

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**HONOR GUARD**

**Authority:**

Tracy Reece, Chief Probation Officer

**Purpose:**

To establish guidelines for sworn personnel volunteering in the Honor Guard program.

**Responsibilities:**

I. Sworn Honor Guard Personnel:

- A. Perform various Honor Guard functions while representing the department in a formal capacity such as funerals, parades, and swearing-in ceremonies as appropriate.
- B. Commit to a minimum of two (2) years of service in the Honor Guard.
- C. Obtain immediate Supervisor approval prior to applying to the Honor Guard and prior to participating in events.
- D. Participate in Honor Guard meetings and practices.
- E. Maintain Honor Guard equipment and uniform in a safe location according to applicable department procedures.
- F. Maintain a well-groomed and professional presence. This includes a clean-shaven appearance with no facial hair and long hair must be worn up in a bun.
- G. Find a replacement in the event a prearranged commitment cannot be fulfilled when volunteering for Honor Guard events.

II. Program Coordinator or Designee:

- A. Manage the direct supervision, administration, and organizational responsibilities of the Honor Guard.
- B. Request authorization from the Division Director I/II (DDI/DDII) overseeing the program for all funerals and events sponsored by other agencies or departments.
- C. Notify the program DDI/II of Department sponsored events and swearing-in ceremonies since prior authorization is not required.
- D. Organize and conduct meetings and practices.
- E. Ensure Honor Guard volunteers have an equal opportunity when participating in events and functions.
- F. Monitor and evaluate member appearance and performance.
- G. Review memos of interest and participate in applicant interviews for vacant Honor Guard positions.

III. Program Division Director I/II (DDI/II) or Designee:

- A. Review Honor Guard requests for authorization as appropriate.

**Guidelines:**

- A. Applicants interested in the Honor Guard program must have an overall standard of "Meets" on their current Work Performance Evaluation (WPE) at time of application.
- B. Prospective Honor Guard members must have no discipline in their personnel file two (2) years prior to applying or while active in the Honor Guard Program.

**Honor Guard**

- C. Honor Guard personnel are subject to dismissal from the program if performance and participation levels are unsatisfactory as determined by the Program Coordinator and Division Director.
- D. All requests for service is at the discretion and authority of the Chief Probation Officer (CPO) or designee.
- E. Refer to the Honor Guard Manual for further guidance regarding the Honor Guard Program.


**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

**References:**

Duty Dress Standards, Uniform Requirements, Grooming  
Equipment Responsibility  
Line-of-Duty Death/Catastrophic Injury

Issued by:

  
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Tracy Reece, Chief Probation Officer

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