

**FAIRFAX COUNTY SHERIFF'S
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 046d
SUBJECT: HONOR GUARD**

I. PURPOSE

The Fairfax County Sheriff's Office Honor Guard Team is a highly visible component of the agency. The Honor Guard represents the agency in a variety of public events throughout the Northern Virginia Community and the Commonwealth of Virginia in general. This standard operating procedure establishes the standard for the wearing of the Honor Guard dress uniform and the use of equipment. It also provides guidance governing the conduct of the Honor Guard members while on duty.

II. POLICY

The Sheriff's Office issues a variety of uniforms depending on the functions to be performed. All employees are expected to wear clothing and accessories that are approved for their particular assignment. Deputies shall keep their uniforms clean and pressed, their shoes and Honor Guard equipment polished and shined and badges and nameplates clean and bright at all times.

III. GENERAL REGULATIONS

- A. The Honor Guard Commander is the delegated authority to specify the type of uniform to be worn for functions within the Honor Guard.
- B. All Honor Guard personnel will present a clean and neat appearance on duty.
- C. Employees of the Sheriff's Office are responsible for the proper care and use of agency equipment. Any loss, damaged, destruction or defect of uniforms or equipment will be reported by Honor Guard personnel to the Honor Guard Commander.

IV. HONOR GUARD UNIFORM

- A. The Honor Guard uniform consist of:
 - 1. A brown collared shirt.
 - 2. Trousers which are taupe in color with a dark brown stripe on the outside portion of both legs extending from the belt to the bottom of the pant leg.
 - 3. The Sheriff's Office Honor Guard badge of authority that is displayed on the Honor Guard blouse and affixed in area designed for such display above the left breast pocket, will be silver in color for Master Deputy Sheriff's (MDS) and below and gold in color for sergeants above.
 - 4. A silver colored nameplate for MDS and below displaying the deputy's first initial and last name. A gold nameplate for Sergeant's and above will be displayed. The nameplate will be worn over the right breast pocket. It shall be worn so that the bottom edge rest along the top edge of the right pocket flap. The nameplate shall be centered so that an imaginary line drawn vertically through the button of the shirt pocket meets the center of the nameplate.
 - 5. The Honor Guard pin shall be worn on the Honor Guard uniform on the right blouse pocket flap.
 - 6. Black plain-toed, low quarter, patent leather shall be worn with clickers attached. All shoes must be made of patent leather like material free of design or ornamentation and capable of taking and maintaining a high gloss shine.

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7. Black socks will be worn with the Honor Guard uniform.
8. A brown tie is to be worn with the white long-sleeved or short sleeved shirt. Only issued tie bars may be worn with the tie. The tie bar will be gold in color for sergeants and above and silver in color for MDS and below.
9. Chevrons of rank will be sewn on the sleeve of the Honor Guard blouse worn by sergeants and below. The top of the chevron will be more than one inch from the bottom of the Office of the Sheriff's patch and centered.
10. Metal insignia of rank for 2nd Lieutenant and above will be displayed on the collar vertically. Metal insignia worn by 2nd Lieutenant or above on the Honor Guard blouse will be pinned to the epaulets one inch from the outside shoulder seam.
11. Mandatory items to be worn on the Honor Guard gun belt include:
 - a. Issued holster with weapon, as appropriate.
 - b. Issued ammunition and ammunition carrying device
 - c. Issued handcuffs and handcuff holder
12. The gun belt will be worn over the Honor Guard blouse in such a manner as to form a smooth tuck around the waist line. The gun belt will be affixed in this position by the use of the metal keepers attached to the blouse.
13. Gold stripes indicative of the rank 1st Lieutenant and above will be displayed on each sleeve of the blouse.
14. The seasonal trooper style cover will be worn with the Honor Guard uniform. Gold colored cover cord will be worn for all deputies in the rank of Sergeant and above and silver colored for all MDS and below.
15. Awards, Pins and Insignia Authorized for the Honor Guard uniforms will be as follows:
 - a. Firearms proficiency pins denoting distinguished, expert, sharpshooter, and marksman levels of proficiency are authorized for optional wear by those so qualified. These pins will be worn on the left blouse pocket flap centered midway between the button and top of the flap.
 - b. Marksmanship pins will be gold or gold trimmed for sergeants and above, and silver in color for MDS and below.
 - c. A U.S. flag pin approximately the same size and shape as a valor awards shall be worn with the Honor Guard blouse. The U.S. flag will be centered above the nameplate.
16. The black issued Sheriff's Office jacket is authorized to be worn during inclement weather while traveling to and from Honor Guard events. All appropriate patches, nameplates, and chevrons will be displayed on the jacket as prescribed in SOP 019 (part IV. C., 1).

IV. HONOR GUARD COLD WEATHER UNIFORM

- A. If the Honor Guard supervisor determines that the weather is too cold for the Honor

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Guard uniform, he/she can make the decision to go to the cold weather jacket, hat and gloves. The cold weather jacket, hat and gloves will be as follows:

1. Black Arctic Trooper Winter Cover.
 - a. A badge of authority is displayed on the winter cover centered on the badge eyelets. The badge will be silver in color for Master Deputy Sheriff's (MDS) and below and gold in color for sergeants above.
2. Black Honor Guard trench coat.
 - a. A badge of authority is displayed on the Honor Guard trench coat and affixed in area designed for such display above the left breast pocket will be silver in color for Master Deputy Sheriff's (MDS) and below and gold in color for sergeants above. No Honor Guard Blouse will be worn underneath.
 - b. The fully equipped gun belt will be worn over the Honor Guard trench coat in such a manner as to form a smooth tuck around the waist line.
3. Black issued leather gloves.

V. HONOR GUARD TRAVELING UNIFORM

- A. While traveling to and from Honor Guard events the Honor Guard uniforms will not be worn but will be at the discretion of the supervisor in charge if no changing room is available at the ceremony site. The alternate travel uniforms to be worn to and from Honor Guard events will be as follows:
 1. Black BDU trousers
 2. Gray polo style shirt.
 3. Black agency issued belt, with badge clip.
 4. Highly polished black boots or shoes shall be worn.
 5. Agency issued holster with the duty weapon is authorized.
 6. Agency issued black baseball cap.

VI. HONOR GUARD PERSONAL APPEARANCE AND GROOMING

- A. The following grooming standards will apply to all Honor Guard personnel while performing Honor Guard events:
 1. Hair styles shall not prevent the Honor Guard cover from resting on the head, nor interfere with the wearing of emergency equipment such as a helmet, gas mask, or self-contained breathing apparatus. Ponytails and pig-tails are not permitted. Any hair style deemed by the Honor Guard Commander or his or her designee as eccentric, shall be prohibited.
 2. Wigs or hair pieces shall not be worn while performing Honor Guard events.
 3. Necklaces may be worn, but shall not be visible to the public.

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4. Watches will not be worn during events.
- B. The following grooming standard applies to male Honor Guard personnel:
1. Length of hair will be worn like a military crew cut style, "high and tight" when in the performance of Honor Guard events.
 2. Sideburns are not permitted while performing Honor Guard events.
 3. Mustaches are acceptable while performing Honor Guard events. The mustache must be neatly trimmed, and will not extend beyond the lip width more than a quarter of an inch, nor below the upper lip. The ends of the mustache shall not be waxed or twisted.
 4. Beards and goatees are not permitted while performing Honor Guard events.
 5. No earrings of any style or design shall be worn
- C. The following grooming standard applies to female Honor Guard personnel:
1. Hair shall be arranged to prevent it from extending below the lowest part of the back of the uniform shirt collar, or below the eyebrows in front. Hair which is too long to meet this requirement must be pinned or fastened up against the head in a business-like fashion. The hair piece shall be the color of the hair or it shall blend with the Honor Guard uniform.
 2. Earrings are restricted to one per earlobe. Only small, plain button or post-type earrings of gold color, silver color, or pearl may be worn.
 3. Make up shall not be eccentric and must compliment the uniform.
 4. No bracelets shall be worn.
 5. Hair color shall not be eccentric.

VII. REPORTING AS DIRECTED

- A. The Fairfax County Sheriff's Office Honor Guard Team is a unit that requires continuous training. All Honor Guard assignment and practices are classified as scheduled activities. Failure to proceed to scheduled activities shall result in disciplinary actions prescribed in Standard Operating Procedure (SOP) 018.
- B. Any member's absence from this training assignment must be authorized by an Honor Guard supervisor or their assigned daily supervisor, due to operational needs. Failure to notify a supervisor in a timely manner (Twenty-Four Hours) shall result in counseling depending on the circumstances. Sustained occurrences shall result in disciplinary action.
- C. The training schedule is published for the complete year; it is each Honor Guard member's responsibility to report as directed.
- D. New members will complete a one-year probationary period on the team.
- E. All members must sign and adhere to the Non-Standing Unit Honor Guard Expectations and member agreement. If an Honor Guard member does not meet the expectations,

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they may be removed from the team depending on the circumstances surrounding their reason(s) for non-compliance. Please refer to attachment 1 for more information.

VIII. FUNERALS

- A. The rendering of Law Enforcement Funeral Honors is a way to show the Sheriff's Office deep gratitude to those who, in the line of duty or times of unexpected illnesses, have faithfully served our agency. This ceremonial paying of respect is the final demonstration a grateful agency can provide to the deputies' families.
- B. Some of the most respectable ceremonies that the Sheriff's Office Honor Guard participates in are law enforcement funerals. The Honor Guard performs all law enforcement funerals for deceased Fairfax County Deputies, either sworn deputy or retired, and their dependents. The Honor Guard provides all essential personnel needed to render proper military honors and respect to its fallen deputies and to their families.
- C. The Sheriff's Office Honor Guard can provide a Colors team, Body Bearer/Pallbearer team, Firing Party team, and platoon for line of duty death funerals. The Colors team has the distinct honor of bearing the National Ensign and the Sheriff's Office Flag during funeral ceremonies.
- D. The Honor Guard performs most of its Military funerals in Fairfax County, Virginia. However, the Honor Guard is also called upon to participate in funerals within a fifty-mile radius of Fairfax County for deceased deputies or their immediate dependents. The Sheriff's Office Honor Guard also provides support for area agencies Full Honors funerals.
- E. Sheriff's Office Funeral Protocol:
 - 1. Mileage: The Sheriff's Office Honor Guard Team will participate in funerals if it is within a fifty-mile radius of the judicial center.
 - 2. Sworn Staff Line of Duty Death
 - a. Full Honor's Funeral: A 6 deputy Casket Team carries the deceased Fairfax County Deputy / Retired Fairfax County Deputy from the funeral homes and church to the cemetery.
 - b. The folding of the National Flag for presentation to the family is conducted at the cemetery by the casket team.
 - c. A Casket Watch is conducted during wakes and viewings.
 - d. A 4-6 deputy Colors team will bear the National Ensign and the Sheriff's Office Flag during funeral ceremonies.
 - e. The Firing Party team consists of seven deputies who will render honors to the deceased through the traditional ceremonial salute of three volleys.
 - f. Deputies will post at the entrance of the funeral home and church to provide assistance to family members. A Sheriff's Office platoon will be formed to render honors to the deceased deputy at the church and cemetery.

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3. Sworn Staff's Death
 - a. Simple Honor's Funeral: A 6 deputy Casket Team carries the deceased Fairfax County Deputy / Retired Fairfax County Deputy from the funeral home and church to the cemetery.
 - b. The folding of the National Flag for presentation to the family is conducted at the cemetery by the casket team.
 - c. A Casket Watch is conducted during wakes and viewings.
 - d. A 4-6 deputy Colors team will bear the National Ensign and the Sheriff's Office Flag during funeral ceremonies.
4. Retirees Funeral
 - a. Simple Honor's Funeral: A 6 deputy Casket Team carries the deceased Fairfax County Deputy / Retired Fairfax County Deputy from the funeral home and church to the cemetery.
 - b. The folding of the National Flag for presentation to the family is conducted at the cemetery by the casket team.
 - c. A Casket Watch is conducted during wakes and viewings.
 - d. A 4-6 deputy Colors team will bear the National Ensign and the Sheriff's Office Flag during funeral ceremonies.
5. Sworn and Non-Sworn Staffs' Immediate Family Dependents
 - a. Casket Team: A 6 deputy Casket Team carries the deceased Fairfax County Deputy / Retired Fairfax County Deputy's immediate family from the funeral home and church to the cemetery.
 - b. Door Assistance: Upon request, deputies will be assigned to post at the entrance of the church to provide needed assistance to the non-sworn staff immediate family member's family.

The Sheriff or her designee may waive any and/or all provisions of this SOP.

**06/13/2017
DATE APPROVED**

**06/28/2017
EFFECTIVE DATE**

Revised: November 2017



**STACEY A. KINCAID
SHERIFF**