

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 42.1

REVISED AUGUST 2018

FREEWAY MEMORIAL DEDICATION CEREMONIES

1. SCOPE. This General Order (GO) applies to all freeway memorial dedication ceremonies in California involving past or present California Highway Patrol (CHP) personnel.

2. PURPOSE.
 - a. To clarify and formalize the policy and procedures for planning and conducting a freeway memorial dedication ceremony.

 - b. To identify specific roles various departmental resources will have in the planning and implementation of a freeway memorial dedication ceremony.

 - c. To specify the difference between the two distinct venues which comprise a freeway memorial dedication ceremony.
 - (1) The unveiling ceremony should occur on the side of the freeway at the site where the freeway memorial sign is erected.

 - (2) The dedication ceremony should occur at a separate venue as a postevent reception.

3. POLICY.
 - a. Planning. The CHP Area with jurisdiction of the location of the freeway memorial dedication ceremony is responsible for planning and hosting the event. The Area commander, or the commander's designee, shall consult with the family of the honored officer when planning the event.

 - b. Legislation and Financing. Requests for memorial dedications shall be made through channels, to the Office of Special Representative, who will coordinate between the Office of Employee Relations and the appropriate employee bargaining unit. Financing for memorial signs shall come from a nondepartmental source. Requests should be submitted prior to August 1 to be considered for the

following legislative session. Detailed information is contained in GO 120.4, Legislative Program.

c. Operations Plan. An operations plan shall be prepared by the Area commander and submitted to the Division commander for approval a minimum of 30 days prior to the event. The operations plan shall outline and address, at minimum, the following:

(1) Situation. Date and time of event, who will be involved, and the locations to be utilized.

(2) Mission. A method to provide a safe environment for the unveiling ceremony and ensuring the dedication ceremony proceeds smoothly and efficiently.

(3) Preevent. A schedule of meetings and coordination with involved parties (e.g., California Department of Transportation [Caltrans], state legislators, family members, media, contractors, catering) to discuss locations and tasks to be performed prior to and the day of the ceremony. Photographs and descriptions of the different venues should be included. The following list of topics, while not all-inclusive, may be utilized as a guide:

(a) Uniform of the day.

(b) Staffing needs for the day of the event.

(c) Traffic breaks for the freeway sign unveiling ceremony.

(d) Motorcade and charter buses.

(e) Wreaths for placement on the memorial freeway sign, and mementos for immediate family members.

(f) A chronological script detailing the ceremony, including speeches and talking points.

(g) A guest list and invitations to be sent out several weeks in advance. The guest list for the unveiling ceremony should be extremely limited so as to maintain a smaller gathering for the safety of the attendees and the motoring public.

(h) A diagram detailing seating arrangements and placement of equipment for both the unveiling and dedication ceremonies.

(4) Event. The unveiling ceremony will take place at the freeway location, followed by a dedication ceremony at a separate public venue. For the safety of attendees and the motoring public, the unveiling ceremony should be attended by a smaller gathering. Freeway traffic should not be stopped to accommodate the ceremony unless an emergency arises.

(5) Traffic Control. Unveiling ceremonies will usually take place directly adjacent to the freeway. Careful consideration shall be given to traffic management. Traffic should not be stopped during a ceremony unless an emergency arises. Traffic breaks can and should be utilized, but the flow of traffic should remain constant and not slowed below 30-40 miles per hour if possible.

(6) Event Parking. Venues should be selected that have adequate room for parking of family members, CHP personnel, allied agency personnel, dignitaries, VIPs, and the media. Transportation to the unveiling ceremony, as well as parking options at or near the unveiling ceremony, should be addressed.

d. Site Selection. The Area commander, in cooperation with Caltrans, shall determine the best location for placement of the freeway memorial dedication sign. The commander should discuss this matter with the honoree's family, as their input should be taken into consideration.

e. Academy, Graphic Services Unit. The Area commander may request, through channels, the assistance of the Academy, Graphic Services Unit, in creating any invitations or programs, as well as the Department's photographer to photograph the event.

f. Other Area Assistance. Area offices adjacent to the host Area should be consulted for assistance with beat coverage.

OFFICE OF THE COMMISSIONER

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