

Honor Guard

439.1 PURPOSE AND SCOPE

The Vancouver Police Department Honor Guard Unit shall consist of selected and/or volunteer officers. The Honor Guard will plan, coordinate, and participate in memorial affairs to honor fallen comrades as well as a variety of ceremonies and special events to represent the Police Department. It shall be the responsibility of the Honor Guard to represent professionalism, integrity, and honor through its image and conduct at all times.

439.2 COMMAND AND STRUCTURE

Honor Guard Administrator

The Honor Guard Administrator shall oversee unit operations (scheduling/training/equipment/budgeting/etc.) and act as a liaison to the Office of the Chief. The Honor Guard Administrator shall be approved by the Office of the Chief and be a volunteer/selected position at the rank of Lieutenant or Commander.

Honor Guard Supervisor

An Honor Guard Supervisor (Corporal or Sergeant if available) shall be selected by the Honor Guard Administrator. The Honor Guard Supervisor will assign, organize, and prepare unit members for assigned events. The Honor Guard Supervisor may assign specific duties to members as required.

Honor Guard Team

The Honor Guard Unit shall consist of a minimum of 8 members at the rank of Sergeant or below. Members may be from any Division in the Department. This assignment is a collateral duty with no scheduled rotation.

439.3 SELECTION PROCESS

The selection process for Honor Guard members shall be consistent with the selection process guidelines outlined in the Specialty and Detective Assignment Selection Policy.

439.4 MEMBER RESPONSIBILITIES

- A. It is the responsibility of each member to maintain a properly fitted, clean, and serviceable Honor Guard uniform. The member shall also ensure the proper care and security of any and all additional issued accessories and equipment.
- B. Attend all scheduled Honor Guard training as directed. Absences must be authorized by the Honor guard Administrator.
- C. Attend or acknowledge availability for at least 75% of honor guard details. Some details may also require attendance of additional practice sessions prior to the event.

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D. Demonstrate and maintain proficiency in military style Drill and Ceremony movements.

E. Be willing to fulfill a minimum 5-year commitment in the Honor Guard. Unforeseen needs of the Department, Unit, or officer may dictate otherwise.

F. Failure of a member to fulfill the required responsibilities, or in any way bring dishonor to the Department or the Unit, may result in the dismissal from the Honor Guard Team.

439.5 OPERATIONAL FUNCTIONS

The Honor Guard shall be available to provide official Departmental representative and service at the following Vancouver Police Department related events:

1. VPD memorial /Funeral Services (as directed below)

A. VPD Retiree Funeral Service

1-2 honor Guard members will perform casket watch.

A pre-folded flag will be presented to the next of kin or designee.

Qualifiers:

- Sworn VPD Police Officer retired under honorable conditions with a minimum 10 years of service.
- Funeral Service is held in Clark County.
- Continued to live in accordance with the values of the Vancouver Police Department in retirement.

B. VPD Off-duty Death Memorial/Funeral Service

All available Honor Guard members will attend.

Casket watch will be staffed by 2 members at all times.

Flag folding team will be present.

Taps will be played.

Qualifiers:

- Active Sworn VPD Policer Officer in off-duty status at time of death.
- Circumstances of the death would discredit the Vancouver Police Department.

C. VPD Line of Duty Death Memorial/Funeral Service

Full Police honors will be provided.

Washington State Memorial Team will be present.

Qualifiers:

- Active Sworn VPD Police Officer on-duty at the time of death/cause of death.

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- Death is directly related to an on-duty event.
- 2. VPD Ceremonies involving Presentation/Posting of the Colors.
- 3. As requested/directed by the Office of the Chief.

The Honor Guard shall be available to provide official Departmental representation and assistance at the following local and regional events.

- 1. Public Safety Line of Duty Deaths.
- 2. National/State/Local Memorial Ceremonies/Parades/Community Events.
- 3. As requested/directed by the Office of the Chief.

Deployment of the Honor Guard shall always be at the discretion of the Office of the Chief.

439.6 TRAINING REQUIREMENTS

The Honor Guard performs details and movements that require adherence to specific protocol and tradition. In order to represent the Department in the most professional manner, periodic training is required.

- A. Honor Guard Unit shall be authorized a minimum of three mandatory 8-hour training sessions annually.
- B. Additional mandatory training/practice session may be authorized and directed by the Honor Guard Administrator as needed.
- C. All training will be conducted in accordance with established protocols and traditions. U.S. Army FM 22-5, Marine Corps Manual P5060.20, and Air Force Manual 36-2203 are the primary references publications.