



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Color Guard*

Number: *115-C*

Effective Date: *January 3, 2002*

Revised Date: *June 30, 2026*

Rescinds: *115 Color Guard*
115-A Color Guard
115-B Color Guard

Dated: *01-03-2002*
08-05-2011
09-10-2014

Approved By:

I. PURPOSE

To establish and set guidelines for the establishment and operation of a Color Guard Unit within the Myrtle Beach Police Department.

II. MISSION

Our mission is to encourage, promote, and enhance tradition and camaraderie within the Police Department while providing a highly trained ceremonial unit to render honors, stimulate esprit de corps, and instill pride in the department and local community.

III. PROCEDURE

A. TEAM UTILIZATION

The Color Guard is used to post, present, or display the National, State, and City Flags (or any combination thereof) in proper fashion at a multitude of functions such as memorial services, dedications, parades, and/or the opening of special meetings or events. The Color Guard may also provide services including pallbearers, casket watch, flag folding, family escort, memorial services, and any other relevant duties.

At manpower intensive ceremonies, all or part of the Color Guard may work in conjunction with the Color Guard Units from other agencies.

B. REQUEST FOR SERVICES

Requests from Civic, Local, and State Agencies for utilization of the MBPD Color Guard should be submitted to the Chief of Police no later than 15 days before the scheduled event. EXCEPTIONS: Due to time constraints, requests for funeral services may be made as soon as practical. The Chief of Police is the final approving authority. Approved requests will be forwarded to the Team Commander for planning and implementation.

C. TEAM COMPOSITIONS

1. The Chief of Police will appoint a Team Commander with the minimum rank of Police Lieutenant.
2. The Team Commander will appoint a Team Leader, whose duties will include managing training, scheduling, and equipment. The Team Leader should be the ranking member of the team and have a minimum of 3 years of continuous service with the Department.
3. The team will consist of no fewer than seven (7) detention and/or police volunteer officers filling the roles as follows: 1 Team Leader, 2 Color Bearers, 2 guards, and 2 alternates.
4. The team will function as a decentralized unit and utilize personnel assigned to regular units of the Department as its members when the team is not in an activated status.

D. ELIGIBILITY REQUIREMENTS

1. Class I, II, or III sworn officers who have completed at least 1 year of post-certification service with the Myrtle Beach Police Department.
2. Applicants must be physically fit, present a professional appearance, and be highly motivated.
3. Applicants may not have had a written reprimand or suspension from duty during the 12 months before the closing date.
4. Applicants may not have had more than one preventable accident during the 12 months before the closing date.

5. Applicants must be willing to commit to a minimum of 3 years with the Color Guard.

E. TEAM SELECTION PROCESS

Applicants will submit their application in writing, with a supervisor and Division Captain's endorsement to the Administrative Captain. A board, appointed by the Administrative Captain, will review the applications. The board's recommendations will be forwarded to the Chief of Police for final selection.

F. TEAM EQUIPMENT

All Team apparel and equipment will be initially designated through the written approval of the Chief of Police and reviewed as needed. Vehicles will be assigned when needed by the Uniform Division Lieutenant or supervisor on duty. The Team Leader should acquire vehicles early enough to ensure they are thoroughly cleaned and present a professional image.

G. EQUIPMENT MAINTENANCE

Team equipment will be stored at an MBPD facility. Maintenance of general equipment is the responsibility of the Team Leader. Each team member is responsible for the care and maintenance of the equipment assigned to him/her. Individual equipment issued to Color Guard Members will be utilized in the performance of Color Guard duties only. All color Guard equipment will be turned in upon completion of the tour of duty with the team.

H. TRAINING

Training will be managed by the Team Leader and approved by the Training Unit. Initial training will consist of instructions on the proper manner of handling, presenting, carrying, posting, and folding of flags. This training will also encompass proper marching, timing, and ceremonial practices related to an honor guard. Continuing training will consist of refresher lessons or current best practices and will occur as frequently as needed and as permitted by manning constraints.

I. COMPENSATION

Although membership on this Team is voluntary, unit assignments are considered duty time and will be paid accordingly, including training. Every effort shall be made to minimize overtime for training and

assignments, and it will be the responsibility of the Team Commander to monitor scheduling issues.