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Standards 22.2.8;
41.3.4

DEPARTMENTAL
GENERAL
ORDER

23 Feb 99

B-21

Index as:

Departmental Honor Guard Program
Honor Guard

DEPARTMENTAL HONOR GUARD

The purpose of this order is to establish the Police Department Honor Guard, to set forth procedures for the selection of its members, and to provide for the official participation of the Department in various ceremonies.

I. OBJECTIVE

The Departmental Honor Guard program is established to present a positive and professional image of the Department and its personnel. The Honor Guard's participation in public and private ceremonies serves as a part of the Department's commitment to the Community Policing philosophy.

II. DEPLOYMENT

At the direction of the Chief of Police or his/her representative, the Honor Guard may be deployed to represent the Department at:

- A. Oakland Police Department Recruit Academy and Reserve Academy graduations.
- B. Funeral Services for members, employees, reserve officers and, members of other law enforcement agencies, as provided for in [Departmental General Order B-10, FUNERAL PROCEURES](#).
- C. Departmental promotion ceremonies.
- D. Law Enforcement Memorial Ceremonies.
- E. City of Oakland or community sponsored parades and other ceremonial events.
- F. Other public and/or private events as directed by the Chief of Police.

III. COMPOSITION/COORDINATION

- A. The Honor Guard will be comprised of up to 10 Police Officers under the direct supervision of a Sergeant of Police, who will be known as the Detail Leader.
- B. Responsibility for the coordination and management of the Honor Guard program rests with the Special Operations Division (S.O.D.) Commander, who shall maintain an eligibility list.

IV. SELECTION/DESELECTION/TRAINING

- A. Members requesting consideration for selection to the Honor Guard shall submit a memorandum to the S.O.D. Commander, through their respective Deputy Chief. After initial screening, as noted below, qualified applicants shall be interviewed by a panel consisting of the S.O.D. Commander, the Detail Leader, and an Honor Guard member.
- B. Consideration/Selection criteria:
 - 1. Police Officers or Sergeants must have successfully completed at least one year of service in the classification.
 - 2. Height and weight in proportion, and no physical restrictions.
 - 3. A minimum overall rating of standard on the most recent Report of Performance for Permanent Employees.
 - 4. No negative entries in the Select Indicator listing for the previous 12 months which have not been reviewed by the member's supervisor and corrected.
 - 5. Uniform and personal appearance in accordance with Departmental standards.
 - 6. Successful completion of a practical examination.
 - 7. A minimum passing score of 70% on the oral interview.
- C. Deselection

A member shall be removed from the Honor Guard if he/she receives a

finding of sustained in any Departmental internal investigation, receives a below standard performance evaluation, or receives three uncorrected negative entries in the Select Indicator list while a member of the Honor Guard.

D. Training

The Detail Leader shall bear responsibility for scheduling and conducting all necessary training for the Honor Guard members.

V. **UNIFORM**

The Honor Guard uniform shall be similar to the standard long sleeve duty uniform as described in Departmental General Order C-1, **UNIFORMS AND EQUIPMENT**, except that:

- A. The cap shall be a white "Lockheed Chiefs Cap" or similar.
- B. The trousers shall have white piping.
- C. The shoes shall be black "corfam," "low quarter" type.
- D. The gun belt shall be made of "corfam" and contain a holstered duty pistol, a double magazine pouch, a single handcuff case, and four keepers.
- E. The member shall wear a white braid, white ascot, and white gloves.
- F. Additional uniform items and any other equipment shall be designated by the Detail Leader depending on the circumstances of the event.

By order of

Joseph Samuels, Jr.
Chief of Police

GO25/B-20