JOPLIN POLICE DEPARTMENT	10-16 STANDARD OPERATING GUIDELINE
SUBJECT: Chief's Honor Guard	**REVIEW DATE:** Annual - October
EFFECTIVE DATE: December 10, 2020	**ACTION DATE:**
AMENDS/SUPERSEDES:	**AMEND DATE:**
ACCREDITATION INDEX:	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

The Joplin Police Department Honor Guard referred to as the "Chief's Honor Guard," serve as a professional and ceremonial representation of the department. The members of the "Chief's Honor Guard" serve at the leisure of the Chief of Police.

II. PURPOSE

The purpose of this policy is to establish operating guidelines, duties, and the requirements of the "Chief's Honor Guard" members.

III. DEFINITIONS-(REFER TO SOG 10-15 FOR ADDITIONAL DEFINITIONS)

A. Color Guard

A five-member unit consisting of three flag bearers and two riflemen. The color guard will consist solely of members of the JPD Chief's Honor Guard. The color guard will carry the colors of the United States, the state of Missouri, and the City of Joplin (in that order). The color guard may participate in flag presentation details with other honor guard units with approval from the Chief of Police.

B. Honor Guard

An honor guard is any unit consisting of at least two (2) members to a maximum number of fifteen (15) members. The Chief of Police has the only authority to appoint the maximum and minimum number of members. The Honor Guard has many functions and may be referred to in this policy as the Honor Guard, Guard, Unit, and Detail, depending on the number of members assigned to a task." All these terms fall under the span of the Chief's Honor Guard. Two or more members are referred to as a detail and a single member is referred to as a member.

C. O.I.C. (Officer in Charge)

An O.I.C. (Officer in Charge) is a designated Honor Guard member who is given command and control over a designated number of members for specific details.

D. Rifle Squad

A rifle squad shall consist of eight members of the "Chief's Honor Guard." The components of the rifle squad will consist of a seven (7) man rifle squad, and one (1) O.I.C. (Officer in Charge). The rifle squad will utilize the department issued M1 Garand rifle, and only D.O.D. approved ammunition issued with the rifle.

IV. PROCEDURES-COMMAND & CONTROL

A. The "Chief's Honor Guard" only participates in ceremonies or details approved by the Chief of Police. The Chief of Police has sole discretionary control of the Honor Guard and its members.

B. The Chief of Police delegates the details of the Honor Guard's logistical operations to the Honor Guard Coordinator. The Honor Guard Coordinator is responsible for obtaining volunteers or assigning details to the members when required. In the absences of the Chief of Police and the Coordinator, the Chief may delegate authority to a Command Staff member or a current member of the Honor Guard.

C. The Coordinator is referred to as the "Commander" in SOG 10-15, Funerals. The Coordinator is responsible for the following duties;

i. Inventory of the Honor Guard rifles (M1 Garand) and submission of the required documentation every three (3) years to the Civilian Rifle Program as required by law. (Appendix A of this SOG)

ii. Inventory and status of all Honor Guard member's uniforms and equipment. Request repair or replacement as necessary.

iii. Receive and verify request for Honor Guard participation in outside organizational details. All request shall be submitted to the Chief of Police for authorization before the Honor Guard is permitted to participate in any details.

iv. Ensure all Honor Guard members are trained in their assigned duties.

v. Schedule annual training for the Honor Guard unit. Ensure the Honor Guard adheres to standards set forth at the national and regional levels.

vi. Annually review Honor Guard members personnel files to ensure good standing with the department.

V. PROCEDURES-SELECTION PROCESS

A. The candidate **shall** complete the department's Field Training Program, and the probationary period set forth by the department.

B. The candidate must be in good standing with the department. The candidate cannot have any pending disciplinary actions.

C. When an opening is posted the candidate will be required to submit a letter of intent to the Honor Guard Coordinator.

D. All letters of intent will be screened by the Honor Guard Coordinator for any disciplinary actions. The Coordinator will also contact the candidate's current supervisor to ascertain information pertaining to the candidate's work ethic.

E. Once the screening process is completed, the Coordinator will assemble a board consisting of at least three (3) current Honor Guard members to conduct an applicant interview and review board.

F. The candidates will be ranked by the review board based on their oral interview, supervisory input, and disciplinary records if applicable. The Chief of Police can veto any candidate that he deems does not possess the professional character required of a guard member. The highest-ranking candidate will then assume the first available position on the Honor Guard. Any subsequent openings will be filled by the review boards ranking until all the open positions are filled or the candidate pool is exhausted.

G. In the event the applicant submissions are not sufficient to meet the criteria to fulfill the vacant position(s), they will remain vacant until a qualified applicant is obtained to assume the position.

VI. PROCEDURE-POSITIONS (APPOINTED & PROBATIONARY GUARD MEMBERS)

A. The "Chief's Honor Guard" shall consist of twelve (12) appointed members, and three (3) probationary positions. It is necessary to for the "Chief's Honor Guard" to maintain a fifteen (15) member unit in the event the department is required to perform a full honors funeral detail. The detail will require eight (8) members for the flag detail, and a seven (7) member detail to perform the duties of the rifle squad. The differences between the appointed and probationary members are outlined in this section.

1. The appointed Honor Guard members are those who have been selected by the review board and appointed by the Chief of Police as a full-time member of the unit.

    i. The appointed members are issued a full-dress uniform with attachments. (See SOG 10-15, IV. Duties and Responsibilities, E. Honor Guard, 2. Honor Guard Uniform.)

    ii. Appointed members are required to participate in all Honor Guard functions such as, but not limited to parades, competitions, flag details, appearances, funerals and any other functions the Chief of Police deems necessary.

iii. Appointed members are required to attend annual department training for the Honor Guard.

iv. The appointed member's personnel file will be reviewed annually to ensure the member is in compliance with the department's ethics.

2. The probationary Honor Guard members are those who have been selected to serve on the Honor Guard with limited requirements for participation. The probationary member is required to undergo the same selection process as the appointed member but has less responsibility. The probationary member is a position that was created to fulfill the required number of members to conduct a full Honors Funeral detail. The requirements for the probationary member are as follows;

i. The probationary members are issued a new Class A uniform. This uniform will be utilized by the member for Honor Guard details only. The uniform will consist of the following items:

a. Patrol hat
b. White gloves
c. Long sleeve duty shirt (new)
d. Duty pants with stripe (new)
e. Dress shoes (high gloss)
f. Duty belt

ii. The probationary member is only required to participate in a full Honors Funeral detail. The probationary member's primary function will be to serve on the Rifle Squad due to uniform requirements.

iii. The probationary member is required to attend annual department training for the Honor Guard.

iv. The probationary member's personnel file will be reviewed annually to ensure the member is in compliance with the department's ethics.

v. If the probationary member is in good standing with the Honor Guard they may fulfill an appointed members position if vacated by that member. The probationary member may fulfill that position without going before the review board. The Chief of Police shall approve the probationary member fulfilling the vacated position.

vi. An appointed member shall not vacate their current position just for the sole purpose of obtaining a probationary position. An appointed member may request in advance to be considered for a probationary position if all Honor Guard positions are at full staff. The Chief of Police has sole discretion on this portion of the policy and may place personnel in certain positions as he deems necessary for the benefit of the Honor Guard.

VII. PROCEDURES-DETAILS

A. The Honor Guard serves as a professional visual representation of the Joplin Police Department. The Honor Guard is only utilized as a visual representation of the department at public or professional functions. The primary function of the Honor Guard is ceremonial funerals for Police Officers killed in the line of duty. The Honor Guard participates in other functions with the approval of the Chief of Police. The Honor Guard may be utilized for the following types of functions.

1. Funerals (SOG 10-15, Funerals)
2. Parades
3. Flag Presentations
4. Dignitary Details
5. Professional Appearances
6. Department Recruiting
7. Honor Guard Competitions
8. Rifle Drill Competitions

B. Due to the professional appearance of the Honor Guard the Chief of Police has sole discretionary decision as to what functions the unit may participate in. The Chief of Police may expand or rescind the types of functions or appearances.

VIII. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

IX. APPLICATIONS

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.

Appendix A

Form ADPO R-3 is required to be completed every three (3) years after 2017 (i.e. 2019, 2021, 2023, etc.) and mailed to **U.S. Army TACOM LCMC, ATTN:AMSTA-LCL-IWD, MS419D, 6501 East 11 Mile Road, Warren, MI. 48397-5000**. When the rifles are no longer required, submit a request to the ceremonial rifle team to provide disposition instructions for their return.

CEREMONIAL RIFLE INVENTORY FORM

1. Organization Name:	2. City:	3. State:

In accordance with the Conditional Deed of Gift(s), AR 700-131 and Title 10 USC §4683, I hereby certify that the following United States Army owned rifles conditionally issued for ceremonial use to the above organization are:

☐ still required and used in the manner agreed upon in the original statement.

☐ require replacement (place an asterisk (*) next to every rifle that requires replacement).

☐ no longer required. Request the ceremonial rifle team provide disposition instructions to return ceremonial rifles.

☐ Our organization does not have any ceremonial rifles on hand.

1.	Model:	Manufacturer:	Serial Number:
2.	Model:	Manufacturer:	Serial Number:
3.	Model:	Manufacturer:	Serial Number:
4.	Model:	Manufacturer:	Serial Number:
5.	Model:	Manufacturer:	Serial Number:
6.	Model:	Manufacturer:	Serial Number:
7.	Model:	Manufacturer:	Serial Number:
8.	Model:	Manufacturer:	Serial Number:
9.	Model:	Manufacturer:	Serial Number:
10.	Model:	Manufacturer:	Serial Number:
11.	Model:	Manufacturer:	Serial Number:
12.	Model:	Manufacturer:	Serial Number:

Appendix A (Cont.)

CEREMONIAL RIFLE INVENTORY FORM

13.	Model:	Manufacturer:	Serial Number:
14.	Model:	Manufacturer:	Serial Number:
15.	Model:	Manufacturer:	Serial Number:
16.	Model:	Manufacturer:	Serial Number:
17.	Model:	Manufacturer:	Serial Number:
18.	Model:	Manufacturer:	Serial Number:
19.	Model:	Manufacturer:	Serial Number:
20.	Model:	Manufacturer:	Serial Number:

If you have additional weapons, list them on a separate piece of paper and attach to this form.

SECTION IV – ACKNOWLEDGEMENT

By signing below, I hereby certify that to the best of my knowledge and belief that a 100% inventory of all Ceremonial Rifles in our possession was performed and that the rifles listed above (and on attachments) are the only rifles in the possession of this organization at this time and that all of my statements are true, correct, complete and made in good faith. I understand and acknowledge that concealing material fact and/or making a false statement is a violation of Title 18 USC §1001 and may result in the cancellation of the Conditional Deed for any US Army property on loan to my organization and is punishable by fine or imprisonment. Furthermore, if any additional rifles are located we will notify the US Army within 30 days of their discovery.

1. Signature of Highest Ranking Official:	2. Date Signed:
3. Printed Name of Person Signing (First, Middle Initial, Last):	4. Title of Signer:
5. Organization Telephone Number:	6. Organization Email Address:

SECTION V – NOTARY ENDORSEMENT

1. Official Notary Signature:	2. Notary Seal/Stamp:

DUE:

Mail to: US ARMY TACOM LCMC, ATTN: AMSTA-LCL-IWD, M/S 419D, 6501 East 11 Mile Road, Warren, MI 48397-5000