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**ADMINISTRATIVE DIRECTIVE – 101.023**  
**POLICE HONOR GUARD**

**EFFECTIVE DATE:** December 15, 1997

**REVISION DATE:** April 3, 2018

**REVIEW DATE:**

**AFFECTS:** All Personnel

**CALEA STANDARD:** 22.2.4

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**I. PURPOSE**

To outline the makeup of and the duties, responsibilities, and training for personnel who serve on the Department Honor Guard.

**II. POLICY**

The primary goal of the Plano Police Honor Guard is to represent the City of Plano at state ceremonies, city functions, parades, and funerals. A secondary goal is to provide support for community activities requiring honor guard assistance. Each member of the unit acts not only in concert with the other members of the unit to accomplish the stated goals, but also as a liaison between the Department and the community through citizen contact at functions.

**III. PROCEDURES**

**A. Hierarchy**

1. The Department Honor Guard performs under the direction of the Honor Guard Commander who reports to the Assistant Chief of Police.
2. The Honor Guard Coordinator(s) reports to the Honor Guard Commander.

**B. Duties and Responsibilities**

1. Upon approval of the Chief of Police, the honor guard will represent the City at various special events, including but not limited to the following:
  - a. Funerals
  - b. Parades
  - c. Graduations
  - d. Ceremonies involving city functions
  - e. Other events approved by the Chief of Police
2. Recurring assignments
  - a. Martin Luther King Parade
  - b. Citizens Police Academy graduations
  - c. State Law Enforcement Officer Memorial Service
  - d. City Police Memorial Service
  - e. City Memorial Day Service
  - f. City Day of Prayer
  - g. Plano International Festival
  - h. 9/11 Memorial Ceremony
  - i. National Police Memorial Service (Washington, D.C.)
3. Special Requests for Honor Guard Services

Employees who have requests for the services of the Honor Guard must forward the request to the Honor Guard Commander.

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4. Staffing and Equipment Considerations

- a. In every assignment and function performed by the honor guard, members must ensure and remind each of their supervisors to ensure that the coverage for normal police manpower must not go below minimum.
- b. Each member is to work closely with his supervisor to keep him/her informed as to the assignment. It is the responsibility of the member to inform his immediate supervisor of assignments prior to the date of the event. In addition, it is imperative that the patrol fleet not be depleted for honor guard functions.

C. Funerals

The honor guard will attend the following funerals and will offer the following services to the law enforcement community. The wishes of surviving family members, as well as operational limitations, will govern any involvement of the honor guard.

1. Dallas/Fort Worth Metroplex officer line of duty death:

The honor guard will send a team of officers to represent Plano if requested by the affected agency.

2. Plano Police Officer death – See A.D. 101.028

3. Participation of the Honor Guard at any funeral will be decided on a case by case basis by the Honor Guard Commander.

D. Assignment to Honor Guard

1. Honor Guard Supervisors

The Chief of Police will appoint the following personnel to supervise the honor guard.

a. Honor Guard Commander

The Honor Guard Commander will hold the rank of lieutenant or above. He/she will be responsible for the unit and will act as the liaison between the unit and the Department executive staff.

b. Honor Guard Coordinator(s)

The Honor Guard Coordinator(s) will be in charge of honor guard assignments and unit personnel. He/she/they will also be in charge of the scheduled training and will be responsible for notifying the Honor Guard Commander of any event requiring activation of the unit.

2. Honor Guard

a. Any sworn member of the Department is eligible for assignment to the Honor Guard. The Honor Guard will consist of:

- (1) Color Guard,
- (2) Rifle Team,
- (3) Bagpiper(s),
- (4) Bugler(s),
- (5) Drummer(s), and

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(6) Mounted.

- b. Members already assigned to the Honor Guard can also serve in any capacity such as a Bagpiper, Bugler or Mounted if approved by his/her unit team leader and the Honor Guard Commander.

3. Honor Guard Selection

- a. Any sworn officer of the Department who is interested in becoming a member of the Honor Guard must submit:
  - (1) a letter of interest addressed to the Honor Guard Commander, requesting membership,
  - (2) a letter from the officer's supervisor recommending involvement, and
  - (3) The officer must be off probation at the time of appointment unless otherwise approved by the Honor Guard Commander.
- b. Upon an opening in the Honor Guard, a board will be established which will include:
  - (1) The Honor Guard Commander, Honor Guard Coordinator(s), and two Honor Guard members.
  - (2) The Honor Guard Commander will then make appointments to the unit.

E. Uniform and Equipment

- 1. The Honor Guard uniform will consist of the following. Items are to be worn for approved Honor Guard assignments only and not be worn for regular duty.
  - a. One Tunic jacket with silver buttons (Honor Guard Commander will wear gold buttons)  
Long pants with blue stripe
  - b. White or Blue epaulets
  - c. White or Blue shoulder braid
  - d. White or Black gloves, to be worn during all honor guard assignments.
  - e. High gloss shoes
  - f. High gloss duty belt with shoulder strap containing holster and magazine pouches
- 2. Various Colors will be worn depending on the event. The different colors represent the following functions:
  - a. White: Officer Funerals or Memorial Services
  - b. Blue: All other events
- 3. The Honor Guard Ribbon will be worn centered 1/8" above the right jacket pocket.
- 4. The duty belt will have the following equipment.
  - a. Glock model 22 gun and holster
  - b. Double magazine pouch with ammunition magazines.
  - c. Shoulder strap

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5. Shoes will be patent leather. Shoes must be ordered from the Quartermaster Unit unless otherwise allowed. The Department will reimburse honor guard members for the purchase of appropriate footwear. Prior to purchase approval must be obtained from the Honor Guard Coordinator(s).
6. Supervisors assigned to the Honor Guard who are performing in a non-supervisory capacity during an event while working as a member of the Honor Guard will wear the uniform consistent with all Honor Guard officers. Sergeant chevrons will not be worn on the jacket. This is to maintain unity in appearance.

**F. Honor Guard Training**

The Honor Guard will conduct formal training on a monthly basis and immediately prior to assignments. Honor Guard Team members will be cross-trained in static displays. Each unit will also be trained on the details of police officer funerals, and other special events. Team Leaders will complete monthly training day reports, which will be maintained on Sharepoint.

**G. Honor Guard – Criteria for Removal**

Honor Guard members are required to notify the Honor Guard Commander of any disciplinary action that has been taken against them requiring suspension from normal work duties. Honor Guard members are subject to removal from the unit which will be decided by the Honor Guard Commander for:

1. Failure to attend scheduled training and required events without authorization from the Honor Guard unit team leader.
2. Failure to adequately perform any or all assigned duties of the Honor Guard unit assigned.
3. Any behavior or conduct which undermines the competency of the team, confidence in the affected member or brings discredit to the unit.
4. Any other reason as determined by the Chief of Police when it is felt it would be in the best interest of the department and/or member to remove the member from the Honor Guard.

**H. Honor Guard Compensation**

1. Honor Guard members will first attempt to adjust their work schedules to attend funerals on duty; otherwise, Honor Guard members are compensated in accordance with City of Plano wage and hour rules.
2. It is the responsibility of the Honor Guard member to inform his immediate supervisor of all events as soon as possible to allow time to check work schedules, adjusting duty hours if necessary.
3. In all cases, manpower requirements will supersede all Honor Guard assignments unless directed otherwise by the Chief of Police.
4. The Honor Guard Coordinator will also notify all lieutenants and Deputy Chiefs when an Honor Guard activity is scheduled.