



Florida Fish and Wildlife Conservation Commission  
Division of Law Enforcement

## HONOR GUARD

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
39	June 09, 2020	March 28, 2013	All Members

### References

GO 23; CFA 18.09

## 1 POLICY

- A** It is the policy of the FWC Division of Law Enforcement to establish and maintain an Honor Guard to represent the Division as a well-trained ceremonial unit to render honors, preserve traditions, promote esprit-de-corps, and instill pride.
- B** The Honor Guard shall participate in ceremonies, events, or other functions as directed by the Division Director or designee.
- C** The FWC Division of Law Enforcement will maintain a minimum of fifteen Honor Guard members supervised by one Honor Guard Commander.

## 2 RESPONSIBILITIES

### A Division Director or Designee

- (1) Notify affected Regional Commanders and the Honor Guard Commander of an Honor Guard event and request Honor Guard participation.
- (2) Appoint the Honor Guard Commander.

### B Regional Commanders

- (1) Consider the nature of an Honor Guard event when authorizing the use of Honor Guard members. Priority should be given to in-line-of-duty death of a Division member and other law enforcement agencies.
- (2) Review and approve a recommendation for selection/dismissal of an Honor Guard member.

### C Honor Guard Commander

- (1) Represent the Division of Law Enforcement and serve as liaison to communicate and organize events.
- (2) Coordinate all Division funeral protocols with the appropriate Regional Commander or designee.
- (3) Immediately notify Honor Guard members of an Honor Guard event and select members based on event needs and member availability.

- (4) Notify members they have been selected and have members notify their immediate supervisor of the selection.
- (5) Provide selected members with details concerning the Honor Guard event, assist with organizing the event, determine the appropriate uniform to be worn by the Honor Guard Team at each event, and assign member(s) to serve as Honor Guard Detail Commander.
- (6) Conduct inspections of personnel, uniforms, accessories and equipment to ensure members adhere to proper care and maintenance as prescribed in the Honor Guard Manual and consistency is exhibited between members.
- (7) Determine training needs, arrange for Honor Guard training, and ensure training is conducted to promote proficiency in drill and ceremony and other functions as required.

#### **D Honor Guard Detail Commander**

- (1) Serve as liaison between the Honor Guard Commander and participating Honor Guard Members.
- (2) While at an event, shall coordinate duties and serve as the officer in charge during the event, regardless of rank. Responsibility for supervision of the Honor Guard Team during an Honor Guard event rests with the Honor Guard Detail Commander.
- (3) Ensure that Honor Guard members, while performing their duties, adapt accordingly, dress as prescribed in the Honor Guard Manual, and represent the Division appropriately.
- (4) If required at an event, the Honor Guard Detail Commander may determine the appropriate uniform to be worn by participating members.
- (5) Conduct inspections of personnel, uniforms, accessories, and equipment to ensure members adhere to proper care and maintenance as prescribed in the Honor Guard Manual and consistency is exhibited between members.

#### **E Honor Guard Member**

- (1) Commit at least three years of service to the Honor Guard.
- (2) Provide notice to the Honor Guard Detail Commander of their commitment to attend training or participate in events.
- (3) Demonstrate the ability to perform required drill and ceremony movements, actions, and positions at an acceptable level of proficiency and be tested periodically to ensure that level is maintained.
- (4) Adhere to General Order 23, *Uniforms, Personal Appearance and Dress Code*, except as provided in this General Order.
  - (a) Male members shall arrive at every Honor Guard event with a fresh haircut that reflects the highest standards of FWC policy and a military-like appearance. Hair may not touch any portion of the ear and goatees are not allowed while representing or performing in any capacity during any honor guard function.
  - (b) Female members shall arrive at every Honor Guard event with hair that reflects the highest standards of FWC policy and a military-like appearance. Headbands and highly visible accessories such as large barrettes, pins, and decorative adornments, etc., are not allowed. However, modest conservative items that are similar in color to the member's own hair and that are necessary to contain and control hair are allowed and should not interfere with the wearing of the uniform or any Honor Guard covers.
- (5) Maintain all Honor Guard uniforms and equipment to a standard that demonstrates the highest professionalism and reflects pride in the agency and the Honor Guard mission.

- (6) When notified of an event, to respond accordingly to the location of the event as directed, arrive with all required equipment, designated uniforms with accessories, and all brass polished, at least 45 minutes prior to the start of the event unless otherwise directed.

### 3 PROCEDURES

#### A Minimum Selection Criteria for Honor Guard Members

- (1) Shall have at least one year of satisfactory law enforcement experience within the FWC Division of Law Enforcement. The one year period commences after successful completion of Phase III of the Division's Field Training Program (release for solo patrol).
- (2) Shall have no suspensions within the preceding year.
- (3) Must successfully pass the oral interview, a basic skills demonstration, and be selected.

#### B Honor Guard Uniforms and Equipment

- (1) Honor Guard equipment will be issued to each member and to each team as specified in the Honor Guard Manual.
- (2) Uniforms for the Honor Guard are described in the Honor Guard Manual and shall be worn as prescribed.
- (3) Honor Guard members will be provided with a full dress Honor Guard uniform, two Class A uniforms, rain gear, two training polo shirts, accoutrements, insignia, and accessory items. All issued Honor Guard uniforms are reserved strictly for Honor Guard use.
- (4) Maintenance, cleaning, and care of the Full Dress and Class A uniforms shall be at the Division's expense. Full Dress and Class A Honor Guard uniforms shall be professionally cleaned immediately after an Honor Guard event, unless otherwise directed. Replacement of uniforms shall be at the discretion of the Honor Guard Commander.
- (5) The Honor Guard Pin is a specialty pin and authorized to be worn on the Class A and Class B uniform in accordance with General Order 23, *Uniforms, Personal Appearance and Dress Code*. The Honor Guard Pin shall also be worn on all Honor Guard uniforms as prescribed in the Honor Guard Manual.
- (6) Honor Guard Members are approved to deviate from wearing the full Honor Guard uniform during practice and training events.

#### C Training

- (1) Training shall be provided two times each calendar year or as required. In addition, members shall attend advanced training annually. Frequent training is necessary to maintain a well-versed team.
- (2) Members not able to attend any training session must notify the Honor Guard Commander to provide an explanation for their intended absence.

#### D Causes for Dismissal from the Honor Guard

- (1) Failing to appear for an assigned event.
- (2) Failing to maintain proficiency and competency in Honor Guard skills or failing to maintain professional appearance of equipment or personal appearance.
- (3) Currently on suspension, unable to work with the public, or behaving/performing in a manner that does not reflect favorably on the Division.
- (4) The Honor Guard Commander may forward recommendations for dismissal of an Honor Guard member without cause to the appropriate Regional Commander.

## **E Division Response to Death of a Sworn Member**

- (1) Sworn members of the Division will cover their badges with a black mourning band from the time of a sworn member's death and shall be worn through midnight following the funeral service.
- (2) The Honor Guard will be activated and will liaise with survivors, the agency, and affected members. They will coordinate agency and partnership responses and participate as appropriate to facilitate memorial and funeral service as requested.
- (3) Honor Guard Members are authorized to attend any funeral service as directed, while on duty and in uniform, utilizing Division vehicles.
- (4) A Division uniform will be provided for burial of the deceased sworn member and will consist of the items specified in the Honor Guard Manual.
- (5) Participation by FWC aviation units will be authorized if the deceased member was an active FWC Pilot.
- (6) One U.S. flag will be provided by the Division unless the member was a veteran and a flag has been provided by the Federal Government.

## **F Member Attendance at Funerals for In-Line-of-Duty-Death and Not Job Related Death**

- (1) Sworn Members who work/live within the affected region or section are authorized to attend while on duty, in uniform, and utilizing an agency vehicle.
- (2) Sworn Members who work/live outside the affected region or section may be authorized to attend, but members must travel with a minimum of two members per vehicle.
- (3) Non-sworn members who work/live within the affected region or section may be authorized to attend. If non-sworn members work/live outside the region, attendance will be at the discretion of the Division Director or designee.

## **G Retired Member Death**

- (1) Honor Guard Members are authorized to attend the funeral service while on duty, in uniform, and utilizing an agency vehicle.
- (2) Each region or section may approve the use of one or more agency vehicles.
- (3) Sworn members may be authorized to attend, but members must travel with a minimum of two members per vehicle

## **H Funeral Protocols**

- (1) Agency, member, and Honor Guard participation shall be guided by policy and with utmost consideration of the previous requests of the deceased member and the requests of the surviving family
- (2) If the deceased member had previously submitted a Line-of-Duty-Death Form (FWC/DLE-002), it shall immediately be made available to appropriate surviving family member(s) for their review and to assist them in making decisions. The form shall be delivered by the appropriate member(s), as determined only after careful consideration of all circumstances.
- (3) The Division Director or designee shall have final authority on allowing funeral vehicle escort services for members of the law enforcement community or government.
- (4) Funeral protocols are determined by member status and circumstance at time of death, to include Line-of-Duty-Death (or Military Killed-in-Action), Not Job Related Death (or Military, Not Killed-in-Action), and Retired Member Death.

**I Funeral Protocols and Honor Guard Services Guide**

<b>Occurrence</b>	<b>Member Death, In-Line-Of-Duty or Military Duty Death, Killed in Action</b>	<b>Member Death, Not Job Related or Military Duty Death, not Killed in Action</b>	<b>Retired Member Death</b>
<b>Definition</b>	Any sworn Division member who dies while in the line of duty, or any sworn or non-sworn Agency member who is killed-in-action while on active military duty during a time of war	Any sworn Division member who dies, but the cause of death is not during the course or scope of the member's employment, or any sworn or non-sworn member who dies while on military duty, but is not killed-in-action during a time of war.	Any retired sworn member who dies, to include members of former Game and Freshwater Fish Commission, the Florida Marine Patrol, or the DEP Division of Law Enforcement.
<b>Conditions</b>	The member must have been in good standing with the Agency.	The member must have been in good standing with the Agency.	The member must have been in good standing upon retirement.
<b>Honors Rendered</b>	Full Agency Honors, if requested by the family.	Agency Honors, if requested by the family.	Agency Honors, if requested by the family.
<b>Honor Guard Services</b>	Casket Carry Escort – Motorize Flag Fold Rifle Volley Fly Over Taps Bag Piper Color Guard Pallbearer Rider-less Horse Radio – Last Call	Casket Carry Escort – Motorized Flag Fold or Folded Flag Rifle Volley Taps Bag Piper Color Guard Pallbearer	Casket Carry Escort – Motorized Flag Fold or Folded Flag Rifle Volley Taps Bag Piper Color Guard Pallbearer

**4 FORMS**

<b>FORM NUMBER</b>	<b>FORM TITLE</b>
FWC/DLE-002	Line-of-Duty Death Form