

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>PRO-006</b>
	Subject <b>Honor Guard – Selection, Training, and Utilization</b>	
	Special Instructions Replaces ENF-038 effective March 1, 2015	Effective Date <b>March 18, 2025</b>

**I. PURPOSE**

Establish guidelines for the selection, training, and utilization of the Honor Guard personnel.

**II. POLICY**

The Department’s Honor Guard shall coordinate and conduct semi-military funerals and other details when requested and as outlined in this procedure. The Honor Guard will be coordinated statewide by the Protocol Officer.

**III. PROCEDURES**

A. The Department’s Honor Guard and personnel may be utilized for:

1. Funerals involving;

- a. Line-of-duty deaths;
- b. Non-line of duty deaths involving active employees;
- c. Deaths of retired employees;
- d. Line-of-duty deaths of K-9(s);
- e. Deaths of State Dignitaries; and,
- f. At funeral details as directed by the Superintendent.

2. Local community functions, memorial services, parades, sporting events, civic (non-political) organizations, etc.

B. Activation of Honor Guard personnel

1. All initial district requests for an Honor Guard shall be forwarded to the appropriate District Commander. If approved, the Zone Team Leader will be notified; if unavailable, another member of the zone team will be notified; and finally, if no area Honor Guard personnel are available, the Protocol Officer and Assistant Honor Guard Commander will be notified.

2. Upon approval, the Zone Team Leader, Protocol Officer, or the Assistant Honor Guard Commander shall coordinate the necessary response.

3. Upon notification of a line-of-duty death, the applicable Zone Commander will notify the Protocol Officer and Assistant Honor Guard Commander.

### C. Team Organization

1. The Protocol Officer and Assistant Honor Guard Commander shall determine the number of Honor Guard teams, the number of team members per team, and the geographical breakdown of team assignments. All Honor Guard assignment information shall be published in the [Honor Guard Operations and Training Manual](#).
2. The Protocol Officer shall be responsible for the Honor Guard Program.
3. Upon activation, all Honor Guard members shall notify their respective commanders and then follow the Honor Guard chain of command until the detail is concluded.

### D. Selection Process (Team Vacancies)

1. When a Zone Honor Guard vacancy exists, the Protocol Officer (or designee) shall notify all affected area and district commanders of the vacancy. Interested personnel shall submit an [Honor Guard Ceremonial Unit Application Form](#) through channels to the Protocol Officer.
  - a. All applicants must:
    - i. Meet the minimum standards as defined in [SOC-004](#);
    - ii. Be in sufficient physical shape for a proper appearance in uniform, and adhere to Regulation 6 as it relates to grooming and height/weight standards; and
    - iii. Possess a consistent semi-military demeanor and the ability to march and move in cadence.
  - iv. The Protocol Officer shall notify the candidates and their commanders at least seven (7) days prior to the date of the interview and furnish the time, date, and location of the interview.
  - v. The selection committee shall consist of the Assistant Honor Guard Commander, Honor Guard Team Leader, and the assistant Honor Guard Team Leader for that zone.
  - vi. After completion of the applicant interviews the Assistant Honor Guard Commander will then make a recommendation to the Protocol Officer.
  - vii. The Protocol Officer shall make the final selection and then notify the selected person, in writing, through channels.

### E. Training

- a. Department Honor Guard personnel shall be properly trained and utilized in accordance with all Department standard operating procedures and the standards set forth in the Department's Honor Guard Operational/Training Manual.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures