

## **Non-Standing Unit Honor Guard Expectations**

Non-Standing Units are the lead community relations agents for the Sheriff's Office. Due to their enhanced visibility, members are expected to meet additional requirements to maintain their skills, proficiency and credibility. In order to be recognized as an "active member" of a non-standing unit, and have an acceptable level of participation, members must satisfy the requirements/expectations as specified by their perspective non-standing unit. All members of the Sheriff's Office Honor Guard are required to follow all SOP's and meet the following minimum expectations:

- At all times, Honor Guard members are required to conduct themselves in a manner that reflects positively on the Agency in accordance with established Agency and County policies.
- To be recognized as a member with an active status and acceptable level of participation, you are required to participate in at least three honor guard missions/events per calendar year.
- You are required to assist with maintaining, inspecting and cleaning of all Honor Guard equipment after a mission.
- You are required to assist in maintaining the cleanliness of the Honor Guard room.
- You are required to report any injury sustained while performing an Honor Guard related duty to an Honor Guard supervisor as soon as practical.
- You are required to inform an Honor Guard supervisor of any lost or damaged equipment as soon as possible.
- You are required to ensure that an Honor Guard supervisor is aware prior to any use of the Honor Guard van and/or the Honor Guard trailer other than on-site training at the Public Safety Complex.
- You are required to complete the Mileage Tracking Log prior to leaving the sally port with an agency vehicle that was reserved for the Honor Guard mission.
- You are required to check emails daily and respond when requested by Honor Guard Supervisors.
- You are required to assist or provide training (informal/formal leadership) for Honor Guard team members when needed.

Members of the Sheriff's Office Honor Guard may be suspended or removed from the unit should they fail to consistently meet the minimum expectations, come under investigation, are suspended from full duty status (non-medical) or receive formal discipline. For those who fail to meet the aforementioned minimum requirements/expectations, the Chief, Professional Services Branch will exercise his/her discretion when initiating a suspension or dismissal, taking into consideration all applicable facts and the circumstances pertaining to the situation.

The Chief, Professional Services Branch, a member of Internal Affairs or a Honor Guard Supervisor will notify you if you are suspended from the Honor Guard, and when the suspension is lifted. During the suspension:

- You are only permitted to train in order to maintain proficiency and meet minimum standards, unless otherwise directed by the Chief, Professional Services Branch. You will be informed of which aspects of training you are permitted to participate.
- You are not permitted to participate in any other Honor Guard event or assignment.

**Non-Standing Unit Member Agreement**

I acknowledge receipt of the expectations of **Honor Guard**. I understand, and I agree to comply with, all of the requirements set forth in this document. I also understand that noncompliance, on my part, with any of the aforementioned requirements, can adversely affect my standing as an “actively participating member” of the **Honor Guard**.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature