
SPECIAL OPERATIONS

HONOR GUARD UNIT

Purpose: The purpose for this directive is to establish policy for the use and protocol of the Police Department Honor Guard Unit.

Summary of Changes: Changed from General Order to Policy Directive. New format. Sec. 3.2- Changed attendance requirements for training.

1 Procedure:

- 1.1 The decision to use the Honor Guard Unit rests with the Chief of Police and the Honor Guard Unit commander.
- 1.2 The Honor Guard Unit will be called upon to perform for the following events:
 - 1.2.1 The funeral of any officer of this department who suffers loss of life while on duty;
 - 1.2.2 Ceremonies such as Law Enforcement Appreciation Week, special meetings of the Arkansas Chiefs of Police, or other special events as may be directed by the Chief of Police or Honor Guard Unit commander;
 - 1.2.3 The funeral services of any law enforcement officer in the state of Arkansas with the approval of the Chief of Police;
 - 1.2.4 The funeral of any retired member of the North Little Rock Police Department if contacted by family members and authorized by the Chief of Police.
- 1.3 At least two members of the Honor Guard Unit will attend the funeral of any fallen officer within the state of Arkansas with the approval of the Chief of Police.

2 Responsibilities

- 2.1 It will be the responsibility of the unit commander to assure that members of the Honor Guard Unit are prepared to assist when called upon to render their services.
- 2.2 The unit commander or his/her designee will contact any law enforcement agency within the state of Arkansas that suffers the loss of an officer in the line of duty and offer to assist with the funeral.
- 2.3 Each member of the unit will be given the responsibility of coordinating certain functions of the unit such as obtaining enough members to perform during ceremonies and ensuring the members are present and carry out the assignment.

3 Training

- 3.1 As a unit that is designed to perform certain functions before audiences, adequate training and proficiency are required.
- 3.2 Members of the unit will be required to attend scheduled training sessions.
- 3.3 Members of the unit will be required to attend a practice session prior to performing any ceremony. Every effort will be made to schedule the practice session the day before the event.
- 3.4 Any member who fails to attend scheduled practice sessions without just cause will be deemed absent without leave. This will be ground for dismissal from the unit and may result in other disciplinary action deemed necessary by the Chief of Police.
- 3.5 The unit commander will attempt to publish training dates as early as possible to aid Division Commanders in preparing for their daily assignments and ensure staffing levels remain at an acceptable level.

4 Unit Attire

- 4.1 Every member of the unit will be required to wear the Honor Guard uniform, provided for them by the Department and approved by the Chief of Police, when performing any function as a member of the unit.
- 4.2 The Honor Guard uniform will be kept pressed and ready to wear at all times.
- 4.3 No part of the Honor Guard uniform or accessories will be worn as part of the regular duty uniform.

5 Member Selection

- 5.1 Any member of the Department wishing to be considered for membership of the Honor Guard should submit a letter through their chain of command to the commander of the unit.
- 5.2 The commander or assistant commander will leave the selection of new members up to other unit members
- 5.3 The unit will consist of 22 members all of which will have submitted a letter requesting to be considered for the unit. Selection to this unit will require a minimum 2 year commitment due to expenses incurred to purchase new equipment.

- 5.4 Any member of the unit who transfers to a duty assignment, such as Narcotics, which may prevent them from wearing a uniform will not be removed from the unit, but will be placed on inactive status. These members will be required to attend practice sessions.
- 5.5 Any member of the department wishing to be considered for membership of the Honor Guard unit will maintain his/her physical fitness at an acceptable level.

Mike Davis
Chief of Police