


**Department of Public Safety**  
**Police Division**  
**Policies and Procedures**

<u><b>Title</b></u>  <b>Color Guard and Honor Guard</b>	<u><b>SOP Number</b></u>  <b>12.5.100</b>
<b>Approval Signature</b>  	
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## ***Color Guard and Honor Guard***

### **I. Purpose:**

The purpose of this policy is to guide the University of Cincinnati Police Division (UCPD) personnel who serve or wish to serve, as a member of the UCPD Color Guard and Hamilton County Police Association (HCPA) Honor Guard.

### **II. Policy:**

It is the policy of the UCPD to establish a Color Guard to present the United States and Ohio State flags during various events at the University of Cincinnati and to allow two members of the Color Guard to serve on HCPA's Honor Guard to bestow honor upon the men and women who, during the line of duty, made the ultimate sacrifice.

### **III. Definitions:**

**Color Guard** – A uniformed group of soldiers, police officers, or school representatives who parade or present their national and state flag on ceremonial occasions.

**Honor Guard** – A person or group assigned to guard or escort a distinguished person or military casket.

### **IV. Procedure:**

#### **A. Responsibility/Function**

1. The Standards and Strategic Development Bureau Commander, or a designee, oversees the Color Guard and is responsible for approving functions, coordinating with supervisors, authorizing requisitions for supplies, and all other associated personnel issues.
2. The Officer in Charge (OIC) is the coordinator and supervisor during Color Guard functions. The OIC coordinates all aspects of the event and communicates all related matters to the Standards and Strategic Development Bureau Commander.
3. Members will follow the direction of the OIC while participating in Color Guard functions.
4. All functions associated with the Color Guard are to be on paid department time.

#### **B. Membership**

1. The Color Guard will consist of at least 4 members with additional members added at the Chief's discretion.
2. UCPD will maintain a minimum of two (2) officers who are trained and authorized to serve on the HCPA Honor Guard. The Chief of Police may adjust this number as necessary based on the current needs of the agency.
3. Membership is at will.
4. Members shall have weight proportionate to height.
5. Team members will be able to present themselves in a military manner which includes but is not limited to:
  - Marching in step and conducting facing movements.
  - Marching with military bearing.

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- Standing at attention for long periods.
  - Maintaining their uniform and personal appearance at a high level.
6. Membership can be terminated at the discretion of the Standards and Strategic Development Bureau Commander for violations of any department policy or an unsatisfactory performance rating.

### **C. Member Selection**

1. The selection process will be administered by the Bureau Commander or their designee
  - a. The selection process administrator will:
    - 1) Notify personnel of opening, any eligibility criteria, skills related to assignment (i.e., public speaking), and application deadline.
    - 2) Interested personnel shall submit a form 5 expressing their interest in being considered for the assignment to the selection process administrator by the deadline.
    - 3) The process administrator will verify each candidate meets the eligibility criteria and notify candidates if they are not eligible.
    - 4) Facilitate the Assignment Assessment process
  - b. The selection process will consist of two components,
    - 1) Current Performance Rating
    - 2) Assignment Assessment by the selection process administrator.
  - c. Current Performance Rating
    - 1) The selection process administrator or designee will complete a [Non-Specialty Assignment Performance Rating & Assessment Form 28](#) to rate the candidate in three areas related to the assignment. These three areas include:
      - a) Attendance
      - b) Teamwork
      - c) Performance
    - 2) Skill/knowledge Assessment
      - a) The skills/knowledge assessment will be designed to measure the candidate's ability to perform the assignment. The assessment shall be administered, scored, and interpreted uniformly for each candidate. The assessment may consist of at least one of the following:
        - Interview
          - Questions must be documented in advance
          - The same questions must be asked to each candidate
        - Presentation
          - The topic must be assigned in advance
          - Evaluation criteria must be disclosed in advance
        - Motor skills assessment appropriate for the assignment
          - Must measure skills required for the assignment
          - Must be consistent for all candidates
      - b) The administrator will utilize the Non-Specialty Assignment Performance Rating & Assessment to document the rating for the skills/knowledge assessment.

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- d. The selection process administrator will combine the scores from each section of the Non-Specialty Assignment Performance Rating & Assessment to calculate a total score.
- e. Based on the final score on the Non-Specialty Assignment Performance Rating & Assessment, the selection process administrator will make a selection recommendation on a form-5 to the Chief of Police and attach a copy of the Non-Specialty Assignment Performance Rating & Assessment.
- f. The Chief of Police will make the final selection.

### **D. Training**

1. Training will be conducted no less than once per month.
2. At least one practice will be scheduled before a scheduled detail.
  - a. Training for details will only include members scheduled to perform
  - b. An attempt will be made to schedule the training when all participating members are scheduled to work.
3. Coordination of training dates and times will be made by the OIC.
4. Members will be punctual and ready to start training at the assigned time.
5. Failure to attend two assigned training sessions in one year will result in removal from the team.
6. During training and details, members will follow all department policies and procedures.

### **E. Uniform**

1. Currently, the uniform for a Color Guard event includes:
  - Color Guard dress coat
  - Uniform pants
  - Clarino chukka boots
  - Clarino dress belt with holster and shoulder strap
  - White gloves
  - Color Guard issued a felt campaign hat
  - Raincoat when necessary

### **F. Equipment**

1. Parade equipment includes, but is not limited to:
  - Dress rifles
  - Flag carriers
  - Flags (poles and stands)
2. It shall be the responsibility of the OIC to have all necessary parade equipment available and in good working condition before any event.
3. Equipment on loan to the Color Guard by an outside agency will be amassed by the OIC in ample time for an event and returned to the loaning agency as soon as practical.
4. When not in use, all equipment, owned or loaned, shall be stored in a designated, secure location within the department.

### **G. Color Guard Requests**

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1. Requests for the Color Guard will be made in writing to the Standards and Strategic Development Bureau Commander.
2. The Standards and Strategic Development Bureau Commander will determine if current staffing levels permit participation.
3. Participating members will be assigned based on availability
4. Color Guard members are encouraged to solicit events for participation.

### **H. Honor Guard**

1. The Color Guard until shall include two members, nominated by the Chief of Police or designee, to also participate in Hamilton County Police Association's (HCPA's) Honor Guard.
2. Participation in HCPA's Honor Guard is at will.
3. To be considered for membership, nominated candidates will submit an HCPA Honor Guard Application and the HCPA Honor Guard will make final member selections.
4. All HCPA Honor Guard activities shall be on paid time.
5. UCPD Color Guard members who participate on HCPA's Honor Guard will adhere to all UCPD and HCPA policies and procedures.
6. UCPD Color Guard members who participate on HCPA's Honor Guard members must attend HCPA's eight-hour monthly training.
7. The UCPD shall provide the Honor Guard uniform consisting of an agency dress uniform including a dress blouse, red bloodline on trousers, hi-gloss dress shoes, and a felt campaign hat.