

SAN DIEGO POLICE DEPARTMENT

HONOR GUARD



UNIT OPERATIONS &
PROCEDURES MANUAL
Revised August 2020

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INTRODUCTION

The goal of the San Diego Police Department Honor Guard is to keep the remembrance of fallen officers alive in the memories of all law enforcement personnel, their families, friends, and the communities they serve. The Honor Guard will represent and honor the Department and its members with the highest degree of professionalism and integrity at all times.

The Honor Guard operations manual exists to set forth the rules, guidelines, and expectations for the effective and efficient operation of the unit and its members. Neither this document nor a collection of documents can outline every conceivable event that may occur during an Honor Guard function, but the manual provides guidance for compliance with specific requirements and accepted procedures.

This manual is supplemented by San Diego Police Department Orders, Announcements, and Procedures. Together these, along with other written and verbal communications, constitute the nucleus for the conduct and operation of the Honor Guard.

1.1 MISSION

The San Diego Police Department Honor Guard is dedicated to honoring our fallen officers who have paid the ultimate sacrifice in support of justice and service. The Honor Guard is committed to supporting events that are in line with the Department's organizational Goals and Objectives.

1.2 PURPOSE

This publication presents a consolidation of information, procedures, rules, and guidelines for the operation of the San Diego Police Department Honor Guard. It is intended to complement the existing Department Policies and Procedures. This Operations Manual has the same purpose and authority as a Department Order and it is the definitive authority for the San Diego Police Department Honor Guard.

1.3 DISTRIBUTIONS

The latest version of this manual will be available in the Department Resource Library. The unit Captain, Lieutenant, Sergeants, and all Officers will receive email notifications of all revisions.

1.4 REVISIONS

Revisions of this operations manual will be as changes in regulations, policies, or procedures occur. All employees are encouraged to submit written or verbal suggestions for manual changes that will increase the efficiency, effectiveness, or safety of the unit's operations.

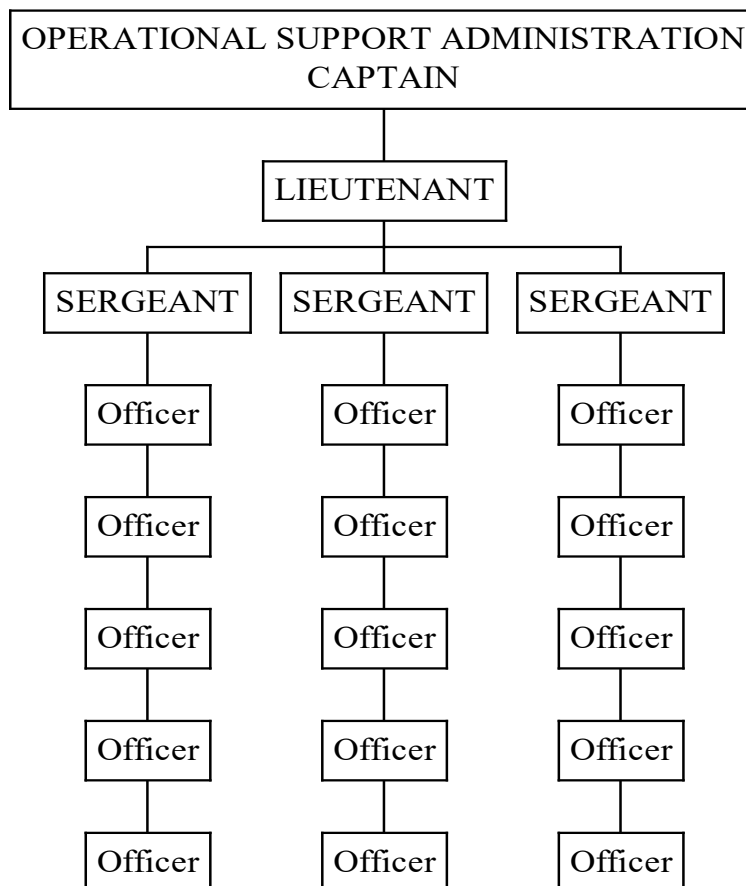
II. ORGANIZATION

2.1 CHAIN OF COMMAND

- A. Honor Guard is a section of Operational Support Administration. The Honor Guard consists of sergeants, officers, and detectives. The sergeants or team designees are responsible for the administration, equipment, and training of the Honor Guard. Additionally, the sergeants will oversee the appropriate utilization of Honor Guard at approved events.

- B. The Honor Guard sergeants report to the Lieutenant of the Honor Guard. The Honor Guard Lieutenant reports to the Operational Support Administration Captain or Chief's designee on matters related to the operation of Honor Guard.

2.2 COMMAND STRUCTURE



III. ROLES AND RESPONSIBILITIES OF PERSONNEL

3.1 UNIT RESPONSIBILITIES

- A. The Honor Guard Unit is responsible for providing funeral ceremonial assistance and support during line of duty deaths. The Honor Guard Unit is also responsible for attending and memorial services for members of the Department and other law enforcement agencies as described in Department Procedure 5.06, Line of Duty Deaths.
- B. Additionally, the Honor Guard Unit will represent the Department and assist during law enforcement conferences and other services as authorized by the Chief of Police or their designee.

3.2 LIEUTENANT

- A. The Lieutenant reports to the Captain of Operational Support Administration on all matters related to the operational readiness of the Honor Guard.
- B. The Lieutenant will be responsible for the following:
 - I. Ensuring the operational readiness of the Honor Guard.
 - II. Maintaining a liaison with all Department commanding officers and administrators on matters related to the Honor Guard.
 - III. Maintaining a liaison with other law enforcement and governmental agencies.
 - IV. Facilitating and assisting sergeants with personnel related matters of the team. All personnel matters will be brought to the attention of the Captain of Operational Support Administration.
 - V. Assisting the Honor Guard sergeants with preparing and administering any Honor Guard budget.
 - VI. Ensuring equipment sergeant maintains proper accounting and inventory of Honor Guard equipment and supplies.
 - VII. Facilitating Honor Guard requests and acquisition of equipment and supplies.

3.3 ADMINISTRATIVE / TRAINING SERGEANT

- A. The Administrative Sergeant is responsible for:
- I. Maintaining appropriate documentation of the Honor Guard rosters and the proper tracking of events.
 - II. Facilitating requests for Honor Guard through chain of command.
 - III. Scheduling and staffing Honor Guard events.
 - IV. Providing administrative support for the Honor Guard and its members as needed.
 - V. Preparing and disseminating reports and information as requested by the Operational Support Administration Lieutenant.
 - VI. Providing input and feedback in personnel evaluations for Honor Guard team members.
 - VII. Selects Honor Guard team members for Training Cadre
 - VIII. Directly supervising and evaluating Honor Guard during training sessions.
 - IX. Scheduling and administering Honor Guard training.

3.4 EQUIPMENT SERGEANT

- A. The Equipment Sergeant is responsible for:
- I. Conducting inventory and properly track of Honor Guard weapons, ammunition, equipment, and supplies.
 - II. Maintaining and repairing Honor Guard weapons, and equipment etc.
 - III. Inspecting and tracking Honor Guard equipment lockers periodically to ensure safety and security.
 - IV. Coordinating evaluation, need, selection, and acquisition of new equipment.
 - V. Conducting proper disposal of excess or damaged equipment assigned to Honor Guard per policy.

3.5 BUGLER(S)

- A. The Honor Guard Buglers honors officers and their service by playing a rendition of Taps.
- B. The Honor Guard Buglers must be proficient in playing a traditional bugle with no valves, a Trumpet, Cornet, Flugelhorn, or a 1, 2 or 3 valve bugles. Any member of Honor Guard can assume the role of Bugler as long as they can play the 24 notes of Taps with ease and style that will honor both the officers, and their families.
- C. Buglers shall not perform until they pass a proficiency test administered by a team leader or designee.

3.6 TRAINING CADRE

- A. Develops training schedule for team training sessions
- B. Reports to Training / Administrative Sergeant
- C. Maintains a high level of proficiency in Honor Guard protocols, movements, drills, procedures
- D. Liaison with other law enforcement agencies for training

IV. RULES AND REGULATIONS

4.1 HONOR GUARD SELECTION AND QUALIFICATIONS

- A. Assignment to Honor Guard is strictly a voluntary collateral duty and **does not** qualify for any additional incentive pay. Officers assigned to Honor Guard will continue to work their regular assignments.
- B. Selection for Honor Guard will be on an as needed basis. A Department announcement for Honor Guard will be used in accordance with Department Procedure 5.7.
- C. Applicants must meet and possess the following minimum qualifications:
 - I. Non-probationary rank of POII / Detective.
 - II. Strong interpersonal skill and teamwork ability.
 - III. Skills to learn complex rifle, flag, and drill movements.
 - IV. Have flexibility with schedules to attend Honor Guard events.

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- V. Have their Commanding Officer's recommendation and approval.
 - VI. Have a strong commitment to representing the Department and its officers.
 - VII. No prior military or drill experience is required for this position.
- D. Desirable qualifications:
- I. Proficient ability to play the trumpet.
- E. All qualified applicants will be interviewed upon submission of a completed transfer request (PD-599).
- F. Interviews will be scheduled and coordinated by the Honor Guard sergeants or designees.
- G. Successful candidates will be placed on the Honor Guard eligibility list.
- H. Personnel assigned to Honor Guard have an assigned sergeant and chain of command.

4.2 UNIFORM ATTIRE/APPEARANCE

- A. Non-probationary members of the Honor Guard team are eligible for a one-time uniform reimbursement and an annual supplemental uniform allowance as prescribed by POA MOU.
- B. Members of Honor Guard shall adhere to Department procedure 5.10 and the Department's Uniform Specifications Manual in addition to the following:
- I. All members assigned to the Honor Guard are required to maintain issued and personally owned equipment in serviceable condition to include, firearms, the designated Honor Guard uniform, holster, belt, shoes, shirt, jacket, head cover, and accessories.
 - II. Honor Guard uniforms shall be clean and pressed, and shall be maintained in conformance with specifications contained in this procedure.
 - III. Members shall present the highest level of grooming and appearance standards at all times while representing the Department and the Honor Guard during any event or while in public.
 - IV. Female member's hair shall be worn in a neat style. Extreme hairstyles or extreme coloring shall be inappropriate. The length of the hair shall not be worn below the bottom of a collar of a Department approved uniform

shirt. If hair is longer than described it, must be worn up in a neat fashion and securely fastened. Barrettes may be worn to keep hair in place, but shall be plain gold, silver, or a dark base color. The use of makeup shall be conservative.

- V. Male member's hair may not extend into the eyes or otherwise interfere with the officer's vision. The back of the hair may not extend more than one inch below the top of the collar of a Department approved uniform shirt when the head is held erect. Sideburns shall be trimmed so they do not extend more than a ½ inch beyond the bottom of the ear lobe and do not flare more than a ½ inch wider at the bottom than the width of the sideburns. Mustaches shall be kept neatly trimmed and well-groomed. They shall not extend more than ½ inch beyond or below the corner of the mouth. They shall not be waxed.
- VI. Excessive tattoos, scarifications or brands worn by uniformed Police Department personnel shall not be visible while on duty or representing the Department in any official capacity. Excessive tattoos, scarifications or brands must be covered with a Department-approved uniform including, but not limited to, a long sleeve shirt, jacket, sweater, turtleneck sweater, Dickie, or pants.

4.3 FUNERAL AND MEMORIAL SERVICES

A. Classification of Funerals

- I. Line of Duty Death – a sworn or reserve member of the Department has died as a direct and proximate result of a personal injury sustained in the line of duty. This would also include officers who, while in an off-duty capacity, act in response to a violation of law.
 - II. Non-Line of Duty Death – a sworn, reserve, civilian member of the Department whether on-duty or off-duty, has died by accidental or natural means.
- B. The following services will be provided by the San Diego Police Department Honor Guard in accordance with San Diego Police Department Procedure 5.06. The Chief of Police or their designee will have final say and sole discretion in determining the Honor Guard's role at any funeral.

I. Line of Duty Deaths

A. Pallbearers

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- B. Color Guard
 - C. Ceremonial Flag Folding & Presentation
 - D. Casket Guard
 - E. Honor Guard
 - F. Bugler

II. Non-line of Duty Deaths

**(The following can be performed, but participation of Honor Guard is at the discretion of the surviving family members)*

- A. Pallbearers
- B. Color Guard
- C. Ceremonial Flag Folding & Presentation
- D. Casket Guard

III. Retiree Deaths

**(The following can be performed, but participation of Honor Guard is at the discretion of the surviving family members)*

- A. Color Guard – For command level retirees (Captain or higher)
- B. Ceremonial Flag Presentation
- C. Static Honor Guard

C. Participation of on-duty sworn personnel at line of duty funerals for agencies outside of San Diego will consist of two SDPD Honor Guard members as per Department procedure 5.06.

D. Honor Guard will also represent the Department at various law enforcement memorial services as approved by the Honor Guard Lieutenant.

V. OPERATING PROCEDURES

5.1 EXPECTATIONS

- A. All officers assigned to the Honor Guard shall maintain operational readiness by regularly participating in training and Honor Guard events throughout the year. Member participation will be reviewed annually. **Lack of team participation may result in removal from the Honor Guard Team.** The Operational Support Captain will have sole discretion to remove or inactivate Honor Guard members.
- B. Honor Guard officers are required to perform all their duties as a patrol officer or Detective with the added collateral duty of working Honor Guard events. Honor Guard officers are responsible for, but not limited to the following:
 - I. The Honor Guard expects the standards of each member of the team to be higher than what is expected of other officers in terms of their performance, appearance, attitude, interpersonal skills, and work ethic.
 - II. All Honor Guard team members are responsible to each other to ensure compliance with expectations and performance responsibilities of the Honor Guard.
 - III. Members shall notify an Honor Guard Sergeant immediately whenever they become aware of any issues or concerns involving the Honor Guard or its members.
 - IV. They shall attend and participate in scheduled Honor Guard Training.
 - V. They shall regularly attend and participate in scheduled Honor Guard events at the designated arrival time unless otherwise directed.
 - VI. Members assigned to an event shall arrive prepared and in their Honor Guard uniform or Polo shirt.
 - VII. Members should conduct dry runs prior to the start of the event and debrief the event at its conclusion.
 - VIII. Standards drills will be conducted annually to ensure proficiency.
 - IX. They will maintain all issued and personal equipment in serviceable condition to include, firearms, the designated Honor Guard uniform, holster, belt, shoes, shirt, jacket, and accessories.

5.2 EVENT REQUESTS

- A. All event requests should be routed the Administrative / Training Sergeant. Requests may be received by any team member. Whenever a request is received by a team member, the request should be forward through the Honor Guard chain of command for review and approval.

5.3 EVENT STAFFING

- A. Once a request is received, the request will be reviewed by the Honor Guard Lieutenant for approval and forwarded to the Administrative sergeant for staffing.
 - I. Requests received for Honor Guard appearances will be communicated to the team via text, email, or telephone by the administrative sergeant.
 - II. Requests will include date, time, location, and type of event in addition to any special instructions.
 - III. Team members shall reply to all notifications **whether or not they are available**.
 - IV. Event assignments are to be made by the designated team leader in charge of the event.
 - V. It is the member's responsibility to immediately notify the Administrative Sergeant if they are no longer available, so a replacement may be found.
 - VI. 11-86 may be authorized for approved events during a member's regularly scheduled work shift. All 11-86 requests must be communicated through the member's Chain of Command for approval. Members may contact Operational Support Administration for additional questions or assistance regarding approval of 11-86.
 - VII. Members eligible for overtime will be compensated beginning one hour prior to the designated arrival time and up to ½ hour after the conclusion of the event. Members designated for equipment pickup or other pre/post event assignments shall be compensated with no less than an additional ½ hour.
 - VIII. All requests should be evaluated for a law enforcement nexus prior to approval being granted. The Honor Guard Captain, Lieutenant, or Chief's designee have final discretion for all event requests.

5.4 PAYROLL AND OVERTIME PROCEDURES

- A. Payroll administration will be in accordance with Department Procedure 1.18. Members who are on duty and granted 11-86 for event participation are not eligible for overtime compensation absent extenuating circumstances.
- B. Members shall complete timecards accurately and on time, reflecting any overtime earned or 11-86 for Honor Guard participation.
- C. Overtime compensation will be administered in accordance with Department Procedure 1.20 and the POA MOU.
- D. Members eligible for overtime will be compensated beginning one hour prior to the designated arrival time and up to ½ hour after the conclusion of the event. Members designated for equipment pickup or other pre/post event assignments shall be compensated with no less than an additional ½ hour.
- E. A member's overtime is generally compensated at a premium rate.
- F. Completion of overtime slip (PD-162) for compensation:
 - I. Members are responsible for completing the overtime slip in its entirety and reviewing it for accuracy.
 - II. The designated order number shall be used for "Planned overtime."
 - III. The explanation of overtime should include the event type, name, and location etc.
 - IV. Overtime slips will be signed and approved at the conclusion of events by the designated sergeant if applicable. Overtime slips may be signed by a member's immediate supervisor if necessary.
 - V. All overtime slips are to be turned into the member's payroll clerk at their respective commands within the pay period overtime was earned.

5.5 TRAINING

- A. Training is an essential part of an effective Honor Guard. To ensure the team's readiness and operability, training will be of high importance and scheduled regularly.
- B. All training will be coordinated and approved by the Training Sergeant or their designee. Members are encouraged to bring forth any ideas or suggestions for

training. Members are encouraged to assist in the planning and coordination of training whenever possible to enhance the ability of the Honor Guard.

- C. Members of the Honor Guard should become subject matter experts with the various tasks, responsibilities, and positions of Honor Guard, which include the following:
 - I. Ceremonial procedures such as funerals, opening ceremonies, memorial services, and flag etiquette, and other approved events.
 - II. General commands and orders.
 - III. Steps, marching, and movements.
 - IV. Rifle team presentation, including ceremonial 21-gun salute.
 - V. History of the Honor Guard Uniform, City Seal, and Department Patch

5.6 INSPECTIONS

- A. Inspections will include the Honor Guard member's uniform and appearance, personal and team equipment.
- B. Date of equipment inspections will be documented accordingly.
- C. The Equipment Sergeant will maintain an accurate Honor Guard equipment list and will update it accordingly. The equipment list should include all firearms assigned to Honor Guard (i.e. M1, M4 Rifles), ammunition, flags, uniform accessories, storage containers, staff (pike), etc.
- D. Grooming and uniform inspections of team members will be conducted at all Honor Guard events and training.

5.7 EQUIPMENT MAINTNANCE

- A. All equipment assigned to Honor Guard shall be in good working order. Any equipment requiring service or replacement will be handled by the Equipment Sergeant.
- B. When equipment requires service, repair, or replacement, the Equipment sergeant should be notified immediately to facilitate the request.
- C. Requests for equipment replacement may be forwarded to Operational Support Administration for assistance.

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- D. The Department's Firearms Training unit may be contacted for firearms requiring service or repair. See Department procedure 1.10 for more information.

VI. ATTACHMENTS

6.1 UNIFORM SPECIFICATIONS

- A. Members of Honor Guard shall own and maintain the following uniform and accessories as approved by the San Diego Police Department:

B. Cover

- I. "Stratton" brand campaign cover.
- A. Black felt.
 - B. Four-dent style.
 - C. 2-eyelets centered (width apart) in front.
- II. "Stratton" brand hat strap.
- A. One-piece.
 - B. Black patent, high gloss leather.
 - C. 3/8" wide.
 - D. 29" in length.
 - E. Nickel colored buckle
 - F. San Diego Police uniform cap badge, centered in front of cover, installed in (2) front cover eyelets.

C. Dress Coat

- I. "Flying Cross" brand (Item #19B9996C) USMC Style Single Breasted Men's Officer Dress Blue Coat.
- A. 55% Polyester/45% Wool, Dark Navy Color.
 - B. (4) Removable button holes down center of dress coat.

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- C. (1) Removable button hole on each epaulet.
 - D. (1) Removable button hole for each front pocket.
 - E. (3) Removable button holes on the outside edge of each sleeve cuff.
 - F. (1) San Diego Police Department patch will be worn centered, 1" down from the shoulder seam of the dress coat.
- II. "Waterbury Button Company" brand San Diego Police brass buttons.
 - A. Style #14788 / size 36L / Luster bright finish.
 - B. 5-point star in center of button bordered by "SAN DIEGO POLICE."
 - C. Worn in (4) removable button holes down center of dress coat.
- III. (12) "Waterbury Button Company" brand San Diego Police brass buttons.
 - A. Style #14788 / size 24L / Luster bright finish.
 - B. 5-point star in center of button bordered by "SAN DIEGO POLICE."
 - C. (1) Worn on each epaulet.
 - D. (1) Worn on each front pocket.
 - E. (3) Worn on outside edge of each sleeve cuff.
- IV. (2) "POLICE" anodized brass collar insignia.
 - A. Identical to centerpiece of duty badge (3/4 size) with City Seal.
 - B. Screw-back.
 - C. (1) Worn in insignia eyelet of each side of dress coat collar.
- V. (1) Name Bar.
 - A. Brass.

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- B. Standard size.
 - C. Black lettering.
 - D. Worn centered 1/8" above right breast pocket.
 - E. First initial and last name, "HONOR GUARD" centered below name.

D. Dress Trousers

- I. Uniform trousers will be either:
 - A. Either 100% worsted wool;
 - B. 45%worsted wool/55%Dacron polyester blend, or
 - C. 25%worsted wool/75%Dacron polyester.
 - D. Washable material.
 - E. LAPD Blue in color.
 - F. Width of belt loops will be either 3/4" or 2".

E. Left Breast Shoulder Strap

- A. "Jay Pee" Brand.
- B. Black high-gloss leather.
- C. 1-inch wide.
- D. Leather lined
- E. Brass buckle.

F. Sam Brown Belt

- A. "Jay-Pee" brand.
- B. Black high-gloss leather.

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- C. 2 ¼” wide.
 - D. Leather-lined.
 - E. Brass buckle.
 - F. Brass D-rings sewn into top edge of belt.

G. Weapon Holster

- A. “Stallion Leather” brand (#S114) holster.
- B. Black high-gloss finish.
- C. Leather-lined.
- D. 2 ¼” belt loop attachment.
- E. Brass button closure.

H. Shoes

- A. Oxford style.
- B. Black high-gloss.
- C. Round plain toe.
- D. Corafram uppers.

I. Training Uniform

- A. Shirt – Black 5.11 brand or similar Polo shirt with Honor Guard logo embroidered on to left chest.
- B. Pants- Khaki Men’s or Women’s style 5.11 brand or similar “Stryke” style pants.
- C. Belt- Plain black leather. Minimum width 1”. Maximum width 1 ¾ “with Chromium square buckle. Velcro belts are acceptable.

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- D. Boots – Dress or combat boots including those with soft cloth side panels. They shall be all black, have a round plain toe, be low heeled with smooth leather and have a presentable shine
 - E. Socks- Plain black on the portion of the sock that shows above the boot top.
 - F. Gun and badge to be worn in training uniform.
 - G. Jacket (Optional) - Plain black jacket with Honor Guard logo embroidered on to front left chest.

6.2 FLAG FOLDING ILLUSTRATION

A. San Diego Police Department Flag Folding

