

**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

CHAPTER 100 Personnel Policies & Procedures
SECTION 09 Special Assignments
TITLE **HONOR GUARD**
NUMBER 109-1

DISTRIBUTION

All Uniform Operations personnel.

PURPOSE

To establish guidelines for the utilization of the District Honor Guard.

DEFINITIONS

Honor Guard Commander: Leader of the Honor Guard. Elected by majority vote from among the Honor Guard members every January 1st, and approved by the CEO.

Assistant Honor Guard Assists the Honor Guard Commander as needed. Assists the Honor Guard Commander as directed with training and events. Appointed by and responsible to the Honor Guard Commander.

Officer of the Guard: Acts as shift representative as assigned, and assists the Honor Guard Commander as directed with notification and availability of Honor Guard members. Appointed by and responsible to the Honor Guard Commander.

POLICY

1. The purpose of the honor guard is five-fold:
 - To honor fallen comrades with dignity and respect;
 - To reflect pride and dedication in our profession by representing our district;
 - To create unity among other public service agencies in our area;
 - To raise public awareness of EMS and the services we provide;
 - To provide honor guard services to local EMS agencies when requested.

2. The Honor Guard may be activated by the Honor Guard Commander as requested and approved by the CEO, or by administration for District-sponsored functions.

3. The honor guard shall consist of a minimum of six (6) employees and a maximum of fifteen (15) employees. Once the Honor Guard fall to eight (8) employees, a special posting will occur for 14 days to allow new applicants to join. In the event participation falls below six (6) employees, the honor guard will become inactive.

4. All uniformed operations personnel shall be considered eligible to participate.

5. Provided that there are openings, applications for membership will be accepted once per year in January. New applicants are required to submit a written request to the Commander, and attend a meeting in the SCCAD Class A uniform. At the conclusion of that meeting, and at a convenient time for the Honor Guard, a majority vote will be taken regarding the applicant. If the applicant receives a positive majority vote, then the applicant will be forwarded to the CEO for final approval.

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POLICY (Continued)

6. Members of the Honor Guard who fail to attend at least half of the meetings and one-third of the events scheduled on their respective day off during the calendar year without the Commanders excuse will be dismissed from the Guard.
7. Failure to be present at an event you have committed to attend without notification will be considered abandonment and the member shall be dismissed from the Guard.
8. Members are required to attend at least one drill practice just prior to an event in order to participate in the event unless excused by the Honor Guard Commander. Failure to attend will result in the member being withdrawn from the event.
9. Resignation (voluntary or involuntary - as defined in this policy) of any member will require that all uniforms issued through the Honor Guard (except items purchased with clothing allowance) be returned immediately.
10. Members who resign their position involuntarily will not be eligible for application to the Honor Guard for a period of 2 years.
11. Honor Guard personnel shall be compensated for training/drill meeting, for participation at District approved functions and the required drill practice before events as funded through the District budget process.
12. In the event a request for the Honor Guard is made, off duty personnel shall be contacted first and every attempt shall be made to select from this group. If too few members are available, on duty personnel may be utilized with the approval of management.
13. Requests for Honor Guard services shall be made first to the Honor Guard Commander. The Honor Guard Commander will then contact administration via the on-duty Shift Supervisor to coordinate member availability and Honor Guard transportation, if needed.

PROCEDURE

1. Honor Guard members will maintain a professional appearance at all times.
2. No smoking or wearing of sunglasses will be permitted in the public eye while in a Guard uniform. This is to maintain the integrity of the Honor Guard uniform
- 3.
4. Any unprofessional conduct will be addressed by the Guard Commander or his/her designee and may result in the loss of ability to participate or dismissal from the Guard. All unprofessional conduct shall be reported to the employee's supervisor.

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PROCEDURE (Continued)

5. Uniform pants and jackets will be pressed and clean. Pants should be pressed with a crease to the center of the front and back of each pant leg.
6. No ornate jewelry or visible body piercing will be worn. Females may wear earrings of a simple stud style.
7. All men must be cleanly shaven or with neatly trimmed facial hair.
8. Honor Guard members in uniform who are outside will remain covered (wearing your hat) at all times, except during prayers.
9. While indoor, covers are to be removed and carried under you left arm unless operating in an Honor Guard formation/event.
10. In the event of a SCCAD funeral, or any other funeral for which the Honor Guard is asked to serve as the primary Guard, the Commander and another member shall contact and meet with the family of the deceased, and in coordination with the Funeral Director, establish the family's desires. (Anyone making a personal meeting on behalf of the District/Honor Guard will do so in pairs and will wear the Class A or Honor Guard Uniform).
11. All requests on behalf of the family will try to be followed. The Honor Guard will not impose itself on the family's wishes. If the family so requests, the Honor Guard will direct the order of the services following the District protocol for funerals.
12. The Commander of the Guard shall notify the Guard members and evaluate the needs of the Guard for each funeral and be responsible for planning and logistic assignments.
13. Funeral participation shall be defined by the nature of the funeral as follows:
Type I: Line of Duty Death (LODD) funeral applies to uniformed members of the department who were killed while on duty. A LODD death will also include those that are injured or made ill at the scene and who later die as a result of these injuries. This type of funeral also applies to uniformed members of other departments. This type of funeral involves rendering of full honors from the Honor Guard as well as any special honors.

Type II: Funeral pertains to uniformed members of the department who died while not on duty. This type of funeral also applies to uniformed members of other departments. This type of funeral involves rendering of full honors from the Honor Guard.

Type III: Funeral pertains to non-uniformed and retired members of SCCAD as well as present board members. This type of funeral involves rendering of some honors by the Honor Guard, but does not qualify for full honors.

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PROCEDURE (Continued)

Type IV: Funeral pertains to the death of a spouse/significant other or child of a member of the department. This also applies to previous members of the District with the approval of management. This type of funeral involves limited participation by the Honor Guard as requested and does not qualify for full honors.

14. Honor Guard members should meet at a centralized location prior to an event to allow transportation as a unit.

15. Non-Honor Guard uniformed personnel are expected to learn and perform basic drill movements for large gatherings or functions, such as funerals. This will include when and how to salute, standing at attention, and other basic movements. The Honor Guard will be tasked with the responsibility of the training for these events.

Adopted by Board of Directors: 09/22/99

Revised: 8/22/07; 8/20/08

This policy/procedure supersedes any previous policy or memorandum on this topic.