

# WOONSOCKET POLICE DEPARTMENT

Thomas F. Oates, III  
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	250.17	8/6/2018	8/12/2018
SUBJECT		PREVIOUSLY ISSUED DATES	
Honor Guard		New	
ACCREDITATION		RE-EVALUATION DATE	
RIPAC Standards: CALEA Standards:		9/17/2020, 8/21/2023	
INDEX		DISTRIBUTION	
Conditions & Benefits		All Personnel	

## HONOR GUARD

### I. PURPOSE

This directive establishes the policies and procedures for the Woonsocket Police Department Honor Guard.

### II. POLICY

The Woonsocket Police Department sponsors an Honor Guard; the members of which volunteer and train for this service. As members of the Honor Guard, officers represent the Department at ceremonial occasions such as parades, funerals, graduations and other functions, as directed by the Chief of Police.

### III. PROCEDURES

#### A. Command

1. The Chief of Police has overall responsibility for the Department Honor Guard.
2. The Chief of Police will appoint an Honor Guard Commander to attend to the day-to-day operations of the Honor Guard.

#### B. Honor Guard Commander

Responsibilities of the Honor Guard Commander include, but are not limited to:

- a. Scheduling drills and other training sessions;
- b. Maintaining member's attendance records and their compensatory time earned;
- c. Notifying the members of up-coming drills, training sessions and ceremonial functions; and
- d. Maintenance of all Honor Guard departmental equipment and uniforms assigned to the unit;

#### C. Team Members

##### Selection of Members

- a. The Honor Guard will consist of sworn volunteers from any WPD division, or section. Prospective members will be selected by current members with the approval of the Chief of Police and the Honor Guard Commander. The selection process will be based upon marching ability, neatness, appearance, job performance, ability to follow instructions and other objective criteria, determined by the Chief and the Honor Guard Commander.
- b. The Honor Guard shall not consist of more than twelve (12) members.
- c. A member may be dropped by the Chief of Police or Honor Guard commander for poor performance, poor attendance or for other cause determined to be detrimental to the function of the unit.

#### D. Activation

1. The primary responsibility of the Honor Guard is to provide the proper ceremonial protocols at the funeral of active and/or retired members of the Woonsocket Police Department.
  - a. Procedures for Department Line of Duty Deaths are provided in "Line of Death" Policy #250.08. The Honor Guard shall be utilized in all ceremonial services for WPD line-of-duty deaths.
  - b. In the event of a non-line-of-duty death of an active or retired member of the Woonsocket Police Department and with the permission of the family, the Honor Guard shall provide ceremonial services at the viewing and funeral.
  - c. The Honor Guard shall respond to any law enforcement line-of-duty death ceremonies in the State of Rhode Island, so long as a ceremony is established by the respective agency.

- d. The Honor Guard may respond to line-of-duty death ceremonies outside of Rhode Island with permission of the Honor Guard Commander and Chief of Police.
2. The Honor Guard has traditionally taken part in events, most of which are annual. Barring unforeseen circumstances that prevent participation, it is expected that the Honor Guard will take part in the following events:
  - a. Autumnfest Parade;
  - b. 9/11 Memorial;
  - c. Memorial Day Ceremony;
  - d. Woonsocket High School Graduation;
  - e. Department Awards Ceremony; and
  - f. Department Promotional Ceremonies and Swearing-in Ceremonies
3. The Honor Guard receives many requests for service from the public, including, but not limited to: MLK Day Services, Little League Opening Day, Pawsox Opening Day, Copswalk send-off.
  - a. The Honor Guard Commander will be notified of all requests to determine its appropriateness.
  - b. The Chief of Police, or designee, will have final determination in what events the Honor Guard will participate.
4. The Honor Guard is allowed to volunteer services in order to promote the Department and the City of Woonsocket. (e.g. Boston Red Sox, Celtics, Patriots) All events must be authorized by the Honor Guard Commander and the Chief of Police.
5. Procedures for assigning members for events will be established by the Honor Guard Commander.

#### E. Compensation

1. Honor Guard members will be compensated with either Overtime (OT) or Compensation Time (CT) for all ordered call-out events.
2. Honor Guard members will be compensated with "Granted Time Off" (GTO) for all training sessions and other prescheduled events as determined by the Honor Guard Commander.

#### F. Use of Department Vehicles

The Honor Guard will utilize Department vehicles whenever appearing at ceremonies or other events unless other means of transportation has been authorized by the Honor Guard Commander, or their designee. When

appearing at events or ceremonies outside the City, the Chief of Police must approve the request.

#### **IV. UNIFORM/EQUIPMENT**

- A. The Honor Guard Uniform will be established by the Honor Guard Commander with input from the team members. The Chief of Police shall have final approval on the Honor Guard Uniform.
- B. All Honor Guard members will maintain their Department issued Honor Guard uniform in a manner that will allow for short notice deployment to unexpected events.
- C. Honor Guard members will be issued the following equipment:
  - 1. One (1) dress jacket (Marine collar);
  - 2. One (1) gold Honor Guard breast badge ;
  - 3. One (1) gold Honor Guard hat badge;
  - 4. One (1) pair gauntlets;
  - 5. One (1) pair britches;
  - 6. One (1) pair boots
  - 7. One (1) high gloss belt with cross-strap;
  - 8. One (1) Honor Guard pin; and
  - 9. One (1) cold-weather Honor Guard outerwear.
- D. All Honor Guard members are required to turn in their Honor Guard gear and uniforms when they are no longer active members of the Honor Guard unit. Failure to comply may result in disciplinary action.

Per order,

***Thomas F. Oates, III***

Chief of Police

***Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police***