

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>HONOR GUARD UNIT</b>	<b>Policy Number</b> <b>GJ-32</b> <b>Effective Date</b> <b>01-03-24</b>
<b>Related Information</b> GC-4, <i>Detention/Civilian Employee Performance Appraisals</i> GC-4(S), <i>Sworn Employee Performance Appraisals and Management</i> GC-7, <i>Transfer of Personnel</i> GC-20, <i>Uniform Specifications</i> GD-19, <i>Injury or Death of an Employee or Volunteer</i>		<b>Supersedes</b> GJ-32 (12-04-19)

**PURPOSE**

The purpose of this Office Policy is to establish guidelines and procedures for the Office Honor Guard Unit.

Although this Office Policy refers to deputies throughout, this Office Policy also applies with equal force to all reserve deputies.

**POLICY**

It is the policy of the Office to maintain an Honor Guard Unit responsible for performing at designated ceremonies, events, and functions.

**DEFINITIONS**

**Employee:** A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

**Line-of-Duty Death:** The unnatural death of an employee or volunteer while performing the duties for the Office.

**Minimum Performance Standards:** The most basic level of activity and behavior necessary for an employee to fulfill their job requirements.

**Non-Line-of-Duty Death:** The non-work-related death of any active or retired employee, or volunteer. This includes the natural death of an on-duty employee or volunteer.

**Off-Duty Death:** A death that occurs while an employee is off duty.

**Volunteer:** A person who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An employee may not volunteer to perform the same, similar, or related duties for the Office that the employee is normally paid to perform.

**PROCEDURES**

1. **Honor Guard Unit:** The Honor Guard Unit provides the Office with a specially trained ceremonial team of deputy sheriffs, detention officers, and may include approved volunteers who are musicians such as, bag piper, drummer, and/or trumpet player, who render honors, instill pride, stimulate esprit-de-corps, and preserve the traditions of the Maricopa County Sheriff's Office.
  - A. The Honor Guard Unit is dedicated to honoring fallen employees, Office volunteers, and other law enforcement line-of-duty deaths at funeral services and/or memorial events.

- B. The Honor Guard Unit shall normally be used for line-of-duty deaths; however, may be used for high-profile deaths, and non-line-of-duty deaths of employees, if approved by the Sheriff or designee, as specified in Office Policy GD-19, *Injury or Death of an Employee or Volunteer*.
- C. Upon the request of the family, and subject to the approval of the Sheriff or designee, the family's wishes should govern the conduct of the funeral or memorial service. The level of participation and services provided by the Honor Guard Unit for the funeral or memorial service depends on the cause of death, line-of-duty, or off-duty death.
- D. The Honor Guard Unit may also be responsible for performing at designated ceremonies, events and functions as follows:
  - 1. High profile events;
  - 2. Promotional ceremonies;
  - 3. Graduations;
  - 4. Award ceremonies;
  - 5. "They Served Well" Memorial Tribute Ceremony;
  - 6. National Police Week events; and
  - 7. Other functions as determined by the Sheriff or designee.

**2. Command Structure:**

- A. Honor Guard Unit Commander: A sworn lieutenant or captain, with overall command of the Enforcement Support Division.
- B. Honor Guard Unit Supervisor: A sworn sergeant assigned to the Enforcement Support Division with overall command of the unit and its operations.
- C. Honor Guard Unit Coordinator: A deputy, or designee, who is qualified by the Office to recruit, coordinate, and manage the maintenance and function of the Honor Guard Unit.
- D. Honor Guard Unit Members: Employees of the Office who are deputy sheriffs, detention officers, and/or approved volunteers.
- E. Honor Guard Unit Secretary: An Honor Guard Unit member chosen to perform administrative functions such as roll call, maintaining meeting minutes, and other clerical duties assigned.

**3. Honor Guard Unit Application Process and Requirements:** The Honor Guard Unit Commander or designee shall submit a job description for the specialized assignment for deputy sheriffs and detention officers to the Pre-Employment Services Division, to include any special selection processes beyond a regular interview process, such as but not limited to, physical agility and firearms qualifications, as specified in Office Policy GC-7, *Transfer of Personnel*.

- A. To be eligible, candidates shall meet the following minimum requirements, as applicable:
  - 1. All candidates must be at least 21 years of age;

2. Detention and sworn personnel must have received at least a “Meets Minimum Performance Standards” or “Successful” performance rating on their last two Employee Performance Appraisals (EPAs), as specified in Office Policies GC-4, *Detention/Civilian Employee Performance Appraisals* or GC-4(S), *Sworn Employee Performance Appraisals and Management*;
  3. Volunteers require the approval of the Enforcement Support Division Commander or designee;
  4. Detention and sworn personnel must have served a minimum of two years as a deputy sheriff or detention officer; and
  5. All candidates must be able to fulfill duties that may require lengthy periods of maintaining rigid or complex positions requiring discipline and physical endurance.
- B. Preference shall be given to those prospective deputy sheriffs and detention officers who have successfully completed the Arizona Peace Officer Standards and Training (AZPOST) certification in firearms, prior to being selected to the Honor Guard Unit.
4. **Training:** Training shall be conducted at the discretion of the Honor Guard Unit Coordinator. Newly accepted Honor Guard Unit members shall receive training at times determined by the Honor Guard Unit Coordinator, with the approval of the unit member’s chain of command. During the special assignment evaluation period, new Honor Guard Unit members shall complete a three-day Honor Guard Academy.
  5. **Special Assignment Evaluation Period:** Honor Guard Unit members shall serve a special assignment evaluation period of six months. Training shall consist of drills and classes in which all aspects of the assignment shall be reviewed and practiced. At least one detail per month shall be attended. Performance and attendance shall be evaluated.
    - A. During this period, attendance shall be required at training and unit duty details.
    - B. During the six-month special assignment evaluation period, a Class “A” uniform shall be worn, as specified in Office Policy GC-20, *Uniform Specifications*.
  6. **Maintaining Honor Guard Standards:**
    - A. Honor Guard Unit members that are deputy sheriffs and detention officers shall maintain at least a “Meets Minimum Performance Standards” or “Successful” performance rating status on their EPA. The Honor Guard Unit Supervisor is responsible for entering notes in Blue Team, where applicable.
    - B. Honor Guard Unit members must attend and participate in a minimum of 10 Honor Guard functions per year, not including monthly meetings, to be considered in good standing.
    - C. Upon completion of any Honor Guard Unit detail, Honor Guard Unit members revert under the supervision of their normal chain of command. Honor Guard Unit members shall keep their regular supervisor advised of activities with the Honor Guard Unit.
    - D. An Honor Guard Unit member may be dismissed from the Honor Guard Unit for any Office Policy violation, or if attendance or performance is unsatisfactory.
  7. **Dress Uniform Specification:**

- A. The Honor Guard Unit dress uniform shall be provided upon successful completion of the special assignment evaluation period. The dress uniform shall have an added one-half inch gold, brown, gold stripe around the cuff of the jacket, and along the side of the trousers. The stripe is to be worn ONLY by the Honor Guard Unit, and ONLY during approved Honor Guard Unit activities.
- B. Uniform accessories:
  - 1. Headgear: Stratton Straw Campaign Hat, in black, model #S40DB. The Campaign hat is authorized for wear with either the dress uniform or Class "A" uniform. The hat shall be adorned with the black and gold braided brim rope with gold acorns and the black leather-retaining band. The badge shall be Entenmann-Rovin #366-R, cap piece in Carltone finish.
  - 2. Necktie and Tie Tac: The necktie is a clip-on type, in dark brown, three inches in width. The tie shall be long enough to reach the trouser belt while standing. The authorized uniform tie tac shall be the miniature six-point Sheriff's badge with a black plastic center and shall be worn on the tie centered with the shirt pockets.
  - 3. Gloves: Parade White Gloves P/N 86162.
  - 4. Shoulder Cord: Gold Honor Guard shoulder cords no tips, model #N/2121B-R107.
- C. Footwear: The high gloss poromeric shoes are approved for the Honor Guard Unit dress uniform and Class "A" uniform.
- D. An alternative uniform is worn by unit members at practices, meetings, and travel.
  - 1. Shirt: 5.11 model #71049, in black, with Honor Guard Unit logo embroidered on the left breast.
  - 2. Trouser: 5.11 Stryke: model #74369, in battle brown.
- 8. **Honor Guard Unit Event Assignments:** Honor Guard Unit members are notified of event assignments through the Honor Guard Unit Coordinator.
- 9. **Resignation and Termination from the Honor Guard Unit:** Honor Guard Unit members who wish to resign from the Honor Guard Unit shall submit a written memorandum to the Honor Guard Unit Supervisor through the unit member's chain of command.
  - A. At a minimum, a 30-day advance notice shall be submitted prior to the effective date of resignation from the Honor Guard Unit.
  - B. Honor Guard Unit members who resign or are terminated from the Honor Guard Unit shall return all Honor Guard issued uniforms and equipment to the Honor Guard Unit Coordinator immediately following resignation or termination from the Honor Guard Unit.