working on an assigned detail, Honor Guard members will function only as members of the Honor Guard and will answer to the Honor Guard commander or detail officer.
- D. Honor Guard members participating in events outside their normal work shifts will report their time to their immediate supervisor for compensation.

1805.7 Appearance Standards

- A. All honor guard uniforms will be kept pressed and tailored to ensure a proper appearance and fit at all times.
- B. Members of the Honor Guard, when wearing the official Honor Guard uniform, are expected to uphold a rigorous grooming standard. This standard aligns with professional ceremonial expectations, emphasizing a sharp, disciplined, and respectable appearance that reflects positively on the unit and the organization it represents. Adherence to these strict guidelines ensures uniformity, professionalism, and a distinguished bearing befitting the solemn and honorable duties performed by the Honor Guard.

C. The following standards will apply to male Honor Guard members:

1. Hair will be neatly trimmed and well-groomed. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance.
2. The length of the hair will not extend over the ear or beyond the collar of the uniform shirt, and hair must not touch the eyebrows or extend below properly worn headgear.
3. Sideburns will be neatly trimmed and not appear below the bottom of the inner portion of the ear, nor exceed one inch at the widest point.
4. Earrings, piercings, and jewelry other than a wedding band are prohibited.
5. Facial hair is not permitted while wearing the Honor Guard uniform; male officers must be clean-shaven.
6. Tattoos must not be visible.

D. The following standards will apply to female Honor Guard members:

1. Hair will be neatly trimmed and well-groomed. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance.
2. The length of the hair will not extend over the ear or beyond the collar of the uniform shirt, and hair must not touch the eyebrows or extend below properly worn headgear. Hair may be worn in a small bun.
3. Facial make-up and glue-on lashes will be conservative and in good taste. Blush, eye makeup, and lipstick may be worn moderately without considerable contrast.
4. Nail polish is permitted, but it must be modest and not have a significant contrast.
5. Earrings will be small, stud-style, and have either a post or a clip-back. Earrings will be limited to one per ear. No other visible piercings are permitted.
6. Tattoos must not be visible.

By order of:

A handwritten signature in black ink that reads "Jackie Stepp". The signature is written in a cursive style with a large initial 'J' and 'S'.

Jackie Stepp
Interim Chief of Police