

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 10		DEPARTMENT FIRE-RESCUE
SUBJECT HONOR GUARD	SECTION 28	PAGE 1 of 2	EFFECTIVE DATE July 21, 2023

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 sworn San Diego Fire-Rescue Department (SDFD) personnel.

III. AUTHORITY

The Fire Chief authorizes this policy.

IV. POLICY

A. Organization

1. The Honor Guard program will fall under the Health and Safety Office.
2. The program manager will be the health and safety officer or appointed by the Fire Chief.
3. One coordinator, one assistant coordinator, and one logistics liaison will be appointed by the program manager from within the Honor Guard.

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

C. Selection:

1. Members shall be solicited by department communication. The Honor Guard will be limited to 25 sworn personnel.
2. Interested employees shall submit a written letter of interest for review and shall be selected following department-accepted practice.
3. Minimum qualifications:
 - a. Rank of firefighter II or lifeguard II
 - 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 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.
 - a. If any member is unable to attend at least 50 percent of the required monthly training/drills per fiscal year, they may be considered for removal from the team with the exception of approved absences.

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D. 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/or replaced when no longer serviceable or missing.

E. 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)

F. Event Assignment

1. The program manager will coordinate all event requests with the Fire Chief or their designee.
2. The coordinator, or in their 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.

G. Management reserves the right to remove any member from the Honor Guard team at any time.