SHERIFF OF GARFIELD COUNTY
LOU VALLARIO

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GARFIELD COUNTY SHERIFF'S OFFICE
POLICY / PROCEDURE
GENERAL

SUBJECT: HONOR GUARD

EFFECTIVE DATE: June 01, 2024

POLICY:
All members of the Garfield County Sheriff's Office (GCSO) Honor Guard shall conduct their personal and professional lives in accordance with the GCSO Code of Conduct and existing laws as expected by law enforcement personnel and the citizens of this community.

PURPOSE:
It is the mission of the GCSO Honor Guard to respond to special events as a highly disciplined team serving with honor at ceremonial functions, with respect and dignity at funeral services for active/retired personnel and personnel that have died in the line of duty, and provide comfort and compassion for the survivors. These events are approved by the Sheriff / Designee and they are accomplished through drilling in military etiquette and attention to detail.

METHOD:
The responsibilities of the Honor Guard shall be:

- Plan / coordinate and conduct all GCSO member funerals in conjunction with the GCSO PEER Support and Trauma Teams.
- Act as a clearinghouse for the GCSO regarding ceremonial protocol matters.
- Represent the GCSO at the funeral of members of outside law enforcement agencies.
- Coordinate the ceremonial functions at designated GCSO functions.
- Perform other functions as deemed appropriate by the Sheriff / designee.

COMMAND RESPONSIBILITIES
The GCSO Honor Guard will be under the direct command of the Sheriff/designee. The Sheriff / designee will appoint a member as the Honor Guard Commander. The Honor Guard Commander will appoint a member as the secretary/treasurer.

Commander:
It will be the responsibility of the Honor Guard Commander to liaison with the Sheriff/designee in regard to the use of the Honor Guard. The Honor Guard Commander will also be responsible for ensuring administrative paperwork is approved by the Sheriff / designee.

It will be the responsibility of the Commander or his/her designee to take charge of functions and relay information to and from the Sheriff / designee / Honor Guard Commander, in regard to the use of the Honor Guard. The Commander will also be responsible for notification of members concerning functions, meetings, etc.

Lead Member:
The Lead Member will assume the responsibilities of the Commander if the Commander is unavailable.

Secretary / Treasurer:
The Secretary / Treasurer will be responsible for maintaining an accurate set of membership records. He / she will also act in the capacity of secretary at meetings and maintain a log of the minutes.

The Secretary / Treasurer will also keep track of issued equipment and equipment needs, coordinating with the GCSO's Purchasing Agent.

The Secretary / Treasurer need not be a full-time member of the GCSO Honor Guard.

MEMBERSHIP
The Honor Guard will consist of no more than ten confirmed officers. Department members may make application to the Honor Guard Commander, and selections will be made by an Oral board. Members shall adhere to all policies / procedures found in the GCSO Policies and Procedures.

Duties
The Honor Guard responds to functions such as funerals, flag raising ceremonies, charity fund raisers, or other functions approved by the Chief of Police that may require formal representation by the GCSO. The Honor Guard will not respond to campaign rallies, but may post colors for other political functions at the behest of the Sheriff.

Further, the GCSO Honor Guard must attend 50% of scheduled trainings and at least one (1) proactive / community event as scheduling allows.

Uniform
The Honor Guard uniform will be as approved by the Sheriff / designee and will conform to an acceptable Honor Guard standard.