



# City of Manassas Police Department General Duty Manual



Effective Date: 08-24-2000	<b>GENERAL ORDER</b>	Number: 07-21
Subject: Honor Guard		
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Accreditation Standards:	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

## PURPOSE:

To establish the Department's Honor Guard and outline the duties, procedures and qualifications for appointment.

## POLICY:

The Department Honor Guard is established to provide a specialized range of ceremonial services and functions, and to provide a formal Department presence as needed.

## DISCUSSION:

In keeping with the paramilitary traditions of law enforcement, the Department Honor Guard attends various official functions as the Department's ceremonial representatives.

## PROCEDURE:

### I. Honor Guard Organization and Staffing

- A. The Commander of Patrol Services commands the Honor Guard, and is appointed by the Chief of Police.
- B. The Special Operations Lieutenant is responsible for, but not limited to the following duties:
  1. Overall command of the Honor Guard.
  2. Oversight of equipment acquisition.
  3. Appointment of Honor Guard members and the Team Leader.
  4. Honor Guard training.
  5. Honor Guard yearly budget.
- C. The Team Leader is a sworn member of any rank appointed by the Special Operations Lieutenant. The Team Leader is responsible for, but not limited to the following duties:
  1. Is third in command of the Honor Guard.
  2. Assists the Commander in the appointment of team members.
  3. Is the first line supervisor to other members of the Honor Guard.
  4. Has tactical command of all scenes where the Honor Guard is deployed as directed by the Commander.
  5. Develops and maintains the Honor Guard Manual of rules, regulations and procedures, published separately.
  6. Determines Honor Guard member assignments.
  7. Coordinates and documents Honor Guard training.
  8. Maintains the Honor Guard call-out list.
- D. Honor Guard members consist of 15 sworn or non-sworn members of any rank, who are appointed by the Commander, and distributed as follows:
  1. 1 Team Leader.
  2. 14 team members.

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**II. Appointment to the Honor Guard**

- A. Appointment to the Honor Guard is a part-time voluntary assignment, and does not constitute a specialized assignment. See General Order 3-17.
- B. Application procedure.
  - 1. The Commander accepts applications from perspective Honor Guard members at any time. The applicant should determine whether he meets the minimum requirements noted below:
    - a. The applicant is a sworn or non-sworn member who has a minimum of 2 years of service with the Department in any capacity, and is not on probationary status.
    - b. Have and maintain a classification of "A" on the Department physical examination.
    - c. Volunteer for appointment to the Honor Guard through a memorandum to the Commander, which shall include the endorsements of the member's chain of command.
- C. Selection process.
  - 1. An Oral Board by members appointed by the Commander.
  - 2. The Commander reviews the applicants, consults with the Special Operations Lieutenant, and appoints selected applicants to Honor Guard.
  - 3. The appointee serves a 1-year probationary period.
  - 4. The appointee must continue to meet the training requirements determined by the Commander or designee. At the conclusion of the one-year probationary period, the Team Leader will make a recommendation to the Special Operations Lieutenant for the member to assume a permanent status on the team. Once the member receives a successful review, the member will be issued an Honor Guard Service Pin.

**III. Honor Guard Equipment**

- A. Honor Guard equipment is recommended by the Team Leader to the Special Operations Lieutenant, taking into consideration usage, team member suggestions and other information. Honor Guard equipment is stored in the Honor Guard Locker, except for certain personal gear assigned to individual Honor Guard members.
- B. Honor Guard weapons are maintained in the Department Armory under strict security and remain there except during training, deployment or other reasons as may be approved by the Commander. Also see General Order 2-4. The Chief of Police must authorize all weapons selected.
- C. Individual issued Honor Guard equipment may include uniforms and other related gear.
- D. The Honor Guard normally utilizes fleet vehicles for transportation.

**IV. Honor Guard Activation**

- A. The Honor Guard may be activated at the discretion of the Commander or his designee for, but not limited to the following occurrences:
  - 1. The viewing / funeral / burial ceremonies of any member or retired member of the Department (or certain City officials as determined by the Chief of Police) and subject to the wishes of the deceased's immediate family
  - 2. The viewing / funeral / burial ceremonies of a law enforcement officer or other member of a law enforcement or public safety agency.
  - 3. Formal public ceremonies or appearances, such as parades, sporting events, public meetings, etc.
  - 4. Other events as determined by the Commander or Special Operations Lieutenant.
- B. In the event that notice is received of an incident such as noted in Section A, above, the Commander, Special Operations Lieutenant, or Team Leader should be notified.
- C. When the Special Operations Lieutenant or designee decides to activate the Honor Guard, he determines the field strength for the deployment and ensures that Honor Guard members are contacted.
- D. For Honor Guard activities at various functions see the Honor Guard Manual, published separately.

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**V. Team Standing and Removal from the Honor Guard**

- A. Regular members and conditional members must continue to meet all team training requirements, and shall maintain a position of good standing within the Department. Members may be removed from the team under any of the following conditions:
  - 1. When the member received disciplinary action due to misconduct or any rule violation on or off duty which results in a written reprimand or higher, or when the member is placed on probationary status as a result of disciplinary action.
  - 2. When the member is unable to meet the standards or conform to team training requirements as outlined in this General Order.
    - a. Members failing to meet the participation requirements as set forth by the Honor Guard Commander or designee shall immediately receive notice of non-compliance and shall be considered “probationary” until the requirement has been met. Failure to meet the requirement within a time period as determined by the Commander or designee shall result in removal from the team.
  - 3. When the member is under disciplinary review for possible future termination.
  - 4. When the member’s immediate supervisor has informed the appropriate division commander that the member is under a work performance review.
  - 5. When the member is under mental health care, and has not yet completed an additional psychological screening by the Department’s professional consultant.
  - 6. When the member displays insubordinate behavior or any behavior that is detrimental to the overall mission of the Honor Guard Team.
  - 7. When the member requests in writing a voluntary removal from the team for personal reasons.
  - 8. When the member has not been medically cleared for a physical or medical condition that impairs his/her ability to perform to team standards.
- B. Members that have been removed from the team may be reinstated or reappointed under the following conditions:
  - 1. Members removed from the team for a period exceeding 90 days or for any disciplinary reason, regardless of duration, must re-apply following the guidelines in section II of this General Order. Members on probation for disciplinary reasons may not reapply until that probationary period is over.
  - 2. Members removed from the team for a period of 90 days or less, may request in writing to be reinstated by forwarding the request through the chain of command for review by the Team Commander or designee.
  - 3. Final approval for reappointment or reinstatement is determined by the Team Commander or designee.

Attachments: N/A

Index as: Honor Guard.

References: N/A