

Greer Police Department

General Order 650.1 Honor Guard

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Effective: July 28, 2015

I. PURPOSE

This general order establishes guidelines delineating the functions and services to be provided by the Honor Guard.

II. INTENT

The Greer Police Department intends to provide an Honor Guard that will represent the Department in a formal capacity as such functions as community events, Departmental assignments, funerals, or any other event assigned by the Chief of Police, or his designee.

III. DEFINITIONS

- A. Honor Guard: A group of at least two certified officers who attend authorized formal events of the Greer Police Department or events where a formal representation of the Greer Police Department is needed.
- B. Honor Guard Commander: A sworn supervisor of the Greer Police Department appointed by the Chief of Police, or his designee, to lead the Honor Guard Unit.
- C. Team Coordinator: A member of the Honor Guard, appointed by the Honor Guard Commander, who acts as the contact person for Honor Guard requests and mobilizes sufficient members to staff a specific activity.
- D. Honor Guard Member: A Greer Police Department Officer who has completed the necessary training and has been approved by the Honor Guard Commander.
- E. Color Guard: Honor Guard Members who post or carry colors in organized functions, ceremonies, or parades.
- F. Honor Guard Uniform:
 - 1. Ceremonial hat
 - 2. Tailored uniform jacket
 - 3. Dress pants with stripes on outer seams
 - 4. Gloss gun belt and shoulder strap
 - 5. Gloss handcuff pouch
 - 6. Gloss gun holster
 - 7. Issued nameplate
 - 8. Shoulder braid

9. Leather shoes
10. White gloves

G. Honor Guard Colors: Consists of two 4' x 6' parade flags, including masts, mast heads, and tassels:

1. National flag
2. South Carolina State flag
3. 2 flag cases
4. 2 flag carriers
5. 2 flag bases

H. Formal Function: Department and/or community events for which a formal Departmental presence is appropriate and/or requested including, but not limited to, funerals, parades, and other functions as necessary.

IV. RULES

- A. All members of the Honor Guard shall represent the Department in an exemplary manner
- B. The Honor Guard Commander assisted by the Team Coordinator, will manage the direct supervision, administration, and organizational responsibilities.
- C. All ceremonies or functions attended by the Honor Guard must be approved in advance by the Chief of Police, or his designee.

V. REQUESTS

- A. A request for Honor Guard presence at any function will be made to, or forwarded to, the Honor Guard Commander, who will forward it to the Chief of Police, or his designee.
- B. When Honor Guard presence is requested, consideration will be given to manpower availability, the requestor, scheduling, location of the event, time constraints, and other Departmental commitments that may limit the involvement of the Honor Guard.

VI. SPECIAL CEREMONIES

A. The Honor Guard may attend funerals for:

1. Officers killed in the line of duty within, or outside, the State of South Carolina.
2. Off-duty deaths of officers from the Upstate area.
3. Death of immediate family members of Department personnel (i.e., Spouse, parents, children).
4. Department retirees.
5. Deaths of local officials associated with the Criminal Justice and Emergency Services community (i.e., Judges, Prosecutors, Probation / Parole agents, Constables, Firefighters, EMT's, Correction Officers, Telecommunicators, etc.)
6. Any other funeral at the direction of the Chief of Police

B. The Honor Guard if requested, may also attend:

1. Community parades, picnics, festivals.
2. Swearing-in ceremonies of department personnel, judges, awards Banquets, Citizens Academy, etc.
3. Special community events such as Special Olympics, Freedom Blast, Family Fest, memorial services, etc.

VII. HONOR GUARD SERVICES

A. Services offered at funerals may vary according to family wishes, the Nature of the relationship between the deceased and the Department, and other relevant factors.

B. Funeral Services for Department duty deaths and sworn retirees

1. The following services of the Honor Guard are available upon request:

- a. The Honor Guard Commander will coordinate efforts with the person in charge of the ceremony.
- b. Honor Guard member(s) will post while the deceased lies in state at the funeral home/church. Remaining members will be posted as required.
- c. Arrangements will be made for the National flag to be draped over the casket and presented to the family at the appropriate time.
- d. Serve as pallbearers.

- e. Arrangements for a bugler to play "Taps" and to acquire bagpipes or other music according to family wishes.
- f. Attend the funeral service.
- g. Provide a Cordon of Honor while the casket is loaded/unloaded.
- h. Attend the social event after the service.

VIII. DUTIES AND RESPONSIBILITIES

A. Honor Guard Commander

- 1. Coordinate with the family spokesperson and/or funeral home Director to coordinate services to be provided by the Honor Guard.
- 2. Contact the event or festivities organizer to coordinate services to be provided by the Honor Guard.
- 3. Provide for inventory and maintenance of all issued Honor Guard Equipment and property.
- 4. Coordinate with other police agencies as needed.
- 5. Will schedule, arrange, and conduct a minimum of six training and drill sessions per year.
- 6. Perform as the liaison between the Chief of Police and the Honor Guard.
- 7. Arrange for transportation and preparing Department vehicles for the assignment.

B. Honor Guard Coordinator

- 1. Responsible for conducting drill sessions, along with the Honor Guard Commander.
- 2. Will assist the Honor Guard Commander with his/her duties.

C. Honor Guard Members

- 1. Maintain exemplary behavior, appearance, decorum and bearing while representing the Department as an Honor Guard member.
- 2. Forward requests for attendance to the Honor Guard Commander.
- 3. Make every reasonable effort to be available for attendance at functions for which the Honor Guard is requested.
- 4. Understand that participation in the Honor Guard is a distinct and unique privilege, and as such, be willing to make sacrifices in order to maintain active participation.
- 5. Although non-binding, Honor Guard members should be willing to pledge a minimum of two years commitment to the detail.

6. All Honor Guard functions, drills, and training will be considered on-duty and compensated according to the City of Greer policy and procedures.
7. Be willing to adjust assigned shift in order to attend events.

D. The Department

1. Will provide the necessary number of vehicles for the assignment.
2. Will pay or grant compensatory time for Honor Guard duty unless unless specifically disapproved by the Chief of Police, or his designee