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## Honor Guard

### 346.1 PURPOSE AND SCOPE

The Honor Guard represents the Berkeley Police Department both within the local community and in the greater public safety community at ceremonies such as officer funerals, law enforcement memorials and promotional ceremonies. The core mission of the Honor Guard is to convey the Department's respect, empathy and condolences in a formal setting in order to assist a grieving community, but it may also be utilized to celebrate achievement, and other occasions in which a presentation of the colors is appropriate.

### 346.2 POLICY

The Honor Guard shall provide official Department representation at ceremonial occasions as directed by the Chief of Police or his/her designee. These occasions may include, but are not limited to: officers killed in the line of duty, officers that die during service, officers that die after retirement, out of agency services (e.g. citizen honorariums, parades, civic events, etc.), and National and State memorial services (e.g. National Law Enforcement Memorial Week, Medal of Honor/Life Saving awards ceremonies, etc.).

The Honor Guard shall aspire to the highest level of professionalism in all aspects of operation, and its members shall maintain the highest standards of professional cleanliness, bearing and integrity while performing their duties.

### 346.3 COMMAND STRUCTURE

#### 346.3.1 ADMINISTRATOR

The Honor Guard Administrator will be the Professional Standards Division Captain, who will be responsible for the overall administration of the Honor Guard.

#### 346.3.2 COMMANDER

The Honor Guard Commander will be the Personnel and Training Lieutenant, who will be responsible for planning, organizing, staffing, training, directing and coordinating all ceremonial Honor Guard functions.

#### 346.3.3 TEAM LEADER

The Honor Guard Team Leader will hold the rank of Officer or Sergeant and will be nominated by the Honor Guard, for approval by the Honor Guard Administrator. The Team Leader will be responsible for on-site implementation and direction of an Honor Guard detail at a ceremonial function. The Team Leader may also be responsible for pre-function arrangements such as transportation, as delegated by the Honor Guard Commander. In the event the Team Leader is not available to prepare or attend an Honor Guard function, the Team Leader will appoint an Officer-In-Charge to act as the Team Leader.

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#### 346.3.4 QUARTERMASTER

The Honor Guard Quartermaster will be appointed by the Honor Guard Commander and will be responsible for equipment and uniform acquisition and distribution, liaison with the Departmental Uniform Committee and Personnel and Training Bureau, and for the maintenance of records under his/her control.

#### 346.3.5 LEAD TRAINER

The Honor Guard Lead Trainer will be responsible for preparing and coordinating both on-going training for the Team and the initial training of any new members.

#### 346.3.6 JOINT RESPONSIBILITIES

The Quartermaster, Team Leader and Lead Trainer positions may be occupied by the same person if necessary.

### **346.4 MEMBERSHIP**

The Honor Guard will consist of at least eight members, but up to as many as 12 (not including commanders), who are able to perform the ceremonial duties as required.

#### 346.4.1 REQUIREMENTS

- (a) Applicants will have completed the police officer probationary period.
- (b) Applicants will complete the standard special assignment application process to include a review of their leave usage, performance appraisal reports, supervisor input, and a panel interview.
- (c) The applicant's ability to maintain military bearing and appearance while performing precise tasks in adverse conditions for prolonged periods of time will also be assessed.
- (d) Successful applicants will display a willingness and ability to respond to Honor Guard assignments, training and other details with minimal notice.

#### 346.4.2 MEMBER RESPONSIBILITIES

Member responsibilities include, but are not limited to:

- (a) Maintaining all issued equipment and uniforms in excellent condition,
- (b) Returning all issued uniforms and equipment in excellent condition to the Honor Guard's Quartermaster when membership in the Honor Guard has ended, or at the conclusion of a detail,
- (c) Maintaining outstanding personal appearance,
- (d) Attending all assignments, training and other details as assigned unless providing legitimate excuse, and
- (e) Performing all duties properly.

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#### **346.4.3 REMOVAL**

Any member who fails to fulfill their obligation to the Honor Guard as identified in this policy may be removed from the unit after appropriate review by the Professional Standards Division Captain and Honor Guard Commander.

#### **346.4.4 DEPLOYMENT**

Honor Guard members designated to participate in a detail shall first be selected from available on-duty members who are working their normal shifts. In all instances where a member is participating in an Honor Guard function they shall be on-duty, whether in an overtime or straight time status.

- (a) An Honor Guard detail (consisting of two to four members) will routinely be sent to public safety funerals and memorials within the Nine County Bay Area (the nine counties which border the San Francisco Bay) as determined by the Professional Standards Division Captain.
- (b) For public safety funerals and memorials outside the Nine County Bay Area but within 200 miles of the City of Berkeley, a two member Honor Guard detail may be sent upon direction of the Professional Standards Division Captain.
- (c) For public safety funerals and memorials outside the 200 mile radius, a detail may be sent based on exceptional circumstances and only with the approval of the Chief of Police.

#### **346.5 TRAINING**

Members of the Honor Guard may be authorized six scheduled training sessions annually and additional practices as needed for a killed in the line of duty service or tragic event hosted by our department.

Members who fail to attend at least three practices or who decline three Honor Guard assignments within a calendar year may be subject to removal from the Honor Guard.

#### **346.6 UNIFORM**

Unless the privilege is rescinded by the Chief of Police, former Honor Guard members who served the Team honorably for at least five years may wear an Honor Guard shoulder/epaulet chord on their Class A uniform coat.