
	GAITHERSBURG POLICE DEPARTMENT		
	Ceremonial Honor Guard		
	GENERAL ORDER 202.6	Related CALEA Standards:	
Effective Date 03/16/2015	22.2.3, 22.2.4, 22.2.5		
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE

I. HONOR GUARD

A. Defined

1. The Ceremonial Honor Guard is a group of specially-trained and equipped officers designated to provide the Color Guard, ceremonial or honorary pallbearers, civic functions, and other venues, as directed by the Chief of Police.

B. Composition of the Honor Guard

1. Membership shall consist of volunteer officers selected by the Honor Guard O.I.C, with final approval by the Chief of Police. All members shall be in good standing and will present a positive image of the Department.
2. Any officer interested in joining or being removed from the Honor Guard shall indicate so in writing on a Department Form 95, to the Chief of Police, via the Honor Guard O.I.C. and his/her Chain of Command.
3. The Honor Guard will be organized as follows:
 - Officer in Charge- Designated by the Chief of Police;
 - Bugler/Bag Pipes- Shall consist of designated officers from the Montgomery County Police, as necessary, rendering honors at the cemetery;
 - Casket Watch- Shall consist of members of the Ceremonial Honor Guard and commences with the formal viewing at the church or funeral home;
 - Color Guard- Shall consist of members of the Ceremonial Honor Guard performing the Presentation of Flags at the church and cemetery;

- Firing Squad- Shall consist of members from the Montgomery County Police Ceremonial Honor Guard rendering twenty-one gun salute at the cemetery;
- Formal Flag Folding- Shall consist of members of the Ceremonial Honor Guard performing the ceremony at the cemetery and presentation of the flag to the family by the Chief of Police or highest ranking officer in attendance;
- Police Escort- Shall consist of designated motorcycle officers from the Montgomery County Police to escort family members and the deceased from the funeral home to the church and cemetery; and
- Pall Bearers- Shall consist of members of the Ceremonial Honor Guard and/or non-ceremonial honor guard officers utilized as casket bearers at the church and cemetery.

C. Duties, Responsibilities and Deployment

1. The Honor Guard will be utilized at the direction of the Chief of Police.
2. The Honor Guard will arrange and conduct all funerals of active and retired Gaithersburg police officers in accordance with the wishes of the next of kin. This may include the casket watch, ceremonial aspects of the funeral service and interment, coordinating traffic control, motor escort, and assisting the family with transportation and other needs.
3. Acting as representatives of the department, members of the Honor Guard will attend funerals of police officers of other jurisdictions who are killed in the line of duty or under circumstances as approved by the Chief of Police.
4. The Honor Guard O.I.C. will notify team members and the department of a detail and coordinate personnel to ensure minimum staffing requirements are met for the daily patrol shifts.
5. When appropriate for their detail, Honor Guard members shall carry and display the flags of the United States, State of Maryland, the City of Gaithersburg and the Gaithersburg Police Department.
6. At minimum, the Honor Guard team should consist of no less than four officers for a detail. This will include the carrying of both rifles and the United States and State of Maryland flags.

7. The Chief of Police will decide how many officers that are not members of the Honor Guard shall attend the funeral of an officer in another jurisdiction. Those officers shall be under the command of the OIC of the Honor Guard and shall drive city vehicles to the funeral (*In the event that more than one non Honor Guard member will be attending, all efforts should to be made to take the least amount of vehicles as possible*).
8. The OIC will designate a meeting place and time in order to organize the contingent before leaving for the funeral. Any officer not attached to the contingent but wishes to attend the funeral may do so on his/her own time, in civilian clothes, and in his/her own vehicle.

D. Honor Guard Uniform

1. Members shall wear the officially-designated Honor Guard uniform and equipment for the function or activity to which they are assigned or attend. Honor Guard uniforms shall consist of, at a minimum:
 - Blue Class A uniform coat with *Honor Guard* rocker patches directly above the department shoulder patch on each sleeve, and department-authorized pins, badges, and insignia;
 - Blue uniform pants, with black stripes on the sides of both legs;
 - Black patent leather sam browne belt, strap, handcuff pouch and duty holster;
 - Blue dress uniform cap;
 - White uniform shirt;
 - Black necktie;
 - White gloves;
 - Shoulder cords worn around the left arm/shoulder (white for celebrations, black and blue for mourning);
 - Two pairs of corfam shoes – one pair with taps and one pair without taps; and

- Black leather trouser belt with silver department issued GPD buckle.

E. Mourning Bands

1. Officers are authorized to wear the solid black band or thin blue line band that will fit tightly around the department issued badge. The mourning band will be worn straight across the center of the badge.
2. Black mourning bands shall be worn on a law enforcement badge only in the following circumstances:
 - Upon the line of duty death of an active GPD law enforcement officer (LEO). The mourning band will be worn for a period of thirty (30) days from the date of death.
 - By all LEO in uniform or in civilian clothing while displaying a badge when attending the funeral of an active LEO (from another agency). Upon the completion of the funeral, the mourning band shall be removed.
 - Upon the line of duty death of a LEO from a neighboring jurisdiction. The mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
 - The week of National Peace Officers Memorial Day (May 15th).

F. Compensation and Work Days/Hours for Details

1. Honor/Color Guard line of duty deaths and the Labor day Parade Detail are always a work day (8 or 10 hours depending on the officers work week). If the detail falls on an officer's day off the officer will take off another day in the same 40 hour work week.
2. On-duty officers will be utilized for Honor/Color Guard details when available, depending upon staffing levels.
3. If on-duty officers are not available for other short details, such as the State of the City, Academy Graduations and similar details then overtime will be paid as follows:
 - a) A minimum of 4 hours of overtime will be earned for an officer that participates in a detail on their day off.

- b) Hour for hour overtime may be paid for a detail before or after an officer's shift depending on the hours of the detail and the officer's work hours.
- c) Schedule adjustments can be made if staffing levels permit and the officer agrees to the schedule adjustment.

G. Honors Accorded

1. Line of Duty Honors- Any Gaithersburg police officer who dies while on duty will be accorded Line of Duty Honors if requested by the next of kin. (See Appendix A).
2. Retired Honors – Any Gaithersburg police officer (*Retired in good standing*), who dies may be accorded Retired Honors if requested by next of kin, and approved by the Chief of Police. (See Appendix A).

Civilian Employee/Active Honors- At the discretion of the Chief of Police, any active civilian employee be accorded Civilian Employee/Active Honors if requested by next of kin. (See Appendix A).

3. At the discretion of the Chief of Police, Line of Duty Honors may be accorded to officers who do not die in the line of duty under exigent circumstances. (See Appendix A).

H. The Honor Guard O.I.C.

1. The Honor Guard O.I.C. will report directly to the Chief of Police regarding matters pertaining to Honor Guard activities and assignments.
2. The Honor Guard O.I.C. shall ensure that budget requests for Honor Guard equipment, uniforms, and other necessary items, are submitted to the Chief of Police within budget time lines.