

BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 5, 2010

GENERAL ORDER H-8

SUBJECT: HONOR GUARD PROGRAM

PURPOSE

- 1 - The purpose of this General Order is to provide policy and guidelines for the Berkeley Police Department's Honor Guard Program.

POLICY

- 2 - As ambassadors of the Berkeley Police Department, the Honor Guard Program will provide ceremonial assistance for public and professional events at the direction of the Chief of Police, or his/her designee.

PROCEDURES

General

- 3 - The Honor Guard Program (hereafter "Honor Guard" or "Team") will be comprised of sworn officers, as follows:
 - (a) One (1) Team Commander, responsible to the Field Support Division Commander; and,
 - (b) Eight (8) Team Members, responsible to the Team Commander.
- 4 - The Honor Guard may be employed at ceremonies where protocol or custom dictate, or the event would be enhanced by, its use.
- 5 - Honor Guard responsibilities include:
 - (a) Participation in event planning;
 - (b) Performance of ceremonial services at scheduled events;
 - (c) Conduct of, and participation in, Team training;
 - (d) Maintenance of Team equipment; and,
 - (e) Assignments as may be issued by the chain of command.

Selection

- 6 - The selection process for the Honor Guard, a Specialized Duty Assignment, will adhere to procedures set forth in General Order P-15.
- 7 - The Team Commander, or his/her designee, will convene a selection board, conduct applicant interviews, and present recommendations for appointment via the chain of command to the Chief of Police.

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- (a) The selection of Team Commander shall be administered by the Field Support Division Commander.
- 8 - Should a particular event require an Honor Guard larger than current Team staffing provides, additional personnel may be appointed to the Team for a temporarily term, upon recommendation of the Team Commander and approval of the Field Support Division Commander and Chief of Police.
- (a) Personnel appointments made pursuant to paragraph 8 of this Order shall:
 - (1) Not have to adhere to the selection process described herein; and,
 - (2) Terminate at the conclusion of involved event, unless otherwise approved or directed by the Chief of Police.

Training

- 9 - Training will occur as needed, upon direction of the Team Commander and in coordination with the Honor Guard's Training Coordinator.
- (a) The Training Coordinator shall be appointed from the Honor Guard by the Team Commander and will be responsible for the conduct and administration of Team training.
 - (b) Team member participation in formal training programs shall adhere to training policy set forth in General Order T-7.

Appointment Duration

- 10- Honor Guard members shall serve with the Team until they resign or are removed for articulated cause, whether or not associated with a disciplinary action, by the Chief of Police (ref. General Order P-15(5)).

Performance Evaluation

- 11 - If requested, the Team Commander shall be responsible for providing Honor Guard performance information for a Team member's annual personnel evaluation (ref. General Order P-28).
- 12 - If requested by another Division Commander, the Field Support Division Commander shall be responsible for providing Honor Guard performance information for the Team Commander's annual personnel evaluation.

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Uniform and Equipment

- 13 - The uniform worn and equipment used by the Honor Guard will be determined by the Team Commander and approved by the Field Support Division Commander and Chief of Police.
- (a) Upon direction of the Chief of Police, proposed changes to Honor Guard uniform or equipment shall be presented to the Department's Uniform Committee for review and recommendation.
 - (b) Uniform Committee recommendation shall be submitted to the Chief of Police independent of the Team Commander's recommendation,
 - (c) Specifications for Honor Guard uniform and equipment shall be maintained in the Department's Uniform and Equipment Specifications Manual.
- 14 - 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.

References: General Orders P-15, P-26, P-28 and T-7
Uniform and Equipment Specifications Manual