

North Charleston Police Department Policy and Procedure Manual

Policy # O – 45



Subject: Honor Guard	Issue/Rev. Date: February 1, 2023
Approved by: <i>Dr. B. S.</i>	Effective Date: February 3, 2023
CALEA Reference: 11.1.1, 11.5.1, 22.1.5, 22.1.6, 33.1.2, 33.1.6	Page(s): 1 of 5

I. Purpose

To establish policy and procedures regarding the organization, function, duties and utilization of the Honor Guard.

II. Policy

It is the policy of the North Charleston Police Department to maintain an Honor Guard to represent the department in formal ceremonies to include but not limited to color guard, parades, funerals, retirements, and civic events.

III. Procedure

A. Organization

1. The Honor Guard is a collateral duty assignment. The Chief of Police will appoint a supervisor, with the rank of Captain or greater, as the Honor Guard Commander.
2. The Honor Guard Commander will appoint a supervisor(s) as the logistical and operations supervisor of the Honor Guard. Honor Guard supervisors will be responsible for:
 - (a) Appointing Team Leaders.
 - (b) Scheduling drills and mandatory trainings.
 - (c) Maintaining member's attendance records.
 - (d) Notifying the members and their respective commanders of up-coming drills, training sessions, and ceremonial functions.
 - (e) Maintaining uniforms, rifles, flags, and ceremonial equipment.
3. The Honor Guard Commander or supervisors will appoint team leaders, who will lead the team in practice sessions, drills, parades, ceremonies, and will coordinate maneuvers and formations.
4. The Honor Guard will be comprised of twenty, Class 1 sworn officers, that are selected by the Honor Guard Commander via the selection process. The Chief of Police and the Assistant Chief will be honoree members of the Honor Guard and will not partake in the selection process.
5. Request for the Honor Guard will be made in writing to the Honor Guard Commander for review and consideration. While some events may require short notice, it is recommended that routinely scheduled events be requested with a minimum of thirty day written notice. The Honor Guard Commander will determine what events the Honor Guard will participate in.

B. Administration

The Honor Guard Commander will complete an annual report in accordance with Policy A-16 Administrative Reporting.

C. Selection

1. When a position becomes available on the Honor Guard, the Honor Guard Commander will notify the department via memorandum of the opening, minimum qualifications to apply, and the application closing date. Qualifications to apply for the Honor Guard are as follows:
 - (a) A minimum of three years of level 1 law enforcement experience with the last two years of experience with this department; or a minimum of two years of continuous level 1 law enforcement experience with verifiable military experience and completion.
 - (b) The applicant has not received any discipline for ethical violations within the last three years.
2. Officers within the department will be given two calendar weeks from the date of memorandum to apply for the open position. Applicants will provide a resume and attach documentation showing that they have the minimum requirements listed above. Qualifications will be verified by the Special Events and Enforcement Commander.
3. Applicants who qualify will be designated as candidates and will be scheduled for an Honor Guard oral board. The oral board will be comprised of Honor Guard supervisors, who will provide the recommendations to the Honor Guard Commander.
4. The final selection for the Honor Guard members will be made by the Honor Guard Commander.
5. Candidates who are appointed to the Honor Guard will serve a one year probationary period. Probationary members will wear the Alpha uniform with hat and white gloves to any functions assigned.

D. Suspension and Removal of Honor Guard Members

1. A member may be recommended for removal or suspension, by the Honor Guard supervisors and/or the Honor Guard Commander, for poor performance, poor attendance, or for other cause determined to be detrimental to the function of the unit.
2. All Honor Guard members are required to turn in their Honor Guard gear and uniforms when they are no longer active or suspended. Failure to comply may result in disciplinary action as outlined in Policy A-25, Performance Improvement/Disciplinary Procedures.

E. Training

1. All Honor Guard members will attend mandatory training monthly in accordance with policy A-43, Training. Training will consist of drills, formations, and ceremonial procedures.
2. All informal and formal training will be documented and maintained in the team's records and files, which will be maintained by the team's logistics supervisor. A copy of all training will be forwarded to the Training Section.

IV. Grooming

North Charleston Police Department Policy A-36, Uniforms Equipment, and Appearance establishes standards for uniform and grooming. Honor Guard members in the Honor Guard uniform will adhere to a stricter grooming standard in line with professional paramilitary standards.

A. Male Honor Guard Members

1. Hair will be neatly trimmed and well-groomed. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance.
2. The length of the hair will not extend over the ear or beyond the collar of the uniform shirt, and hair must not touch the eyebrows or extend below properly worn headgear.
3. Sideburns will be neatly trimmed and not appear below the bottom of the inner portion of the ear, nor exceed one inch at the widest point.
4. Earrings or displaying other piercings is prohibited.
5. Facial hair must be clean-shaven or neatly groomed mustaches. Beards and goatees are prohibited.
6. Tattoos must not be visible.

B. Female Honor Guard Members

1. Hair will be neatly trimmed and well-groomed. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance.
2. The length of the hair will not extend over the ear or beyond the collar of the uniform shirt, and hair must not touch the eyebrows or extend below properly worn headgear. Hair may be worn in a small bun.
3. Facial make-up and glue-on lashes will be conservative and in good taste. Blush, eye make-up, and lipstick may be worn moderately without considerable contrast.
4. Fingernails will be clean. Nail polish is permitted but must be modest and not considerable contrast.
5. Earrings will be small stud style and have a post or a clip back. Earrings will be limited to two per ear. No other visible piercings are permitted.
6. Tattoos must not be visible.

V. Activities

1. When an active officer of the Department dies in the line of duty, the Chief may approve a funeral with full Departmental honors. Upon request of the family, the Honor Guard will handle the ceremonial arrangements exclusive of others. Full departmental honors consist of the following:
 - (a) An Honor Guard of at least 1 uniformed member will be assigned to the deceased family from the time of death of the officer's until burial/interment.

- (b) All flags at North Charleston Police facilities will be flown at half-mast from the time of death until burial and/or interment.
- (c) A Department uniform will be provided for burial of the deceased when requested by the family and will consist of a long sleeve shirt with appropriate identification and insignia, name badge, uniform trousers, under belt, over belt with belt keepers, empty handcuff case and holster, a uniform black tie, and a badge.
- (d) Death watch.
- (e) Pall bearers.
- (f) A flag folding ceremony.
- (g) Motorcade.
- (h) Honor Guard Ceremonial Unit.
- (i) A twenty-one-gun salute will be performed by the firing party.
- (j) Taps will be played at the committal service (optional).
- (k) Bagpiper (optional).
- (l) Helicopter flyby.
- (m) The Chief of Police or his/her designee will present the flag to the family.
- (n) Last call of the officer's badge number and name over the radio by dispatch.

2. When an active officer's death was not in the line of duty the Chief may approve a funeral with Honors. The circumstances of the death and the family's wishes will factor into this decision. If approved the Honors consist of the following:

- (a) A Department uniform will be provided for burial of the deceased when requested by the family. The uniform will consist of a long sleeve shirt with appropriate identification and insignia, name badge, uniform trousers, under belt, over belt with belt keepers, empty handcuff case and holster, a uniform black tie, and a badge.
- (b) A United States flag will be presented to the family by the Chief of Police, or his or her designee.
- (c) A flag folding ceremony.
- (d) Pall bearers.
- (e) Taps will be played at the committal service (optional).
- (f) A police motorcycle escort (upon request).

3. Upon the passing of an honorably retired eligible officer, the Chief may approve a funeral with Honors. The employee is eligible after 20 years of service with the North Charleston Police Department or a combination of at least 20 years of Level 1 law enforcement service, with the North Charleston Police Department being the last place of employment. The Honors consist of the following:

- (a) Pall bearers.

- (b) Flag folding ceremony.
- (c) Taps will be played at the committal services (upon request).
- (d) Bagpiper (upon request).
- (e) A police motorcycle escort (upon request).

4. The Honor Guard unit may represent the Department when an officer of another law enforcement agency is killed in the line of duty, provided the funeral or place of interment is not more than four hundred miles from the City of North Charleston and the Chief of Police, or his or her designee approves the request. If the death is within the state of South Carolina all NCPD Honor Guard members will be provided the first opportunity to attend and should include a minimum of two members to represent the city.
5. The Honor Guard may represent the Department on other occasions, such as other funerals, parades, ceremonies or other functions at the direction or approval of the Special Events and Enforcement Commander or the Chief of Police.
6. A Mourning band will be worn for funerals and memorials. The band for Honor Guard will be all black and be worn centered across the gold breast badge. Mourning bands will not be worn during ceremonial events and parades.

VI. Uniform Pin and Ten-Year Pin

1. All Honor Guard members in good standing will be issued a team Honor Guard pin to be worn on the uniform of the day accordance to Policy A-36, Uniforms, Equipment, and Appearance. Honor Guard members in good standing, with 10 years of service on the team, will be issued a ten-year designated pin to be worn on the pocket of the uniform of the day. The “Ten-Year” pin will be worn whether the member is still active or no longer active with the Honor Guard.