



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 409.8

Subject: Specialized Units

Topic: Honor Guard

Enacted: 07/30/2015

Last Review: 07/17/2025

Review: 03/01/2027

I. PURPOSE

The purpose of this General Order is to establish guidelines for the Loudoun County Sheriff's Office Honor Guard.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office that an Honor Guard be established to represent the Sheriff's Office in an efficient and professional manner when called upon to act as representatives of the Sheriff's Office. The Sheriff's Office Honor Guard's primary mission is to represent the County of Loudoun and the Loudoun County Sheriff's Office and provide a range of specialized ceremonial services at all functions directed by the Sheriff or his/her designee.

III. PROCEDURES

A. The Honor Guard consists of members from various divisions within the Sheriff's Office. The Honor Guard represents the Sheriff's Office in addition to or in lieu of the Sheriff or his/her designee, for both formal and informal functions. The Honor Guard may be called upon to provide any of the following ceremonial functions:

1. Funeral of any Loudoun County Sheriff's Office employee or retired employee.
2. Funeral of a law enforcement/corrections officer killed in the line of duty from another agency. The Honor Guard may respond to services outside the National Capital Region at the direction of the Sheriff or his/her designee.
3. Participation in the annual National Police/Corrections Memorial Services.
4. Presentation of the colors at Sheriff's Office, County of Loudoun and other functions, as requested.
5. Parades.
6. Provide a vocalist to sing at services, ceremonies and events.

B. The Honor Guard may be called upon for other activities not listed above. The approval for dispatching the Honor Guard rests with the Sheriff, or his/her designee, and all

requests for the Honor Guard must be reported to the Honor Guard Commander in a timely manner. This will allow for proper planning and approvals.

C. Selection

1. The Unit is open to all non-probationary deputies who volunteer to participate in the Honor Guard Program.
2. Selection to the Honor Guard is a privilege and an honor, as Honor Guard members frequently represent the Loudoun County Sheriff's Office in many different forums.
3. The selection process will include, at a minimum, an oral interview.
4. Once selected, Honor Guard members shall be placed on a probationary status for a minimum of ninety (90) days prior to becoming a permanent member of the unit. Upon successfully completing the probationary period, the member will be presented with a departmental "Honor Guard" ribbon bar. The bar shall be worn in accordance with [General Order 308](#).

D. Participation and Commitment

1. A deputy selected to serve on the Honor Guard shall commit to a minimum of three (3) years of service.
2. Being a member shall be considered a privilege, and an honor and commitment is a requirement. Members are expected to be available on short notice for training, parades, funeral details, or other approved details as representatives of the Sheriff's Office. All members are required to respond to all detail requests with their availability.
3. Members shall be removed from the Honor Guard upon the recommendation of the Honor Guard Commander to the Operational Support Division Commander or his/her designee for documented cause, including, but not limited to:
 - a. Chronic tardiness or absences from training and/or activation locations.
 - b. Lack of availability for ceremonies, events, functions, etc.
 - c. Inability to perform Honor Guard duties required during training or activation, to include, but not limited to, drill maneuvers, walking for any length of distance, and prolonged standing.
 - d. Lack of professional demeanor and/or violation(s) of the Code of Conduct.

IV. EQUIPMENT**A. Individual members:**

1. All members of the Honor Guard will be issued an Honor Guard ceremonial uniform.
2. It will be the responsibility of each Honor Guard member to ensure that their Honor Guard uniform is well kept and is always ready, as the Honor Guard may be called upon with short notice.
3. All members of the Honor Guard will be held to strict grooming standards as the Honor Guard serves as representatives of the Sheriff's Office and County of Loudoun.

B. Mourning Bands:

1. Deputies are authorized to wear a solid black band that will fit tightly around the agency issued badge. The mourning band will be worn straight across the center of the badge.
2. Black mourning bands shall be worn on a law enforcement badge only in the following circumstances:
 - a. Upon the line of duty death of an active Sheriff's Office deputy. The mourning band will be worn for a period of thirty days from the date of death.
 - b. By all Sheriff's Office deputies in uniform or in civilian clothing while displaying a badge when attending the funeral of an active law enforcement officer. Upon completion of the funeral, the mourning band shall be removed.
 - c. Upon the line of duty death of a law enforcement officer from a neighboring jurisdiction. The mourning band will be worn from the date of the death and removed at the conclusion of the day of burial.
 - d. The week of National Peace Officers Memorial Day (May 15th).

C. Honor Guard Unit:

1. The Honor Guard Unit may carry the following items when operating as a team:
 - a. United States National Flag.
 - b. Commonwealth of Virginia Flag.

- c. Loudoun County Flag.
- d. Loudoun County Sheriff's Office Flag
- e. National Law Enforcement Memorial Flag.
- f. Two (2) Rifles.

V. TRAINING

Since the Honor Guard represents the Sheriff's Office, it is important that the unit be well trained in marching, as well as protocol involved in presentation of the colors and other ceremonial functions. The Honor Guard will practice as needed to maintain the members' proficiency, and as approved by the Operational Support Division Commander or his/her designee.