



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

2-22

Honor Guard

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:	N/A
CALEA Standards Reference:	N/A
NCCHC Standards Reference:	N/A
SCLEA Standards Reference:	N/A
SC Minimum Standards:	N/A

This policy dated 1/28/2028 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish guidelines and set forth policy to standardize the organization, training, and eligibility requirements for the Charleston County Sheriff's Office Honor Guard. The Honor Guard will be called to duty for selected events, ceremonies, and funerals.

II. Policy:

The policy of the Charleston County Sheriff's Office Honor Guard is to have trained staff available for selected events that occur in the community at any given time. The team will be properly trained and organized, will show respect for each event, person or group being recognized.

III. Definitions:

- A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputies, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
 2. civilian, non-sworn employee.
- B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).
- C. *Honor Guard Commander:* A command level deputy appointed by the Sheriff or designee. The Commander will oversee the operation of the Honor Guard to ensure that the Honor Guard is fully staffed and receives all the proper training that is needed to properly represent the Charleston County Sheriff's Office.
- D. *Honor Guard Squad Leader:* An Honor Guard team member assigned by the Honor Guard Commander for each event to oversee that all information is passed down to all members of the Honor Guard. The Honor Guard Squad Leader will also coordinate with event personnel to ensure all members are located in their appropriate areas at the appropriate times. The Honor Guard

Squad Leader is also responsible for performing a pre-inspection of all members in uniform and their equipment before every event.

- E. *Excused Absence:* An absence by any member from an event, training, or any other team function with the approval from the Honor Guard Commander.
- F. *Unexcused Absence:* An absence by any member from an event, training, or any other team function that was not approved by the Honor Guard Commander. Three (3) unexcused absences may be grounds for removal from the Charleston County Sheriff's Office Honor Guard.
- G. *Inactive Status:* The status which prevents any member of the Honor Guard from participating in any Honor Guard event, training, or any other team function. This status may be due to an administrative or criminal investigation, administrative leave, agency policy violations, extended medical leave, restricted duty or any other reasons which could impact the team members ability or performance while at an event, training, or team function.

IV. Procedure:

A. Honor Guard Selection:

- 1. Appointment to the Honor Guard is a collateral duty, with team members drawn from all bureaus and divisions within the agency. Selection will follow the procedures as outline in [Policy 4-15 Intra-Agency Vacancies](#). To be considered eligible to participate in the Honor Guard selection process, deputies will:
 - a. have a minimum of 12 months continuous service with the Charleston County Sheriff's Office. The Honor Guard Commander may grant a waiver for equivalent experience and/or military experience;
 - b. be a certified deputy through the South Carolina Criminal Justice Academy, as defined in section III, paragraph A, supra; and
 - c. has not received any disciplinary action within the previous 12 months from the posted closing date of the vacancy announcement.
- 2. Personnel requesting to be considered for the Honor Guard team will be given a commitment form to sign. This form states that by signing

you are agreeing to attend all events for the Honor Guard unless excused by the Honor Guard Commander.

3. Once eligibility to participate as an Honor Guard member is determined, eligible candidates must then interview with an Honor Guard Applicant Review Committee composed of, at a minimum; the Honor Guard Commander and two (2) other members of the team to determine suitability for appointment to the Honor Guard (see [Policy 4-15 Intra-Agency Vacancies](#)).

B. Honor Guard Training:

1. The Honor Guard Commander will ensure mandatory team training is conducted monthly, unless extenuating circumstances exist. All team members are expected to participate in training.
2. Training sessions are mandatory for all team members to attend. If a member is unable to attend for any reason they must notify the Honor Guard Commander who will determine whether the absence will be an excused or unexcused absence. In the event of missed training, it will be the determination of the Honor Guard Commander or the respective Honor Guard Squad Leader as to whether or not a team member is sufficiently trained to participate in an event.
3. The Honor Guard Commander will maintain training files for the team. Training files are to be updated monthly and are subject to review by the Honor Guard chain-of-command, Sheriff, or designee.

C. Honor Guard Activation:

Once an event is requested and approved, the Honor Guard Commander will notify team members via memorandum and/or email, provided there is sufficient time to disseminate the information. In the event there is insufficient time to provide notice via memorandum, the Honor Guard Commander will notify the members by phone.

D. Honor Guard Member Standards:

1. Members will at all times show the qualities of professionalism, integrity, self-discipline and pride.
2. Members must be able to maintain the military position of attention for long periods of time.

3. Members must be able to march considerable distances at any given time.
4. Members shall maintain a high standard of personal hygiene and appearance, including a clean pressed uniform as outlined in [Policy 2-13 Agency Dress Code](#).
5. Members of the Honor Guard are not permitted to have beards or goatees while participating in official events.
6. Members must represent the Charleston County Sheriff's Office in a positive manner at all times.
7. Members must be able to learn and perform correctly the skills required to carry out drills and event formations.

E. Uniforms:

Deputies assigned to the Honor Guard will be issued the following items: white dress uniform shirt, white gloves, a single strand black braid, and a single strand gold braid, grey straw hat with a hat badge. The black or gold braid will be affixed to the left epaulet and under the left arm. Honor Guard members will also be issued and wear a gold acorn strap around the band of the straw hat, with the knot and ends positioned in the center under the hat badge, and the leather strap used to secure the hat to the head. The duty belt will be distinguished by weapons qualified and non-qualified members (see agency [Policy 2-13 Agency Dress Code](#)).

1. Weapons qualified members will be issued an inner/outer belt with a leather double magazine pouch, leather handcuff case (with handcuffs), leather glove case, and leather holster; or
2. Non-weapons qualified members will wear their normal gold buckle belt with a leather handcuff case (with handcuffs) and leather glove pouch.
3. All team members will comply with agency [Policy 2-13 Agency Dress Code](#).