

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 46.3

HONOR GUARD

AMENDED DECEMBER 2014

46.3.1 Honor Guard

The primary function of the Honor Guard is to provide a professional group of trained, efficient, and ceremonially attired officers to represent the Santa Clara Police Department. Occasions where the Honor Guard may represent the department include, but are not limited to formal city sponsored events, organized events that may draw wide spread media coverage, the death of a dignitary, department employee, or a law enforcement employee of another agency.

Deployment to outside agency ceremonies will be at the discretion of the Chief of Police.

The Honor Guard is a voluntary assignment. Members should maintain good physical fitness and condition for an appropriate professional appearance.

The Honor Guard will practice on a quarterly basis and as necessary prior to an event. The Honor Guard is subject to the direction of the Field Operations Division Commander.

46.3.2 Organization

A supervisor shall be assigned to administer the Honor Guard. The supervisor will be responsible for the readiness of the unit, selection of personnel and deployment of the unit. The supervisor will coordinate with the Field Operations Division Commander regarding the needs and deployment of the Honor Guard.

Members of the Honor Guard may be of rank including Lieutenant, Sergeant, Officer or Reserve Officer.

Composition of Unit

Drill Master
Color Guard
Rifle Team
Department Representatives

Drill Master

The Drill Master is responsible for the direction of all personnel of the Honor Guard during the ceremony. The Drill Master will call all units to order and direct each movement of each part of the unit at the appropriate time during the ceremony. The Drill Master may be of any rank regardless of the rank of the participating members.

Color Guard Unit

The Color Guard will consist of two or three flag carriers, and two riflemen. All members will work as a unit with the responsibility of presenting colors at ceremonial events. The responsibility will include the

46.3

transport of the American flag and the California State flag. When appropriate and with direction, the City of Santa Clara flag, the Santa Clara Police Department flag and or the National Law Enforcement Memorial flag may also be presented by the Honor Guard.

Rifle Team

The Rifle Team will consist of seven officers equipped as directed by the Drill Master. The presentation and discharge of arms will be at the direction of the Drill Master when appropriate for the event or ceremony.

Department Representatives

Department Representatives will consist of uniformed officers and members of the Honor Guard attending funeral services. Department representatives may be called upon as pallbearers when requested.

46.3.3 Uniform and Equipment

The Honor Guard shall adhere to the following uniform specifications.

The Honor Guard uniform consists of a modified Class "A" uniform as described below.

The Department provided Uniform consists of:

- Dress coat, single breasted, LAPD style displaying appropriate rank. (Flying Cross – Button Front)

“P” Buttons (silver for Officers and Sergeants, gold for Lieutenants and above). Four (4) large buttons for the front of the jacket and six (6) small buttons for the pockets and shoulders.

A braid shall be worn on each wrist. Officers and Sergeants shall wear a one inch pant braid consisting of one half inch of Dark Copen #24 surrounded by one quarter inch of White on each side. Lieutenants and above will wear a one inch pant braid consisting of one half inch of Airline Gold #96 surround by one quarter inch of White on each side.

Shoulder Patch – Honor Guard Patch, standard department shoulder patch with Royal Blue trim on outer edge.

- Uniform Pants (Flying Cross, Fecheimer #32289) Officers and Sergeants will wear a one inch pant braid consisting of one half inch of Dark Copen #24 surrounded by one quarter inch of White on each side. Lieutenants and above will wear a one inch pant braid consisting of one half inch of Airline Gold #96 surround by one quarter inch of White on each side.
- Smooth surface polished 2.5” duty belt with issued holster, handgun, ammunition pouch, two magazines and four retaining keeper straps. No other items are to be worn on the belt. Ceremonial belts shall be polished to a high gloss.
- Plain black trouser belt.
- Black socks.
- Campaign hat with hat cord and chin strap (Stratton, Seville blue. Sergeant and Officer - blue cord. Lieutenant – yellow cord)
- Silver hat piece for Sergeant and Officer. Gold hat piece for Lieutenant. Hat pieces are to display rank in black recessed letters. (Blackington)
- Long sleeve white shirt. No patches or rank insignia. (Elbeco #877-3)

- Navy blue clip-on tie
- White gloves – Regular (Premier) – Item #P7000
- White gloves – Dotted with grip (Premier) – Item #P7012
- Silver nametag for Sergeant and Officer. Gold nametag for Lieutenant. The name tag will be worn along the top seam of the right pocket.
- Blue Aiguillette for Sergeant and Officer. Yellow aiguillette for Lieutenant. (Premier Emblem)
- Medium cut CORFAM patent leather shoes. (Rocky High Gloss Chukka Boot (#500-8)
- Memorial badge sashes (National Law Enforcement Officers Memorial Fund, Washington, D.C.)
- Honor Guard rifle pin which will be worn centered in the upper right jacket pocket

Department issued Ceremonial Weapons:

- M-1 Garand Rifles (two) with black leather shoulder straps
- M-1 Ceremonial bayonets (two) in Basket weave leather scabbards
- AR15s (two to seven) depending on ceremony with no shoulder straps

Department issued Ceremonial Flags/Equipment:

- Flag bearers' belts black leather (four)
- Flag bearers' belts white (two)
- Ceremonial American flag.
- Ceremonial California flag.
- Ceremonial Santa Clara Police Department flag.
- Ceremonial National Law Enforcement Memorial flag
- Six foot solid wood flag poles (two)
- Six foot Aluminum light weight flag poles (two)
- Eagle flag pole tops (two)
- Spire flag pole tops (two)
- Flag weighted bases (four) gold colored
- Boxed/Folded American Flags for presentation at funerals

Uniform Maintenance

The Honor Guard member shall be responsible for the maintenance and readiness of the issued equipment and uniform.