



POLICY MANUAL

Daily Operations – P.R.

Honor Guard

Revised: 02-10-04

Code: 1 – 13 – 11

Book Chapter Subject

Page 1 of 4

11.0 Purpose: Establish Policies and Procedures for Honor Guard

11.01 Scope: All Fire Department Personnel.

11.02 **GENERAL**

The Honor Guard is recognized as a fire department organization for the purpose of providing traditional rites and procedures at formal events. The Honor Guard shall always exhibit high standards of professionalism in appearance and attitude. Recognizing that Honor Guard membership is voluntary, it is preferred that members remain active participants for a minimum of three years.

11.03 **MEMBERSHIP**

The membership selection process for Honor Guard shall be coordinated by the Commanding Officer of the Guard. The selection process may include a written exam, oral interview and practical exercise. Upon appointment the member shall remain an active participant for a minimum of three years. The normal staffing level for the Honor Guard shall be determined by the Fire Chief upon recommendation of the Honor Guard team.

Position Titles:

CO	Commanding Officer
TL	Team Leader
OG	Officer of the Guard
CG	Color Guard
FB	Flag Bearer
AB	Arms Bearer

11.04 **GUARD REQUEST/APPROVAL**

All requests for the Honor Guard shall be made and approved through the Honor Guard Commanding Officer. The Command Officer will notify the event coordinator who shall arrange for a delegation to fill the request. In his/her absence, the Fire Chief shall make the necessary approvals.



11.05 **GUARD FUNCTIONS**

The Honor Guard may be utilized to present flags at Department and/or City events or local agency events. These events shall include, but not be limited to: award ceremonies, funeral processions and other special events, not to include "marching in parades." The Honor Guard shall present the U.S. flag and the Department flag when representing the Fire Department. The Department flag shall be replaced with the California flag as necessary for flag presentations; i.e., City Council, other agencies, etc.

11.06 **UNIFORM**

The Honor Guard uniform shall be purchased by the Fire Department. After the minimum commitment time has been satisfied, the uniform becomes property of the member.

All Members to Wear:

Coat --Black Double-Breasted Coat with Department Patch on left shoulder and hook for shoulder Braid 1½" above left shoulder seam

Battalion Chief--Gold Fire Department Buttons

(2) ½" Gold Stripes on both Sleeves

Gold Maltese Cross on Left Sleeve--(1) per Five Years of Fire Service

Gold Crossed Bugle Buttons on each Lapel

Badge---Large--Worn over Left Pocket

Shoulder Braid---Gold Cord with Gold Tips, worn over Right Sleeve

Captain--Match Battalion Chief's Except for:

(2) ½" Silver Stripes--on Both Sleeves

Silver Maltese Cross - (1) per Five Years of Fire Service

Trumpet Button--on each Lapel

Shoulder Braid---(2) White Cords with Silver Tips Worn over Left Sleeve

Engineer/Firefighter---Silver Fire Department Buttons

Shoulder Braid---(3) White Cords with Silver Tips Worn over Right Shoulder

Silver Maltese Cross---Left Sleeve--(1) per Five Years of Fire Service

Officer of the Guard---Match Individual Rank Except for:

Shoulder Braid—(2) White Cords and (1) Red Cord

(First Officer) with Silver Tips Worn over Left Sleeve



11.06 **UNIFORM** - (Cont.)

Coat Badge--Worn over left pocket

Pants---Navy Blue Trousers

Shoes---Black Corfam

Socks---Black

Belt---Black Corfam

Tie---Black tie--Smooth sliver tie clasp

Shirt---White with Clovis Fire Department patch on left shoulder

Gloves---White

Shoulder Cords---White with silver/gold tips

Hat--

Battalion Chief---White Leather Belled with Gold Band, Badge and Crossed Bugle Button

Captain--- White Leather Belled with Silver Band, Badge and Crossed Bugle Button

Engineer/Firefighter---Navy Blue Leather Belled with Silver Band and Round Badge

Signifying Engineer or Firefighter

For additional information review SOP 1-13-1 Uniform & Appearance.

11.07 **APPEARANCE**

All member's uniforms are to be tailored to fit each member exactly; trouser cuffs are to hang straight just short of touching the shoe in the front and covering the back of shoe, exposing the heel only. Hats are to fit each member snugly and are to be worn with the bill two finger widths from the bridge of the nose. All members will exhibit similar grooming standards: hair and mustache trimmed reasonably close.

11.08 **CARE AND MAINTENANCE**

Coat and ***Trousers*** to be dry cleaned as needed.

White Shirt and ***Gloves*** can either be sent out to be laundered or can be machine washed and pressed by member.

Hat to be cleaned with mild soap and sponge or cloth and wiped dry.

Shoes to be wiped with a soft cloth, sole edge to be polished or cleaned as needed.

Shoulder Cords to be washed in mild soap and water and air dried.

All Silver and Gold to be kept clean and polished.

All costs incurred for cleaning/maintenance to be reimbursed by the City.



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Page 4 of 4

11.09 **TRAINING**

The Honor Guard Members shall meet for the purpose of training as required. The member with assigned training responsibility shall coordinate all training sessions. The Team Leader shall be responsible for scheduling meeting/training sessions.

11.10 **ATTENDANCE**

Each member shall be responsible to attend at least 75% of all training sessions over each twelve-month period (Fiscal Year) and be an active participant in Honor Guard performances/functions scheduled or unscheduled. If the member does not meet the established minimum participation standards, the Team Leader will discuss the individual's participation. If this does not resolve the situation, the Honor Guard Command Officer (Battalion Chief assigned) will meet with the individual to discuss leaving the Honor Guard. It is expected that each member attend the Clovis Fire Department Annual Awards Ceremony.