

IDAHO STATE POLICE PROCEDURE

06.23 HONOR GUARD

A. General

The Honor Guard team (HG) represents the Idaho State Police (ISP) in a highly professional manner by wearing a ceremonial dress uniform and rendering appropriate honors during high profile events.

B. Selection and Participation

1. When openings on the HG team occur, HQ will announce and accept recommendations from District Captains based on the following criteria:
 - a. ISP Trooper;
 - b. "Solid Sustained Performance" or above on file for the last evaluation period;
 - c. Above average in overall appearance and uniform maintenance (for example, physical fitness, demeanor, sharp appearance, uniform/boots, etc.); and
 - d. Written request approved through chain of command.
 - e. Headquarters command staff will make final selections.
2. Honor Guard members must commit to a minimum of three years' service on the team.

C. Training and Participation

1. HG trains as a team a minimum of twice per year.
2. HG members are evaluated on their knowledge and skills performance as follows:
 - a. minimum performance standards for team members are established by the current procedure manual;
 - b. each team member is evaluated on skills and knowledge once per year;
 - c. failure to meet minimum standards results in:
 - 1) team member being placed in a temporary non-deployable status for up to 60 days pending the ability to meet minimum standards;
 - 2) immediate remedial training.
 - d. failure to meet minimum standards within the designated 60 days results in immediate removal from the team.
 - e. being placed in a temporary non-deployable status twice within three (3) years results in immediate removal from the team.
3. HG members must participate in a minimum of two (2) details annually. If a member fails to do so or is unable to participate in the minimum required details, the HG Commander will move the member to the inactive roster or remove the HG member from the team.

D. Activation

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1. All requests for Honor Guard details are routed through the HG Team Coordinator and approved by the HG Commander.
2. Due to limited vacancies, HG members should place activations as a priority to ensure adequate staffing that includes all HG members participating at equal intervals throughout any calendar year.
3. HG members will notify the HG Coordinator of any conflicts that prevents their participation with activations (court, training, special assignments, EP, etc.).

E. Honor Guard Member Uniform Pins

1. HG members are identified by a silver or gold uniform pin, worn on the Class A uniform, centered over the right shirt pocket, ½ inch above the nameplate or other ribbons as appropriate.
2. Heritage HG Member – Any member who leaves HG voluntarily and in good standing after serving for 3 or more years is recognized as a Heritage Honor Guard member and wears the HG uniform pin for the remainder of the trooper's career.



F. Uniforms and Equipment

ISP supplies HG members with uniform and equipment appropriate to represent ISP in a professional manner.

1. HG members are responsible for the care and maintenance of all issued uniforms and equipment.
2. HG Ceremonial uniform alterations and cleaning are in addition to monthly Class A Uniform cleaning allowance.