

Honor Guard

AUTHORITY:	Administrative Directive
RESCINDS:	New Item
FORMS	None
PURPOSE:	To set guidelines for the establishment and operation of an Honor Guard. The Honor Guard is the official ceremonial unit of the Orange County Probation Department. Its purpose is to represent the department and to act as a goodwill ambassador at any function its members attend.

I. GENERAL INFORMATION

- A. The Orange County Probation Department Honor Guard members can be selected from any classification of sworn personnel. This is a voluntary duty and the employee must be in good standing and meeting core competencies in the current assignment. The number of Honor Guard volunteers will be determined by the Chief Probation Officer.
- B. The Honor Guard uniform shall consist of a campaign hat, long sleeve uniform shirt, black tie, tie clip, uniform pants, belt, duty belt with holster and handcuff case, uniform dress coat, shoulder ropes, dress shoes, parade gloves, department badges on hat and shirt, and department uniform patches.
- C. The Honor Guard will present either two (2) or three (3) 4 x 6 parade flags, including masts, mast heads and tassels. If two flags are used, they will be the United States flag and the California State flag. The County of Orange County flag may be included as a third flag. The Honor Guard will also be provided with three flag cases, flag carriers and flag bases.

II. PROCEDURE

- A. Selection of Honor Guard
 - 1. Honor Guard members may be selected from all sworn ranks. During periods of recruitment, the Chief Probation Officer or designee will appoint a division director, an assistant division director or designee to oversee the selection process. An *Opportunity Bulletin* will be sent via All User email to solicit interest in participation.
 - 2. Those interested in participation will submit a *Memo of Interest* along with a *Statement of Qualifications*, all of which must receive prior approval from their immediate supervisor and chain of command. The employee must be meeting performance standards and not pending any disciplinary matters. Those memos will then be forwarded to the Training and Volunteer

Services Unit Assistant Division Director, who will packet up all of the applicants' information and forward it to the selection committee.

3. The selection committee will convene to review the Memos of Interest and any other relevant information directly related to the applicants' request to become a member of the Honor Guard. The names of the selected applicants will be referred to the Chief Probation Officer for final approval.
4. In addition to the selection of members of the Honor Guard, an Honor Guard supervisor will be chosen from the applicants.

B. Duties and Responsibilities

1. Officers selected for the Honor Guard will maintain exemplary behavior, appearance, decorum and bearing while representing the department. Members are expected to understand that participation in the Honor Guard is a distinct privilege.
2. Honor guard members should agree to make a non-binding pledge to a minimum of three (3) years in the detail and make a concerted effort to maintain an active presence in all events, trainings, meetings, etc.
3. Members are expected to maintain satisfactory performance in their current classification.
4. The Honor Guard supervisor will provide oversight of the Probation Department Honor Guard Program, including scheduling and arranging a minimum of twelve (12) training and drill sessions per year, maintaining an inventory of all issued Honor Guard equipment and property, and serving as the liaison between the Honor Guard and the Chief (or designee). In addition, the Honor Guard supervisor will coordinate with other law enforcement agencies as needed.
5. The Probation Department will provide the necessary uniforms and number of vehicles for the Honor Guard assignments and consider Honor Guard members to be "on duty" for the time period associated with each event/assignment.
6. Each Honor Guard member will maintain their entire Honor Guard uniform in a ready condition. Members will also be expected to adhere to grooming standards, be in good physical condition and present a professional law enforcement appearance.
7. Honor Guard members are subject to dismissal from the program if performance and participation are unsatisfactory as determined by the Chief Probation Officer (or designee) or the Honor Guard supervisor.

C. Honor Guard Services

1. The Honor Guard may attend funerals for any of the following:

- a. Death of a sworn employee that is sustained in the line of duty
 - b. Death of a sworn employee in any manner
 - c. Death of a non-sworn employee
 - d. Death of a retired or separated employee
 - e. Officers killed in the line of duty from outside agencies
 - f. Off-duty deaths of peace officers from outside agencies
 - g. Deaths of local officials associated with the criminal justice and emergency services community (i.e., judges, prosecutors, firefighters/EMTs, dispatchers, etc.)
 - h. Any other funeral services as directed by the Chief Probation Officer
2. The Honor Guard may be permitted to attend ceremonies, including the following, as determined by the Chief Probation (or designee):
- a. Community parades, picnics, festivals, or events
 - b. Swearing in ceremonies of department personnel or judges, annual convening of County Board meetings, award banquets, academy graduations
 - c. The Annual California Peace Officers Memorial Ceremony in Sacramento
 - d. The Annual National Peace Officer Memorial Ceremony in Washington DC

D. Requesting the Honor Guard

1. Requests for the Honor Guard presence at any function will be made to, or forwarded to, the Chief Probation Officer (or designee) or the Honor Guard supervisor.
2. When Honor Guard presence is requested, consideration will be given to staffing, the requestor, scheduling and location of the event, time constraints, and other department commitments that may limit the involvement of the Honor Guard.

REFERENCES:

Procedures:	1-2-005	Staff Attendance at Non-Departmental Conferences/Training/Education
Policy:	A-1	Policy, Procedure and the Law

A-2	Upholding Departmental Philosophy and Principles
A-3	Dress, Grooming, and Personal Appearance
A-3.1	Dress, Grooming, and Personal Appearance Guidelines
A-7	Employees as Departmental Representatives
A-9	Request for Information and Assistance
A-11	Departmental and Private Property, User Distribution via Publications, Speeches, Public Appearances)
A-15	Employee Participation in Corrections Related Organizations and Collateral Activities
A-16	Training
A-16.1	Outside Training (Non-Departmental)

C. Fox

APPROVED BY: