

Honor Guard

704.1 HONOR GUARD ELEMENTS

- (a) Honor Guard Members:
Members of the Honor Guard will be sworn officers from any rank of the San Diego County Probation Department appointed by the Chief or designee. The size of the Honor Guard is at the discretion of the Chief Probation Officer. One Honor Guard Member will be designated as the Supervisor of the Guard.
- (b) Honor Guard Uniform:
- Campaign hat
 - White uniform shirt with black uniform tie
 - Patent leather duty belt with holster, magazine holder, handcuff case
 - Uniform dress coat with Department patches and shoulder ropes
 - Patent leather or high gloss dress shoes
 - Black leather trouser belt
 - Parade gloves
- (c) Honor Guard Colors:
The Honor Guard will present either two or three 4 x 6 parade flags, including masts, mast heads, and tassels. If two flags are used, they will be the U.S. Flag and the California State Flag. The San Diego 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.

704.2 SELECTION OF HONOR GUARD

Honor Guard Members may be selected from all sworn ranks, and recruitment and selection of candidates will be an ongoing function. During periods of recruitment, the Chief or designee will form a committee to oversee the selection process. Those interested in participating in the program may submit a memo of interest with approval from their immediate supervisor, and interviews will take place for all applicants. Personnel file reviews will be conducted for all applicants for the purpose of identifying personnel or performance issues, or pending administrative action, which would make the applicant ineligible until such time that those issues are resolved. The names of successful applicants will be submitted to the Chief Probation Officer or designee for final approval.

Applicants may note in their memo of interest and interview that they would like to be considered for the role of Supervisor of the Guard. In addition to meeting the requirements for Honor Guard Members discussed in 703.3, the Supervisor of the Guard will demonstrate strong capabilities in leadership, organization, and communication. The selection committee will submit a list of recommended candidates to the Chief or designee for final approval.

704.3 DUTIES AND RESPONSIBILITIES

- (a) Honor Guard Members

San Diego County Probation Department

Field Services Procedure Manual

Honor Guard

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. Accordingly, they should make every reasonable effort to be available for attendance at functions for which the Honor Guard is requested. Honor Guard members should be willing to make a non-binding pledge to a minimum of three years in the detail and make sacrifices in order to maintain an active presence. Members are expected to maintain an adequate performance level at their assigned work site. If individual members receive requests for attendance directly, they will forward these to the SG or the Chief or designee.

(b) Supervisor of the Guard

The Supervisor of the Guard will provide oversight for the Probation Department Honor Guard Program, including scheduling and arranging a minimum of six training and drill sessions per year, providing for the inventory and maintenance of all issued Honor Guard equipment and property, and serving as the liaison between the Chief and the Honor Guard. The Supervisor of the Guard will also coordinate services with event or festivities organizers, or with the Department Family Liaison Officer and/ or funeral home director in the case of funerals. In addition, the Supervisor of the Guard will coordinate with other law enforcement agencies as needed and arrange for transportation, including the preparing of Department vehicles for assignments.

(c) The Department

The Probation Department will provide the necessary number of vehicles for Honor Guard assignments and consider Honor Guard members to be "on duty" for the time period associated with each event/assignment.

704.4 HONOR GUARD SERVICES

(a) The Honor Guard may attend funerals for any of the following:

- Death of a sworn employee that is the proximate result of a traumatic injury sustained in the line of duty
- Death of a sworn employee in any other manner
- Death of a civilian employee
- Death of a retired or separated employee
- Death of an employee's family member
- Officers killed in the line of duty
- Off-duty deaths of peace officers from any agency in the County of San Diego
- Deaths of local officials associated with the criminal justice and emergency services community (i.e. judges, prosecutors, firefighters/ EMT's, dispatchers, etc.)
- Any other funeral service as directed by the Chief Probation Officer

San Diego County Probation Department

Field Services Procedure Manual

Honor Guard

NOTE: Services offered at funerals may vary according to family wishes, the nature of the relationship between the deceased and the Department, and other relevant factors.

- (b) The Honor Guard may attend ceremonies including any of the following:
- Community parades, picnics, and festivals
 - Swearing-in ceremonies of department personnel or judges, annual convening of County Board meetings, awards banquets, Citizens Academies, etc.
 - Special community events such as library openings, Special Olympics, County Fair, or September 11th anniversary events
 - The annual California Peace Officers Memorial Ceremony in Sacramento
 - Any other function as directed by the Chief Probation Officer

704.5 REQUESTING THE HONOR GUARD

- (a) A request for Honor Guard presence at any function will be made to, or forwarded to, the Supervisor of the Guard or the Chief or designee.
- (b) When Honor Guard presence is requested, consideration will be given to manpower issues, the requestor, scheduling and location of the event, time constraints, and other Department commitments that may limit involvement of the Honor Guard.