

<i>P.O. 405 Honor Guard</i>			
Effective From:	10-15-2010	Effective To:	Current

E. P.O. 405 - Honor Guard

1. ORGANIZATION

- i) The Louisiana State Police Honor Guard shall consist of the following:
 - a) State Honor Guard Coordinator (Sergeant or above).
 - b) Region Coordinator (Sergeant or above).
 - c) Honor Guard Team Member (Any State Police commissioned officer).
- ii) The State Honor Guard Coordinator shall be assisted by:
 - a) State Honor Guard Adjutant- Assists with all administrative matters regarding the Honor Guard.
 - b) State Honor Guard Color-Sergeant- Assists with operational oversight during events as designed by the State Honor Guard Coordinator.
- iii) Assistant Region Coordinator – Senior Trooper or above. Performs the duties of the Region Coordinator when not available.
- iv) The Honor Guard shall be divided into two (2) platoons representing Regions 1 and 2. Each platoon shall be adequately staffed and not to exceed 20 members. Each Region shall be responsible for all details in their assigned area.

2. QUALIFICATIONS

- i) Officers requesting assignment to the State Police Honor Guard must:
 - a) Be a permanent State Police commissioned Trooper.
 - b) Present a physically fit, neat and well groomed appearance.
 - c) Successfully complete all required training.
- ii) Officers shall submit a written request through their chain-of-command to the appropriate Region Coordinator listing qualifications and experience, which shall be forwarded to the State Honor Guard Coordinator for review.

3. SELECTION OF PERSONNEL

- i) The State Honor Guard Coordinator shall be appointed by the Superintendent or his designee.
- ii) The State Honor Guard Coordinator shall assign a supervisor to serve in positions that follow:
 - a) The Honor Guard Adjutant
 - b) The Honor Guard Color-Sergeant
 - c) The Region I and II Coordinator
- iii) The Region Coordinator shall select an officer for the position of Assistant Region Coordinator with the approval of the State Honor Guard Coordinator.

4. TRAINING

- i) Honor Guard personnel shall successfully complete a training course approved by the Superintendent or his designee.
- ii) Honor Guard personnel shall complete an eight (8) hour annual re-certification.

5. DUTIES AND RESPONSIBILITIES

- i) The State Honor Guard Coordinator shall:
 - a) Organize Honor Guard operations.
 - b) Coordinate with the Region Coordinators.
 - c) Develop and supervise Honor Guard training.
- ii) The State Honor Guard Adjutant shall:
 - a) Obtain and Maintain Honor Guard equipment
 - b) Assist with the develop and supervise Honor Guard training
 - c) Coordinate special requests for Honor Guard services (i.e., special ceremonies, Point-

of-Contact for the Family Assistance Officer, etc.)

- iii) When necessary, the Region Coordinator or their designee shall:
 - a) Coordinate with and assist the State Honor Guard Coordinator.
 - b) Coordinate with the Troop Commanders and Region Majors.
 - c) Conduct a visual reconnaissance of the ceremony site.
 - d) Coordinate arrangements with the appropriate parties (i.e., family, funeral director, etc.).
 - e) Organize and direct other State Police personnel attending the ceremony.
- 6. OPERATIONS
 - i) Requests for the Honor Guard shall be submitted through the respective Honor Guard Region Coordinator, to the State Honor Guard Coordinator, with the approval of the Superintendent or his designee.
 - ii) Troop Commanders shall coordinate all details in their assigned areas with the respective Region Coordinator, as needed.
 - iii) Requests for additional personnel from another Honor Guard platoon shall be coordinated through the other honor guard Region Coordinator.
 - iv) Honor Guard operating policies, procedures and protocols shall comply with established military ceremonial regulation and shall be approved by the State honor Guard Coordinator before implementation.
 - v) The Superintendent is the approving authority for the operational methods and equipment utilized by the Honor Guard.
- 7. HONOR GUARD FUNERAL DETAILS
 - i) Upon the death of a trooper, the following services shall be provided. At the family's request, any or all of these services may be omitted or added:
 - a) Trooper killed in the line-of-duty
 - 1) Full Honor Guard during the hours of the wake, hours of viewing prior to the funeral service, or anytime family members are present.
 - 2) Pallbearers.
 - 3) Gun salute (21 Gun).
 - 4) Police escort.
 - 5) Taps.
 - 6) Flag ceremony.
 - b) Death of active trooper, not in the line-of-duty
 - 1) Honor Guard during hours of the wake and the hours of viewing prior to the funeral service.
 - 2) Gun salute (7 Gun).
 - 3) Police escort.
 - 4) Taps.
 - 5) Flag ceremony (optional).
 - c) Death of retired trooper
 - 1) Honor Guard during wake and the hours of viewing prior to the funeral service.
 - 2) Police escort.
 - ii) Family Assistance Officer
 - a) In those cases where an active Trooper is killed or dies, the Troop Commander may detail a Trooper to assist the family in making the necessary arrangements. This Trooper will communicate with the Honor Guard Adjutant, regarding Honor Guard matters, and acts as the liaison for the Department in handling necessary administrative matters.
 - iii) Rendering Additional Honors
 - a) The Superintendent may confer additional honors or remove honors as deemed appropriate according to the officer's service record, type and circumstances of separation or other factors reflecting the appropriateness of honors.

8. HONOR GUARD BRASS

- i) Honor Guard Brass is an attachment to the LSP Honor Guard and shall consist of authorized commissioned personnel capable of playing a bugle/trumpet for ceremonies.
- ii) All requests for Honor Guard Brass shall be submitted through the appropriate chain-of-command and directed to the State Honor Guard Coordinator.
- iii) The State Honor Guard Coordinator shall maintain a list of authorized officers and shall be responsible for assignment and scheduling as needed.
- iv) Officer Qualifications:
 - a) Be a permanent State Police commissioned Trooper (any rank).
 - b) Present a physically fit, neat and well groomed appearance.
 - c) Possess the ability to proficiently sound a bugle/trumpet and play Taps in front of large audiences.
- v) Officer selection:
 - a) Any officer interested in serving on the Honor Guard Brass shall submit their request through the chain-of-command to the Troop/Section Commander. If approved, the Troop Section Commander shall forward the request to the State Honor Guard Coordinator.
 - b) The State Honor Guard Coordinator shall schedule an audition with members of the selection committee to determine if the officer meets the requirements to serve as a member.
 - c) The selection committee shall determine if the officer meets the requirements for placement on the approved list.
- vi) The selection committee shall consist of:
 - a) State Honor Guard Coordinator , or designee
 - b) Commander of Operational Development, or designee
 - c) Honor Guard Brass member
- vii) Uniforms shall consist of long sleeve class "A" uniforms or an Honor Guard uniform if assigned to the LSP Honor Guard.
- viii) Honor Guard Brass members shall be required to maintain proficiency and readiness to perform when needed.