

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number PRO-006
	Subject Honor Guard – Selection, Training, and Utilization	
	Special Instructions Replaces ENF-038 effective January 1, 2012	Effective Date March 1, 2015

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 Sergeant.

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; and
 - d. 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 area team leader shall be notified; if unavailable, another member of the area team will be notified; and finally, if no area Honor Guard personnel are available, the Honor Guard Commander and Protocol Sergeant shall be notified.

2. Upon approval, the area team leader, an area Honor Guard member, or the Honor Guard Commander shall coordinate the necessary response.

3. Upon notification of a line of duty death the applicable Zone Commander will notify the Honor Guard Commander and Protocol Sergeant.

IV. TEAM ORGANIZATION

1. The Honor Guard Commander and Protocol Sergeant 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 Training/Operational Manual.

2. The Honor Guard will also include a Color Guard and Funeral Team.
3. The Protocol Sergeant shall be responsible for the Honor Guard Program.
4. 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.

V. **SELECTION PROCESS** (Team Vacancies)

When an area Honor Guard vacancy exists, the Protocol Sergeant (or designee) shall notify all affected area and district commanders of the vacancy, by memorandum, a minimum of 10 days prior to the closing date. Interested personnel shall submit a Specialty Team Application (ISP Stock #5P1303), through channels, to the Protocol Sergeant.

All applicants must:

1. Meet the minimum standards as defined in SOC-004;
2. 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
3. Possess a consistent semi-military demeanor and the ability to march and move in cadence.
4. The Protocol Sergeant 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.
5. The selection committee shall consist of the applicable district and area commanders (where the vacancy exists), the Honor Guard Commander, and the Honor Guard area team leader.
6. After completion of the applicant interviews the applicable area commander shall consult with the Honor Guard Commander and then make a recommendation to the Protocol Sergeant.
7. The Protocol Sergeant shall make the final selection and then notify the selected person, in writing, through channels.

VI. **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.

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