

	POLICY & PROCEDURE	SERIES # 541	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	POLICE HONOR GUARD		01/23/2020
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P & P # 541 dated 11/18/04.		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the assignments of police personnel to the Police Division's Honor Guard.

II. POLICY:

All sworn personnel meeting the guidelines set forth will be eligible to apply for assignment to the Honor Guard. Vacancies will be filled based on the demonstrated skills and experience of individual applicants and the needs of the Division. The Honor Guard Commander will be responsible for the enforcement of this policy.

III. PROCEDURE:

A. ELIGIBILITY

Applicants seeking assignment to the Honor Guard will be required to meet the following criteria:

1. Minimum of one (1) year experience as a Hampton police officer.
2. Minimum of an overall "3" on the performance evaluation.
3. No suspensions during the period of 12 months prior to date of application.
4. Must not use tobacco.
5. Preventable, State Reportable Motor Vehicle accidents or an excessive work injury record may be grounds for ineligibility.

B. SELECTION

1. Position opening announcements will be utilized as necessary to establish a register of candidates to fill unit vacancies. Assignment to the Honor Guard will be made as unit vacancies occur.

APPROVED:
CHIEF OF POLICE



2. Vacancies will be filled from the existing register unless the list has been exhausted.
3. Applicants selected will be on probation for one (1) year from the date of selection.
4. The ability to march in formation and have working knowledge of Military Protocol will be part of the criteria for selection.

C. RETENTION

The Police Division Honor Guard is a volunteer organization in as much as the applicant volunteers for assignment to the Unit. Members are required to attend all unit assignments as directed. To remain a member of the Honor Guard, members must maintain the following standards:

1. No less than an overall “3” on the performance evaluation.
2. No suspensions.
3. Preventable Motor Vehicle Accidents may be grounds for dismissal.

