



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

PROCEDURE 73
EFFECTIVE DATE: 8/1995
REVISION DATE: 12/2010
REVIEW DATE: 12/2012
I.D. NUMBER: 250

Chief of Police

HONOR GUARD

A. GENERAL

1. The purpose of this procedure is to provide specific guidelines under which an Honor Guard Detail shall be selected, trained, deployed, and maintained.
2. The guidelines of this procedure shall be applied to all sworn police personnel.
3. The Honor Guard Detail is a volunteer detail and participation is limited only by a sworn police officer's ability to participate under the following conditions.

B. SELECTION PROCEDURE

1. Any sworn police officer with permanent status wishing to be selected for the Honor Guard Detail shall submit a memorandum of interest to the Field Operations Division Commander. The Field Operations Division Commander shall determine any specific content of the memorandum based upon the current needs of the Honor Guard.
2. The Field Operations Commander shall assign sworn police officers to the Honor Guard Detail based upon the following criteria: The officer(s), sergeant(s), lieutenant(s) shall be in excellent physical condition as to present an exemplary appearance in uniform. The officer(s), sergeant(s), lieutenant(s) must have demonstrated over their tenure with the department that their physical conditioning has been maintained without a significant lapse. The officer(s), sergeant(s), lieutenant(s) must be prepared to participate in events and demonstrate that they can be a reliable member of the Honor Guard. Prior military training, and experience with related functions is also desirable.
3. The Field Operations Division Commander and or his designee shall conduct an inspection and interview with all Honor Guard applicants related to the aforementioned criteria. Applicants will be deemed acceptable or unacceptable for the position by the Field Operations Division Commander based upon the inspection and interview. Applicant will have specific information as to why they were not selected provided to them by the Field Operations Division Commander.

C. UNIFORM SPECIFICATIONS

1. Officers assigned to the Honor Guard Detail shall have the following uniform items available in addition to the specified Class A Concord Police Uniform. These items shall be purchased for the Honor Guard members by the department.
 - .1 Dress white gloves, Vanguard white stretch.
 - .2 Shoulder lanyards.

- .3 Additional duty belt and additional duty holster. (No other leather gear shall be worn on the duty belt).
 - .4 High Gloss poromeric (Corfam) low cut or mid cut oxfords with heel taps.
 - .5 Designated uniformed headgear as approved by the Chief of Police.
2. Officers assigned to the Honor Guard Detail shall not wear earrings. Jewelry worn by Officers in the Honor Guard Detail shall be limited to a single ring on each #3 finger.

D. COMPENSATION

1. Officers who participate in an Honor Guard Detail will be compensated in accordance with the current Peace Officers Memorandum of Understanding.

E. VEHICLES

1. The vehicles shall be black and white.
2. The Honor Guard shall utilize clean vehicles.

F. TRAINING

1. The Honor Guard shall receive training in military bearing, marching, color guard, and casket detail.
 - .01 This training will be headed and conducted in-house whenever needed or possible by employees and / or officers with this expertise

G. DEPLOYMENT

1. The Honor Guard Detail should not negatively impact patrol squad deployment or daily operations of the department except under extraordinary circumstances.
2. The Honor Guard's primary focus will be to deploy to officer's funerals or other special events as requested.
3. The primary area of deployment shall be the nine Bay Area counties.
4. While the primary deployment of the Honor Guard should be for the funerals of officers who have died in the line of duty, at the discretion of the Chief of Police, the Honor Guard may deploy for officer's funerals who have died outside the line of duty, retired Concord Police Officers, and funerals of significance to the law enforcement community.
5. The Chief of Police may designate special events and specifically request Honor Guard deployment.
6. At the discretion of the Chief of Police, the Honor Guard detail may respond outside the nine Bay Area counties.
7. The presence of the Honor Guard Detail does not preclude other officer(s) from attending the aforementioned events. However, the Honor Guard Detail shall deploy as a unit, separate from the other officers in attendance.
9. The Honor Guard shall have a designated Color Guard and Funeral/Casket Detail trained and available for special services.