



Apex Police Department General Order



Apex Police Department		General Order	
<i>Title</i> Honor Guard Program		<i>Order Number</i> 1304-20	
<i>Effective Date:</i> October 22, 2020		<i>Amends:</i> 1304-17	
<i>CALEA Standard:</i> 22.1.6		<i>Rescinds:</i>	
<i>Reference:</i>		<i>Pages:</i> 4	
<i>Forms:</i>			

Honor Guard Program

Purpose

The purpose of this directive is to establish guidelines for the selection, training, and deployment of the Honor Guard.

Policy

It is the policy of the Apex Police Department to have an Honor Guard to represent the department at ceremonies and functions requiring a formal presence.

Definitions

Honor Guard – A unit of sworn police officers whose purpose is to provide funeral honors or serve as “Guardians of the Colors,” by displaying and escorting the national and state flag for ceremonial occasions.

Procedures

Administration and Organization

1. The Honor Guard is a specially trained and equipped unit comprised of department personnel selected to represent the department at ceremonies and public functions, including funerals for department and other law enforcement agency personnel killed in the line of duty.

Honor Guard

2. Members of the Honor Guard function on a volunteer basis.
3. Members of the Honor Guard will maintain a professional self-image, good work ethic, and good working relationship with others.
4. Members of the Honor Guard are required to maintain a "Successful" or higher rating on annual evaluations while serving on the Honor Guard. They must also have a satisfactory work product between evaluations. Employees who are on a Performance Improvement Plan will be suspended from participation in the Honor Guard.
5. The Administrative Division Commander is responsible for overseeing the Honor Guard.
 - Requests for use of the Honor Guard should be directed to the Administrative Division Commander for review and recommendation for approval or denial.
 - The Chief of Police will make a final determination on the use of the Honor Guard.
6. The Honor Guard Coordinator will provide general supervision of Honor Guard members and will:
 - Be appointed by the Administrative Division Commander
 - Be responsible for the operation and training of the Honor Guard
 - Organize and direct meetings, drill practice, and attendance at ceremonies
 - Maintain an up-to-date list of all Honor Guard members and equipment
 - Maintain the training records for the Honor Guard Unit

Selection Criteria

1. Applicants are selected for the Honor Guard through a *Specialized Assignment* posting process in accordance with General Order 312 - *Allocation and Distribution of Personnel*.
2. Honor Guard members will be selected based upon work history, productivity, previous evaluations, and characteristics to include:
 - Self-motivation
 - Need for minimal supervision
 - Maturity and professionalism
 - Positive attitude
3. To be considered for appointment to the Honor Guard, candidates must:
 - Be a sworn police officer of any rank
 - Have completed one year of service with the Apex Police Department
 - Have received a rating of "Successful" or higher on their most recent performance evaluation
 - Be able to march two to three miles and be able to stand for long periods of time

Honor Guard

- Be available on short notice to perform in Honor Guard activities
- Maintain physical appearance and decorum, which promotes confidence and projects a professional public image

Selection Process

1. An interview panel of three Honor Guard members will be established to conduct applicant interviews.
2. Members may be required to participate in a skill assessment, which will require candidates to demonstrate their ability to perform specific drill movements and actions required by the position.
3. Final determination will be made by the Chief of Police based upon the recommendation from the Honor Guard interview panel.

Training

1. All members of the Honor Guard will train on an as-needed basis.
2. Honor Guard members are required to attend scheduled drill exercises, unless otherwise excused by the Administrative Division Commander or Honor Guard Coordinator.
3. Repeated absenteeism to Honor Guard activities may result in the removal of that member from the Honor Guard.

Uniforms and Equipment (22.1.6)

1. Honor Guard members will be issued a specially designed uniform and equipment for use when participating in Honor Guard functions and may include the following:
 - Black Polywool Dress Coat with Gold Trim
 - Black Polywool Dress Pant with Half-Inch Gold Trim
 - Black Clarino Belts
 - Black Clarino Shoulder Straps
 - Black "D" Rings
 - Black Clarino Parade Holster
 - Black Clarino Flag Carrier
 - Campaign Cover
 - Parade Cord for Campaign Cover (Gold)
 - Campaign Cover Badge Device (Gold)
 - French Single Shoulder Cord (Gold)

Honor Guard

- Honor Guard Badges (Gold)
 - American Flag with Gold Fringe
 - North Carolina State Flag with Gold Fringe
 - Eight-foot, Dark Oak and Gold Flag Pole
 - Seven-inch, Brass Flag Pole Ornament (Army Spear)
 - Black Clarino Rifle Sling
 - M1 Rifle
 - White Parade Gloves
2. Honor Guard Program equipment (i.e. ceremonial rifles, flags, etc.) will be maintained and controlled by the Honor Guard Coordinator to ensure accountability and operational readiness.
 3. Members are responsible for the maintenance and upkeep of their uniform.
 - Uniforms will be inspected by the Honor Guard Coordinator prior to all functions.
 4. Members will return their dress uniform and all related equipment to the Honor Guard Coordinator upon being relieved from their duties as a member of the Honor Guard.

Use/Deployment Guidelines

1. The following represents typical situations where the Honor Guard may be used:
 - Funerals/Internments
 - Ceremonies
 - Parades
 - Formal events
 - Any other event as directed by the Chief of Police or Deputy Chief of Police.

Text in “Green” denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police