



GENERAL ORDER

DURHAM POLICE DEPARTMENT
DURHAM, NC

NUMBER:

1021 R-4

HONOR GUARD

Effective Date: 12/15/1995

Revision Dates: R-1 09/1/2002; R-2 01/10/2005; R-3 04/06/2010; **R-4 08/14/2017**

INTRODUCTION

The Durham Police Department (DPD) shall maintain an Honor Guard Team which provides Departmental honors to the family of deceased members, to include active, retired, and reserve officers and non-sworn members of the Department, upon the request of their family. The Honor Guard also represents the Department at the funeral services of members of other law enforcement agencies, along with providing appropriate ceremonial services at memorials, parades and other special events. The Honor Guard Team is a voluntary assignment coordinated through the Community Services Division.

ELIGIBILITY AND SELECTION OF HONOR GUARD MEMBERS

Selection of Honor Guard members will follow the guidelines set forth in G.O. [1020 Specialized Assignments](#). Officers interested in applying for positions on the Honor Guard must submit the Honor Guard Application to their supervisor. Any officer may apply following successful completion of the Police Training Officer program and release to full duty so long as they meet the following requirements:

- Attainment of an overall rating of meets or exceeds expectations on the last annual Employee Performance Appraisals, Probationary Performance Appraisal or Coaching & Counseling session immediately preceding the application deadline; (and)
- No disciplinary suspension of twenty-four (24) hours or more for a period of one (1) year from the date of the disciplinary action to the application deadline.

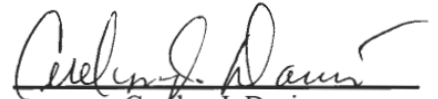
Upon receipt of an Honor Guard Application, the supervisor will indicate his/her recommendation on the form and forward it to the Community Services Division Commander, or his/her designee. When supervisors consider recommending officers for the Honor Guard, the officer applicant's reliability, disciplinary record and ability to meet individual, unit and departmental performance measures should be considered.

HONOR GUARD MEMBER RESPONSIBILITIES

Members of the Honor Guard are expected to participate in Honor Guard activities and meet the requirements established in SOP Manual [4.5 Honor Guard](#) in addition to all of the duties, responsibilities and performance requirements of their current assignment.

Honor Guard members are required to attend monthly training, scheduled meetings and events. Some training and events may require travel. They are also required to maintain all issued uniforms and equipment.

Selected applicants will be required to sign a 3 year commitment of service letter. Violation of this commitment will result in the member being required to reimburse the Department for the cost of the custom Honor Guard uniform.



Cerelyn J. Davis
Chief of Police