


OGDEN CITY POLICE

Office of the Chief

Policy No: 53

Subject Honor Guard	Effective Date August 2020
Department Police	Replaces Policy Dated March 2018
Division All Police Personnel	Review Date August 2024
Authorized Signature 	

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of an Honor Guard which represents the Ogden City Police Department during local and regional ceremonies to include funerals, parades, special events, and other ceremonial events as designated by the Chief of Police.

II. POLICY

The policy of the Ogden City Police Department is that officers of the Honor Guard will be recruited from all divisions of the department as the assignment is part-time, collateral duty. Members of the Honor Guard will conduct themselves in a manner that will promote a positive and professional image of the Ogden City Police Department and demonstrate due respect for the detail being performed.

III. DEFINITIONS

Honor Guard Director: A sworn Police Lieutenant of this department, appointed by the Chief of Police to act as the Honor Guard Director.

Honor Guard Commander: A sworn supervisor or officer of this department, appointed by the Chief of Police to act as the Honor Guard Commander.

Team Coordinator: A member of the Honor Guard, appointed by the Honor Guard Commander, who acts as the contact person for Honor Guard requests and mobilizes sufficient staff members for a specific activity.

IV. PROCEDURE

A. Command and Control

An Ogden Police Lieutenant will provide overall supervision of the Honor Guard. The appointed Honor Guard Commander will supervise and oversee the planning and daily operations of the Honor Guard and report directly to the designated Honor Guard Director. All Honor Guard candidates will be reviewed by the Honor Guard Director and Honor Guard Commander prior to being accepted into the unit. Members of the honor guard must have been successfully released from the FTO program. The department will supply the Honor Guard uniform and equipment once an officer has been selected for the unit.

B. Conditions of Service

All assigned members will accept this commitment for a period of no less than three years. Officers failing to complete the three-year minimum obligation will be required to pay back the amount of the issued Honor Guard uniform. At the end of three years of service to the Honor Guard, the Officer will keep the uniform items listed in (IV)(C) (1 – 5) below. The Officer will be required to turn in all high shine duty belt and equipment listed in (IV)(C)(7) (a-e) below.

Members are compensated for participating in Honor Guard ceremonies and training when off-duty and in accordance with Ogden Police Policy 49, Compensation – Section (III)(K)

C. Honor Guard Uniform:

1. Single Breasted Dress Jacket
2. Military Pink Dress Pant
3. High Shine Dress Shoe
4. Black Tie
5. Eight-Point Navy Blue Hat
6. Hat Badge
7. High Shine Duty Belt and Equipment
 - a. Holster
 - b. Handcuff Case
 - c. Magazine Pouch
 - d. Shoulder Strap

e. Sliding Dee

Officers assigned to the Honor Guard will be issued an Honor Guard Badge to be worn during Honor Guard services, ceremonies, and events. When an Officer resigns from the Honor Guard, the issued badge and hat badge may be purchased for personal ownership.

D. Honor Guard Ribbon

Members are authorized a Department-approved Honor Guard Ribbon to be worn while serving as a member of the Honor Guard.

1. Honor Guard members who joined the unit on or before June 30, 2020, and served two or more years, in good standing, are authorized to continue to wear the ribbon as part of the OPD Uniform and in accordance with the provisions contained in Policy 23, Authorized Uniform and Equipment.
2. Honor Guard members starting on or after July 1, 2020, who serve three or more years, in good standing, are authorized to continue to wear the ribbon as part of the OPD Uniform and in accordance with the provisions contained in Policy 23, Authorized Uniform and Equipment.

V. HONOR GUARD SERVICES

- A. Police officer funerals
- B. Memorial services relating to law enforcement
- C. Flag details
- D. Parades
- E. Other ceremonial events as directed by the Chief of Police

VI. SERVICES PROVIDED AT CEREMONIES

- A. At the funeral of an Ogden City Police Officer killed in the line of duty:
 1. Honor Guard
 2. Colors
 3. Taps
 4. Honor Watch
 5. Flag Folding and Presentation
 6. Twenty-one Gun Salute
 7. Pallbearers
 8. Assistance to Family

B. At the funeral of an Ogden City Police Officer (death not service-related):

1. Honor Watch
2. Flag Folding and Presentation
3. Pallbearers
4. Assistance to Family
5. Twenty-one Gun Salute (Officer must be in good standing)
6. Taps (Officer must be in good standing)

C. At the funeral of a retired Ogden City Police Department police officer:

1. Honor Watch
2. Flag Folding and Presentation
3. Pallbearers
4. Taps (Retired in good standing)
5. Twenty-one Gun Salute (Retired in good standing)

D. At the funeral of an officer from an outside law enforcement agency killed in the line of duty:

1. Members of the Honor Guard attend and represent the Ogden City Police Department at funerals of officers killed in the line of duty within the State of Utah when directed by the Chief of Police.