

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 16		DEPARTMENT FIRE-RESCUE
SUBJECT HONOR GUARD	SECTION 01	PAGE 1 of 2	EFFECTIVE DATE 26 June 2018

I. PURPOSE

The San Diego Fire-Rescue Department (SDFD) Honor Guard has been established to provide services at authorized ceremonial and memorial events and activities.

The mission of the SDFD Honor Guard is to honor and represent the San Diego Fire Rescue Department, its members and their service to the city of San Diego, the State of California and the United States of America.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

III. AUTHORITY

The fire chief authorizes the information in this policy.

IV. POLICY

The Honor Guard program manager shall be appointed by the fire chief. One coordinator and one assistant coordinator, shall be appointed by the program manager from within the Honor Guard.

The membership of the Honor Guard shall be representative of the Fire-Rescue workforce.

A. Selection:

1. Members shall be solicited by department communication. The Honor Guard will be limited to 25 personnel.
2. Employees shall submit a letter of interest and shall be selected following department accepted practice.
3. Minimum qualifications:
 - a. Rank of firefighter II or lifeguard II, or higher
 - b. Willing and eager to fully participate in the Honor Guard program and serve a two-year minimum commitment to the program
4. Additional desired qualifications:
 - a. Demonstrated desire to positively elevate the public profile of the San Diego Fire-Rescue Department
 - b. Previous Honor/Color Guard experience
 - c. Previous and/or current military service
 - d. Demonstrated desire to be part of a diverse team.
5. Honor Guard members not maintaining the minimum selection qualifications/criteria may be considered for removal from the team.

B. Provision of Uniforms/Equipment:

1. The department shall provide each member with the uniform and equipment items needed to perform ceremonial and memorial functions. These items shall remain the property of the department and will be returned to the program manager upon separation and replaced when no longer serviceable or missing.

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C. Training

1. Initial and ongoing training will be provided by the department.
 - a. Initial training shall comprise of a one week academy (five days)
 - b. Regular monthly training (one day each month)

D. Event Assignment

1. The program manager will coordinate all event requests with the fire chief or his/her designee.
2. The coordinator, or in his/her absence, the assistant coordinator shall make the necessary assignments and arrangements to ensure the event is adequately staffed and the event program is understood and executed by the members.
3. Staffing Memorandum will be utilized to record Honor Guard training and event staffing.

E. Management reserves the right to remove any member from the honor guard team at any time.