


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT HONOR GUARD	POLICY NUMBER 24.04
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24.04.01 PURPOSE

To describe the duties and functions of the Florida Highway Patrol Honor Guard and to outline the policies, procedures, and responsibilities of the Honor Guard.

24.04.02 POLICY

It is the policy of the Florida Highway Patrol to maintain a highly trained and professional Honor Guard to render honors and attend official functions as prescribed in this policy, or otherwise directed by the Director or designee.

24.04.03 OBJECTIVES

- A. To represent the Florida Highway Patrol with a highly trained ceremonial unit to render honor, preserve traditions, promote esprit-de-corps and instill pride.
- B. To ensure the uniformity of Patrol funerals.
- C. To ensure that Honor Guard members are adequately equipped and properly trained for Honor Guard events.
- D. To select members who demonstrate sufficient knowledge, skills, abilities and professional appearance to promote the Honor Guard mission and its philosophies.
- E. To establish protocol for responding to and participating at Honor Guard events.

24.04.04 RESPONSIBILITIES

- A. The Director or designee shall:
 - 1. Notify Troop Commanders and Honor Guard Commander of an event and request Honor Guard participation.
 - 2. Appoint the Honor Guard Commander and Assistant Honor Guard Commander.

3. Appoint Honor Guard members with recommendations from the Troop Commander or the Honor Guard Commander.
 4. Selected members shall serve on the team at the pleasure of the Director.
- B. Troop Commanders shall be responsible for:
1. Considering the nature of an Honor Guard event when requesting the use of the statewide Honor Guard. Troop Commanders should only consider events that are law enforcement related and high profile affecting the division globally. Priority shall be given to in line-of-duty death of a Division member and other law enforcement agencies.
 2. Reviewing and approving recommendations for selection/dismissal of Honor Guard members. The recommendation shall then be submitted to the Director or designee via the Honor Guard Commander for final review and approval.
- C. The Honor Guard Commander shall:
1. Hold the rank of Lieutenant or Captain.
 2. Review recommendations for selection/dismissal of Honor Guard members. The final recommendation shall then be submitted to the Director or designee for approval.
 3. Make notification to Troop Commanders and Honor Guard Team Leaders of official Honor Guard events.
 4. Assist with organizing the Honor Guard detail.
 5. Represent the Florida Highway Patrol and serve as liaison to facilitate appropriate communications and properly organize Honor Guard events.
 6. Determine training needs and arrange for Honor Guard training.
 7. Assign members as Honor Guard Team Leaders and Honor Guard Members.
- D. The Honor Guard Assistant Commander shall:
1. Hold the rank of Sergeant or Lieutenant.
 2. Assist the Honor Guard Commander reviewing recommendations for selection/dismissal of Honor Guard members.
 3. Make notification to Honor Guard Team Leaders of official Honor Guard events.
 4. Assist with organizing the Honor Guard detail.

5. Represent the Florida Highway Patrol and serve as liaison to facilitate appropriate communications and properly organize Honor Guard events.
 6. Determine training needs and ensure Honor Guard training.
 7. Ensure training is conducted monthly to promote proficiency in drill, ceremony protocol and other functions as required.
 8. Conduct inspections of personnel, uniforms, accessories and equipment to ensure members adhere to proper care and maintenance as prescribed in the Honor Guard Manual and ensure policy and protocols are applied consistently statewide.
 9. Maintain a file on each member on the team. Such file shall contain copies of letters of assignment, equipment inventory, attendance rosters, and related correspondence dealing with the Honor Guard Team.
- E. The Honor Guard Team Leader shall:
1. Hold the rank of Sergeant. However, other members with previous Honor Guard leadership experience or who are recommended by Troop Commanders will be considered.
 2. Ensure that the Honor Guard members, while performing their duties, adapt accordingly, dress as prescribed in the Honor Guard Manual and represent the Florida Highway Patrol appropriately.
 3. Designate an Honor Guard Event Coordinator for each Honor Guard event.
 4. Coordinate duties with the Honor Guard Event Coordinator. In the absence of the Honor Guard Commander at a Honor Guard event, the Honor Guard Team Leader shall serve as the officer in charge, regardless of rank, if appropriate.
 5. Conduct inspections of personnel, uniforms, accessories and equipment to ensure members adhere to proper care and maintenance as prescribed in the Honor Guard Manual and ensure policy and protocols are consistently applied statewide.
 6. Maintain and control the Honor Guard Team inventory for accountability and readiness for Honor Guard details.
 7. Maintain a file on each member on his/her respective team. Such file shall contain copies of letters of assignment, equipment inventory, attendance rosters, and related correspondence dealing with the Honor Guard Team.
 8. Ensure copies of the team members' files are forwarded to the Honor Guard Commander.

9. Plan, coordinate and ensure training is conducted monthly.
- F. Honor Guard Event Coordinator shall:
1. Assist the Honor Guard Team Leader with duties and responsibilities prescribed in the Honor Guard Manual.
 2. Act as a liaison between the Florida Highway Patrol and those requesting Honor Guard services.
- G. Honor Guard Team Member shall:
1. Hold the rank of Trooper or Corporal.
 2. Demonstrate the ability to perform drills and actions as required by the position. Each member will be tested periodically to ensure proficiency with standards.
 3. Adhere to Florida Highway Patrol policies as they pertain to Uniforms and Personal Appearance/Dress Code and Honor Guard policies.
 4. Be subjected to equipment and uniform inspections.
 5. Respond promptly to the supervisor in charge with all equipment and uniform accessories when notified of an event. If practical, members should arrive at least one hour prior to the start of the event unless otherwise directed by the Honor Guard Commander or Team Leader.

24.04.05 PROCEDURES

- A. Statewide FHP Honor Guard ceremonial events include the following:
1. In the Line-of-Duty death funerals, as outlined in FHP Policy 24.03
 2. Annual Law Enforcement memorials
 3. Law Enforcement funeral services
 4. FHP Academy graduations
 5. Opening ceremonies of State Capital or FHP events
 6. State Government events approved by the Director or designee

The Honor Guard Unit will participate at the approved events listed above. Any deviation must be approved by the Director or his/her designee. Troop Commanders are encouraged to utilize local district members for local requests. Members shall wear the Class "A" uniform for all such requests.

- B. The Florida Highway Patrol will maintain a minimum of 44 members statewide, which will be supervised by one Honor Guard Commander and an Assistant Honor Guard Commander. The Honor Guard members will

be distributed into three regional teams (North, Central and South). Each team will consist of fourteen members supervised by a Honor Guard Team Leader. Each team will consist of a Honor Guard Event Coordinator, appointed by either the Honor Guard Commander or Honor Guard Team Leader. Teams will be divided as indicated:

1. North Team – Troops A, H, B, G, I, and Q
2. Central Team – Troops C, D, I, J, K (Northern portion), and Q
3. South Team – Troops E, L, F, J, K (Central and Southern portion), and Q

C. Selection Process / Minimum Requirements

1. Interested members shall have at least one year of satisfactory law enforcement experience with the Florida Highway Patrol and have successfully completed the probationary period.
2. Members shall have no disciplinary suspensions within the year and no written reprimands within six months of the date of announcement for Honor Guard positions.
3. Members shall submit a memo to the Troop Commander requesting permission to participate in the Statewide Honor Guard. The following shall be attached to the memo:
 - a. Resume highlighting experience with military service and prior Honor Guard participation (Special consideration will be given to members who have prior military or law enforcement Honor Guard experience.)
 - b. Full-length photograph of member in FHP Class “A” uniform taken within the last six months
4. Members must demonstrate the ability to perform specific drill movements and actions required by the position.
5. Members weight must be proportional to his/her height and members must exhibit a professional appearance.
6. Members shall commit to serving in the Honor Guard for at least two years.

D. Honor Guard Equipment (Member)

1. The Honor Guard uniform and equipment will be provided by the Florida Highway Patrol. Replacement of issued uniform and equipment shall be at the discretion of the Honor Guard Commander.

2. All issued Honor Guard uniforms and equipment shall be strictly reserved for Honor Guard use only, unless authorized by the Director or designee.
3. The following equipment will be issued to the Honor Guard Commander, the Honor Guard Team Leader and the Honor Guard Team Member. This equipment shall be in addition to the member's standard uniform distribution.
 - a. One black dress jacket
 - b. Two long sleeve shirts (no pins, badges or insignias will be worn on the shirt)
 - c. Two trousers
 - d. Division-issued high-gloss patent leather footwear
 - e. One-gun belt with the following required equipment:
 - (1) Service weapon
 - (2) Gun holster
 - (3) Magazine pouch
 - (4) Handcuff case
 - f. One Sam Browne high-gloss shoulder strap
 - g. One Black necktie with tie bar
 - h. Two sets of white gloves (worn with white cord)
 - i. One Black felt campaign hat
 - j. One White Ceremonial Cord (worn to bestow honor at FHP functions)
 - k. One Black Ceremonial Cord (worn to mourn at FHP funerals)
 - l. One Gold Ceremonial Cord (worn when representing the Division at non-FHP funerals)
 - m. Uniform insignia worn on the dress jacket only include:
 - (1) Collar ornaments (on lapels)
 - (2) Nameplate with "serving since..." pin
 - (3) Honor Guard special insignia/pin (above nameplate)
 - (4) FHP badge

- (5) 9-11 American Flag pin (underneath badge)
 - (6) Whistle chain
 - (7) Rank insignia for sergeants and above
- n. Two black t-shirts for training
 - o. Sergeant chevrons will be worn on both sleeves. No other rank insignia will be worn on the sleeves by members performing Honor Guard functions. No other insignia/pins/service bars/stars will be worn with the uniform while performing Honor Guard functions.
- 4. All issued equipment and uniform shall remain with and be maintained by the member during the minimum two-year commitment. If the member separates from the Honor Guard after the two-year commitment, the member may retain the issued equipment and uniform, except for the FHP badge. Members that do not achieve the two-year commitment will return all issued equipment and uniform to the Team Leader upon separation from the team. The Team Leader will turn in all equipment and uniform to the Florida Highway Patrol Academy Office Operations Consultant.

E. Wearing of the Honor Guard Uniform

- 1. Honor Guard uniforms shall be issued and worn exclusively for Honor Guard use.
- 2. Honor Guard members will maintain a professional appearance and strictly adhere to FHP Policy 6.01, Uniforms and Personal Appearance policy.
- 3. The appropriate uniform shall be determined by the Honor Guard Commander prior to each event.
- 4. Honor Guard members may wear the issued black t-shirt for training. With the approval of the Honor Guard Team Leader, the Honor Guard Team members may deviate from wearing the full uniform for training.

F. Honor Guard Equipment (Team)

- 1. The following equipment will be issued to Honor Guard Teams:
 - a. One American Flag (with storage case)
 - b. One State of Florida Flag (with storage case)
 - c. One Florida Highway Patrol Flag (with storage case)
 - d. Four leather flag carrying harness

- e. Two ceremonial rifles and ammunition
2. To ensure accountability and operational readiness, the Honor Guard Team Leader shall maintain and control the Honor Guard Team equipment.