


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 101		<b>TITLE:</b> Honor Guard	
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 <b>Sheriff of Monroe County</b>			

- I. **PURPOSE:** The purpose of this directive is to establish guidelines for the Honor Guard.
- II. **DISCUSSION:** This General Order shall apply to all Monroe County Sheriff's Office (MCSO) members.

### III. POLICY AND PROCEDURE

A. Honor Guard/Color Guard (HG/CG) Selection:

1. The Officer-in-Charge (OIC) will be selected by the Commander of Operations.
2. The HG/CG members will be recommended through the division commanders. Two members from each division will serve on the HG/CG Team.

B. Functions

1. Attendance
  - a. In the event any HG/CG member has a request for leave/vacation, school (in or out of the county), training or extended compensatory time, the OIC must be notified well in advance.
  - b. Due to availability of personnel, it is imperative to have a certain number of personnel available for call-out for unscheduled events.
  - c. One HG/CG member from each division will be selected as a liaison for those events being held in their respective divisions. The OIC will delegate the responsibility to the division's liaison to make contacts, arrangements and scheduling. The OIC will be notified and will make the final decision(s) regarding these events after notification of the appropriate supervisor(s) and the Commander of Operations.
  - d. All HG/CG members will be at scheduled events at least one hour prior to start time or when the OIC advises.
  - e. Non-attendance (20%) of functions or training sessions will result in a review of the member's further participation in the HG/CG.
2. A Firing Party Commander (FPC) will be selected for those events which require a firing party. The FPC will be responsible for all weapons, as well as, the firing party. Firing party members and FPC will be selected by the OIC.

3. Members selected to the HG/CG will have a team leader. The HG/CG team leader will be in charge of maintaining the unit's flags, holders, stands and other associated equipment.
4. The HG/CG members will also be required to bring all issued items to training and/or rehearsals when advised and to all events regardless if needed.
5. The chain of command for the HG/CG is the Operations Commander, OIC, Executive Officer, Team Leader, and Team Member.
6. Events:
  - a. The following is a tentative schedule of events to be held annually:
    - 1) Police Memorial Day..... May
    - 2) Memorial Day ..... May
    - 3) Flag Day ..... June
    - 4) Veteran's Day ..... November 11th
    - 5) Independence Day ..... July 4th
    - 6) Officer/Member Awards Ceremonies ..... TBA
    - 7) Officer/Member Memorial Funeral Services..... TBA
    - 8) Academy Graduations ..... TBA
  - b. In all probability there will be events other than those listed above, some occurring on short notice. Additional events will require approval and notification of the OIC and Operations Commander, a minimum of one week in advance of the event requested, due to each member's primary duty schedule.
  - c. More events will be included after exposure and recognition of the HG/CG. Availability for appearance at these events will be determined on a case-by-case basis by the Operations Commander.
  - d. All HG/CG members will be required to attend monthly training sessions as well as any other training/rehearsals required for specific events.

C. Uniforms for the Honor Guard/Color Guard

1. All HG/CG members will maintain all uniforms and accessories in proper order and repair any issued items in need of replacement and/or repair must be brought to the attention of the OIC. Requisitions for issued items should be processed through the HG/CG.
2. The following is the uniform regulations to be followed by each member of the HG/CG:
  - a. Class A uniform hat with a gold braid with Honor Guard hat device. Black beret for Color Guard.
  - b. Each member will be required to have their uniform dry cleaned or pressed. Self-ironing is not acceptable.

- c. White long sleeve uniform shirt with the appropriate aiguillette, ascot or tie, ribbons, name tag, whistle cord, collar brass, two pens, badge and longevity stripes and/or stars. Any additions to the uniform will be approved by the OIC.
  - d. Collar brass "SHERIFF" will be placed on the right lapel with the last "F" touching the vertical stitch. Collar devices should be approximately ½ to ¾ of an inch from top parallel to the collar crease.
  - e. The left lapel will have "Honor Guard" with the "H" touching the vertical stitch also parallel to the collar crease. Collar devices should be approximately ½ to ¾ of an inch from the top parallel to the collar crease.
  - f. Whistle cord will connect with the right epaulet (shoulder board) button. The cord will then be placed into the right pocket (no whistle due to appearance).
  - g. Ribbons will be centered above the right pocket with the bottom edge touching the top of the pocket.
  - h. Name tag will be centered on the right pocket flap with the top edge touching the second stitch line at the top of the pocket with or without ribbons.
  - i. Badge will be placed in appropriate holes in the shirt above the left pocket.
  - j. Each member will have two pocket pens in the left pocket in pen pouch. The pens will be all black, black and gold or all gold.
  - k. Longevity stripes and/or stars will be placed on the left sleeve as per current uniform regulations/policy in the operations manual.
  - l. The appropriate ascot or tie with the MCSO tie tack. The ascot will be tucked under a white V-neck t-shirt. A white V-neck t-shirt is required for uniform dress.
  - m. The appropriate aiguillette will be attached to the left epaulet
  - n. Two pairs of pants will be issued; one pair will be outfitted with gold striping and one pair with black striping. If possible, an Honor Guard hem should be utilized.
  - o. White gloves (on hands or right shoulder epaulet when not worn).
  - p. Each member will supply their own Corfram (patent leather) shoes with black socks only. Each member will be supplied "heel taps" or "clickers".
  - q. Each member will maintain their own gun belt which will be leather with all appropriate brass buttons. Gun belts should be clean and in good condition: gun/holster, cuff case, magazine pouch and belt keepers. No other accessories are acceptable including a radio.
3. Honor Guard Class "A" (full dress):
- a. Uniform hat with gold braids with Honor Guard hat device. Black beret for Color Guard.
  - b. White long sleeve uniform shirt
  - c. Gold ascot
  - d. Gold aiguillette

- e. White gloves
  - f. Gold striped pants
  - g. Gun belt
  - h. Corfram shoes with black socks
4. Honor Guard Class "A" (dress): Same as full dress, but with tie with MCSO tie tack instead of gold ascot.
5. Honor Guard Class "B" (full dress):
- a. Uniform hat with gold braids (black beret for Color Guard), with hat device
  - b. White long sleeve uniform shirt
  - c. Black ascot
  - d. Black aiguillette
  - e. White gloves
  - f. Black striped pants
  - g. Gun belt
  - h. Corfram shoes with black socks
6. Honor Guard Class "B" (dress): Same as full dress but with tie with MCSO tie tack instead of black ascot.
7. Honor Guard Training Uniform
- a. Approved Honor Guard polo shirt
  - b. Black striped uniform pants with underbelt
  - c. Black shoes and black socks