



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 409.8	
Subject: Specialized Units	Topic: Honor Guard	
Accreditation:	Revised:	Reaffirmed:
Enacted: 07/30/2015	Last Review: 07/24/2015	Review: 07/30/2016

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 Honor Guard to represent the Loudoun County 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.

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. NOTE: 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. 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. 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.