


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 123	Section: ADMINISTRATION	Effective Date: FEBRUARY 2023
Title: HONOR GUARD TEAM		
Accreditation Standards: N/A		
Review Date: JANUARY 2024	Total Pages: 1	Chief of Police: 

I. PURPOSE

The Departmental Honor Guard is established to provide a specialized range of ceremonial services and functions that may be directed by the Chief of Police or designee.

II. STRUCTURE AND ACTIVITIES

- A. The Honor Guard may consist of up to eight sworn members. Members may be from any section within the department. The Honor Guard shall represent the Leesburg Police Department and the Chief of Police for both formal and informal functions. The Honor Guard may be utilized for the following purposes:
 - 1. Funeral for any Leesburg Police Officer or retired officer;
 - 2. Funeral for a Law Enforcement officer killed in the line of duty from another agency;
 - 3. Participation in the annual Law Enforcement Memorial Services;
 - 4. Presentation of colors at any function, when requested;
 - 5. Parades;
 - 6. Any other function requested at or directed by the Chief of Police.
- B. The Honor Guard may be called upon for other purposes not listed above. The approval for dispatching the Departmental Honor Guard will rest with the Chief of Police or designee.

III. QUALIFICATIONS

Minimum requirements for the Honor Guard are as follows:

- 1. Applicant must be a full-time sworn employee.
- 2. Have an outstanding appearance in uniform
- 3. Height proportionate with weight
- 4. Selection emphasis will be on personal appearance and grooming.

IV. APPLICATION AND APPOINTMENT

- A. Application Procedure.
When there is an opening on the Honor Guard Team, an announcement will be made and applications will be submitted to the Honor Guard Team Leader. Letters of interest must have a supervisor's endorsement letter attached.
- B. Selection Process.
 - 1. An oral board by members appointed by the Operations Division commander;
 - 2. The Operations Division Commander will review the results of the oral board and after consultation with the Honor Guard Team Leader and Chief of Police, makes appropriate selections.

V. TRAINING

Since the Honor Guard represents the Leesburg Police Department and the Chief of Police, it is important that the team be well trained. The Honor Guard Team may train at least once a month, and may practice more often as the need arises (I.E. new members, large events, or events with unusual protocol).