




**WINCHESTER POLICE DEPARTMENT OPERATION ORDER**

**NOTE: This policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.**

<b>Number</b> 2-72		<b>Effective Date</b> March 5, 2020	<b>Review Date</b> February 29, 2020	<b>Reviewing Division</b> Administration
<b>Subject</b> <b>HONOR GUARD</b>		<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces: <input type="checkbox"/> Revised:		<b>This policy shall apply to personnel assigned to the following divisions:</b> <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division
<b>References</b> VLEPSC: None CALEA: None				
 <hr/> Chief of Police or Designee		March 23, 2023 <hr/> Date		

**I. PURPOSE**

This policy identifies guidelines for governing the actions, activities, and functions of the Honor Guard team.

**II. POLICY**

Ceremonial demonstration of a highly trained team is to represent the Winchester Police Department and the City of Winchester during specialized events listed in this operational order.

**III. PROCEDURES**

A. Honor Guard Team Structure

- The Honor Guard team shall consist of at least 4 sworn members, one of which will be a supervisor who will serve as the team commander. If more than one supervisor is present on the team, the commander will be determined by the highest rank. If there is more than one person with the same rank, then appointment is made by the Chief of Police or designee.

B. Honor Guard Team Selection

- The Chief of Police or his or her designee will post a notice for open positions on the Honor Guard team. Minimum eligibility requirements for Honor Guard candidates are:

- a. Must have a minimum of one (1) year law enforcement experience with the Winchester Police Department;
  - b. Must be a Division of Criminal Justice Services (DCJS) certified police officer;
  - c. Must be recommended by the officer's immediate supervisor
  - d. Must be a Department member in good standing with no grievable disciplinary action within the previous year. Nongrievable disciplinary action within the previous year will be considered during the selection process, but will not eliminate officers from applying for this position;
  - e. Must have excellent community policing skills;
  - f. Must be available to work special assignments;
  - g. Must have successfully passed the Department's physical fitness assessment
2. Additional considerations for selection will be professional image, uniform appearance, personal grooming, and motivation. Interested candidates may be interviewed.
  3. The final decision on Honor Guard team personnel selection will be made by the Chief of Police or his or her designee
  4. Upon selection, the approved candidate must successfully complete an approved basic Honor Guard course.

C. Honor Guard Team Personnel Retention

1. Honor Guard personnel are required to meet all selection process requirements, training requirements and must be available for special operations in order to retain their position on the team.
2. Honor Guard team personnel not meeting retention requirements or complying with Department rules and regulations, general orders, and policies are subject to suspension from the team pending investigation.
3. If justification exists, reinstatement to the team or dismissal from the team will be made by Chief of Police or his or her designee.

D. Operations

1. The Honor Guard team serves under the direction of the Chief of Police or his or her designee.

2. All requests for Honor Guard operations will be submitted to the Chief of Police or designee. Notification of approval or denial will be made by the Chief or designee.
3. The Honor Guard team could be used for the following situations in order of the team's mission statement:
  - a. Line of duty death of Winchester Police Department Officers (See General Order 2-54 Line of Duty Deaths);
  - b. Death of retired Winchester Police Officers, currently employees or elected officials for the City of Winchester with the permission of the Chief of Police or designee;
  - c. Line of duty deaths from other Virginia agencies or surrounding law enforcement agencies with the permission of the Chief of Police or designee; and
  - d. Present colors at ceremonies or selected special events with the permission of the Chief of Police or designee.

E. Standard Operating Procedures Manual and Reporting

1. The Honor Guard team shall develop and maintain a current Standard Operating Procedures (SOP) manual that provides depth and detail to criteria and activities listed in this policy.
2. The Honor Guard team shall keep records of all events attended, note any issues and record all team training events. The team commander shall maintain copies of all reports and team training event reports for a period not to exceed Commonwealth of Virginia requirements for records retention.
3. The team commander shall produce an annual report that specifies team operations, training for the calendar year, and any budgetary issues.

F. Training

1. The Honor Guard team shall train on a regular basis to keep the skill sets polished and address any equipment issues;
2. The Honor Guard team shall train, at a minimum, according to the following schedule:
  - a. Approved basic Honor Guard training;
  - b. Two (2) hours training per month;

- c. The team may train with surrounding agency Honor Guard teams to ensure a uniform response if a multi-agency color guard is requested.

G. Equipment

1. Honor Guard team personnel shall be responsible and accountable for all individually assigned and team equipment. Issued rifles shall be maintained by the assigned Honor Guard personnel under strict security and shall be available to the designated team member at all times.
2. The team commander shall develop a formal system for the maintenance and removal of obsolete equipment from the team's equipment inventory. All requests for new equipment should be made through the Department regular request for equipment/supplies.
3. The team commander shall direct quarterly inventories of equipment and uniform inspections.