

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.

DEFINITIONS

RULES AND PROCEDURES

1805.1 MISSION AND RESPONSIBILITIES

- A. The Asheville Police Department Honor Guard is a ceremonial unit of the Department. The Honor Guard is a resource designed to professionally represent the department at fallen department members' funerals, retired officers' funerals, memorial and promotional ceremonies, and any event designed to present the American flag.

1805.2 HONOR GUARD ORGANIZATION

- A. The Honor Guard is led by the Honor Guard Commander 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 daily operations of the unit or to coordinate events.
- C. The Honor Guard Commander will be responsible for administrative functions, such as 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. Additional requirements may be outlined in the selection process announcement.
- C. Prospective members may also be required to interview in front of a panel of Honor Guard members or other personnel as determined by the Recruitment & Career Development Section.
- D. Selection processes will follow [Policy 2103 - Specialized Assignments](#).

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 a significant event or ceremony as needed.

1805.5 EQUIPMENT

- A. All Honor Guard members will be issued the equipment necessary to perform their Honor Guard duties. 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 to event locations, with all issued equipment and in proper working condition.

- C. Honor Guard uniforms will only be worn to 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. Officers must maintain a professional appearance while in Honor Guard uniform.
- E. Honor Guard members participating in events outside their normal work shifts will report their time to their immediate supervisor for compensation.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "David J. Zack". The signature is fluid and cursive, with the first name "David" and last name "Zack" clearly distinguishable.

David Zack
Chief of Police