

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI BUREAU	DATE OF ISSUE September 15, 2020	EFFECTIVE DATE September 15, 2020	NO. 047-20
SUBJECT: GENERAL ORDER Sheriff's Honor Guard		DISTRIBUTION All Personnel	AMENDS
REFERENCE:			RESCINDS 047-13

Purpose: To familiarize members and employees of the Monroe County Sheriff's Office (MCSO) regarding the duties and responsibilities of the Sheriff's Honor Guard (HG).

Policy: Personnel shall adhere to the procedures contained herein when called upon to serve the department as a member of the HG. When unique circumstances occur which are not covered by this general order, the Undersheriff will determine the appropriate response of the HG.

I. Administration

- A. The Undersheriff or his designee may approve or disapprove all HG details.
- B. The Staff Services Commander shall: Act as a liaison between the Staff Services Lieutenant, Undersheriff and bureau chiefs with regards to HG details.
- C. The Staff Services Lieutenant shall:
 - 1. Establish a command structure within the HG.
 - 2. Forward all requests for the HG to the Commander of Staff Services for approval.
- D. The HG Commander and/or designee shall:
 - 1. Under the oversight of the HG Commander will oversee all HG operations.
 - 2. Establish an organizational structure within the HG as deemed appropriate.
 - 3. Maintain accountability for all weapons and other equipment issued to the unit; including a record of inventory, with the department Quartermaster.
 - 4. Establish a drill training schedule to be submitted to the Staff Services Lieutenant for approval.
 - 5. Upon approval from the HG Commander, the Operations Manager or his designee shall assign HG personnel for each detail in accordance with the needs of the detail and the availability of staff.
 - 6. Submit personnel release time requests for HG details through their respective bureaus.
 - 7. Evaluate personnel to ensure satisfactory attendance and performance.

II. General Procedures**A. Unit Composition:**

- * 1. The Sheriff's HG shall consist of no less than 25 members.
- 2. Vacancies shall be filled from a posting through an all bureau notification.
- 3. Personnel will be selected in accordance with established protocols concerning postings of specialized units. The Staff Services Commander, Staff Services Lieutenant, HG Commander will establish protocol and procedures for selecting new members to the HG. All selection recommendations will be forwarded to the Undersheriff for approval.

B. Unit Participation:

- 1. Members must maintain a 75% attendance record for training sessions.
- 2. Members must participate equally in details.
- 3. Each member's participation in both training and details will be reviewed annually by the Lieutenant of Staff Services and HG operations.
- 4. The department will provide and maintain all clothing and equipment.

C. Unit Activities:

- 1. The HG may be activated for funeral details, parades, department special events, public presentations or any activity the Sheriff or authorized designee deems appropriate.
- 2. HG deployments for funeral details will be performed in compliance with **MBGO-081 Funeral Detail Protocol**.

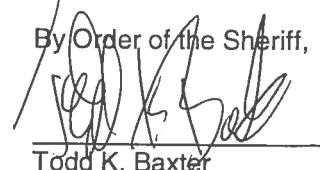
D. Weapons:

- * 1. All current HG weapons are to be stored in a safe/lock boxes in a designated area approved by the HG Commander.
- 2. Each HG member shall be weapons qualified.
- * 3. Those not permanently assigned a weapon may sign one out from their respective bureau, for a detail and then return the weapon at the conclusion of the detail.
- 4. The HG Operations Manager, and/or their designees will maintain control of keys and accountability to the HG storage room in staff services.

III. Guidelines for Honor Guard Details

- A. Refer to **MBGO-081 Funeral Detail Protocols** for funerals.
- B. For presentation of colors at all ceremonies, the HG detail should consist of at least two (2) flag bearers and two (2) rifle bearers, consisting of no less than a four (4) person team.

By Order of the Sheriff,



Todd K. Baxter