

Georgia Department of Public Safety

Policy Manual

SUBJECT HONOR GUARD	POLICY NUMBER 21.01
DISTRIBUTION ALL EMPLOYEES	REVISED DATE 8/3/2018
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21.01.1 Purpose

Certain functions require the attendance and service of a highly trained and specialized unit with a military bearing and presence. The Georgia Department of Public Safety Honor Guard is established to represent the Department at those functions, which may include funerals, memorial services, details where color guards are required, and other functions as deemed appropriate.

21.01.2 Policy

It is the policy of the Georgia Department of Public Safety to provide proper representations at events that require a specialized unit, Honor Guard or Color Guard. It is recognized that these are highly visible units and their appearance, training and demeanor are critical to the proper representation of the Georgia Department of Public Safety.

21.01.3 Procedures

A. Organization

1. To ensure proper representation and coverage throughout the State, each Troop/Region will have an Honor Guard team. Each team shall be comprised of a minimum of six sworn members.
2. These teams will represent both the State of Georgia and the Georgia Department of Public Safety. It is imperative that members of the Honor Guard are uniformly attired and trained as one unit. Occasionally, members from different Troop/Region teams will be required to function as one unit on occasion.

B. Role and Responsibilities

1. State Commander
 - a. Preferably a Commissioned Officer.
 - b. Selected from qualified sworn applicants from the Georgia Department of Public Safety.
 - c. Responsible for coordinating functions/details that will require multiple teams that occur within the state and nationally.
 - d. Responsible for training among all the teams.

- e. Reports directly to the Commanding Officer of the Georgia State Patrol.
2. Troop/Region Team Leader
 - a. One per unit. Commissioned or non-commissioned officer rank.
 - b. Responsible for scheduling and conducting practice drills.
 - c. Responsible for providing coordinating functions and other duties as required.
 - d. The Team Leader (Officer in Charge-OIC) should assume responsibility and coordinate DPS activities with the funeral director. The desires of the family are given the fullest consideration at all times.
 3. Assistant Troop/Region Team Leader
 - a. One per unit.
 - b. Responsible for providing assistance and support to the Troop/Region Team Leader in the performance of their duties.
 - c. Shall perform the role of Troop/Region Team Leader in their absence.
 4. Members
 - a. Must be a Trooper/Officer or higher rank within the Georgia State Patrol or MCCD.
 - b. Responsible for conducting duties as directed.
 - c. Selected members should be capable of displaying a high degree of proficiency of executing both stationary and moving military drills, and have a thorough understanding of ceremonial procedures.

C. Qualification Process

When positions in the Honor Guard become available:

1. When vacancies occur within a Troop/Region's Honor Guard team, the Troop/Region Commander, will choose suitable candidate(s) for the Honor Guard within their Troop/Region's ranks.
2. The name(s) of the candidate(s) will be sent to the Commanding Officer and State Commander for review and acceptance.
3. The Commanding Officer shall make the final selection from the recommendations provided by the Troop/Region Commander.

Performance of duty in the Honor Guard is done so on a voluntary basis. No additional compensation shall be provided for participation.

D. Minimum Requirements

1. The applicant must not have had any adverse disciplinary action in the two years prior to the application.
2. The applicant shall be a dedicated, disciplined, well-trained, and team-oriented trooper/officer in every aspect.
3. The applicant shall have at least "met expectations" on their previous two annual performance appraisals.
4. The personal appearance of the applicant is of paramount importance. Special consideration shall be given to the following aspects:
 - a. Military bearing;
 - b. Weight (in direct proportion to height);
 - c. Uniforms (always cleaned and well pressed);
 - d. Leather (clean and bright), and
 - e. Departmentally issued sidearm (clean and maintained according to procedures).

E. Removal

There are several factors that influence the decision to remove a member from the unit. They include, but are not limited to:

1. Any adverse disciplinary action;
2. The failure of the member to attend training on the required basis;
3. A failure to obtain at least "met expectations" on the members' most recent performance appraisal;
4. An excessive failure to attend appearances;
5. Voluntary removal after the member submits a written request to the Commanding Officer, through the chain of command, and
6. Conducting themselves in a manner that may reflect poorly on, or discredit the Department.

F. Activation

1. When service of the Honor Guard is required, the request shall be made through normal channels to the Commanding Officer for approval.
2. In an effort to allow the Honor Guard sufficient time to prepare for an appearance, every attempt shall be made to ensure that all requests for service are expedited through channels.
3. If requests are for details that require multiple teams, the State Commander, when possible, shall be activated to supervise the detail. Such appearances may include Trooper school graduations, memorial services, and large funeral details.

5. Department members who receive requests for the Honor Guard shall not discuss the procedures or maneuvers performed by the unit with requesting parties. This function shall be the responsibility of the State Commander or their designee.

G. Training and Rehearsals

Members of the Honor Guard shall engage in periodic training sessions, sufficient in duration and repetition, to allow each member the opportunity to become proficient in all drill maneuvers performed by the unit.

1. All training sessions shall be under the direct supervision of the Troop/Region Team Leader.
2. Training sessions shall be held at the discretion of the Troop/Region Team Leader, with the approval of the State Commander.
3. Training sessions shall be conducted at least once every quarter for each team, and once annually as a combined team.
4. Troop/Region Team Leaders are to ensure all necessary training equipment is available for members at training sessions.