



HONOR GUARD AND FUNERAL DETAIL

FC No.: 1152

Date: 04-27-20

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Policy
- II. Definitions**
- III. Composition of the Honor Guard
- IV. Duties and Responsibilities
- V. Uniforms and Equipment**
- VI. Honors Accorded
- VII. Training**
- VIII. **Public Information Division** Responsibilities
- IX. CALEA Standards
- X. Proponent Unit
- XI. Cancellation

Appendix A: Honor Guard Services Matrix

I. Policy

It is the policy of the department to maintain a permanent Honor Guard to conduct funerals of deceased Montgomery County police officers (active and retired) and active civilian employees, and to conduct other ceremonial details as designated. The Honor Guard will also officially represent the department at funerals of officers of other jurisdictions as directed.

II. Definitions

- A. **Active Civilian:** *An actively employed civilian (professional staff) for MCPD other than a sworn or retired police officer.*
- B. **Full Honors:** *Ceremonial funeral for line of duty deaths.*
- C. **Honors:** *Ceremonial funeral for retired MCPD officers (commander or below) and active non-sworn MCPD employees.*
- D. **Honor Guard Commander:** *A member designated to supervise and give commands to the Honor Guard, pallbearers and escort members.*
- E. **Line of Duty Death:** *any action, felonious or accidental, claiming the life of a Montgomery County police officer performing work-related functions while on or off duty.*
- F. **Special Honors:** *Ceremonial funeral for active duty sworn officers (non-duty related/illness), retired assistant chiefs, retired police chiefs, or other MCPD personnel under special circumstances.*

III. Composition of the Honor Guard

- A. The Honor Guard will be comprised of volunteer officers from the department at large. Selection emphasis will be on personal appearance and grooming.
- B. The Honor Guard will be organized as follows:
1. **Commander** - Captain;
 2. **Bugler** - Shall consist of designated officers, as necessary, rendering honors.
 3. **Pipe Band** – *Members that perform with bagpipes and drums.* Shall consist of designated officers, *retired officers and civilians* as necessary, rendering honors;
 4. **Casket Watch** - Shall consist of members of the Ceremonial Honor Guard and commences with the formal viewing at the *place of worship* or funeral home;
 5. **Color Guard** - Shall consist of members of the Ceremonial Honor Guard performing the Presentation of Flags at the *place of worship* and cemetery, *the flag bearers shall be flanked on either side by two rifle-bearing members*;
 6. **Firing Party** - Shall consist of members of the Ceremonial Honor Guard rendering twenty-one rifle *honors*/salute at the cemetery;
 7. **Formal Flag Folding** - Shall consist of members of the Ceremonial Honor Guard performing the *flag folding* ceremony at the cemetery and presentation of the flag to the family by the Chief of Police or *the* highest-ranking officer in attendance;
 8. **Police Escort** - Shall consist of designated motorcycle officers to escort family members and the deceased from the funeral home to the *place of worship* and cemetery;
 9. **Pall Bearers** - Shall consist of members of the Ceremonial Honor Guard or non-ceremonial honor guard officers utilized as casket bearers at the *place of worship* and cemetery; and
 10. **Honor Guard Motors** - *Selected motor officers who have been designated to escort immediate family members during the bereavement period and to escort the hearse anytime it is transported.*

Note: The *composition* of Ceremonial Honor Guard members participating in each detail *will* be at the discretion of the *Honor Guard Commander*.

IV. Duties and Responsibility

- A. The Honor Guard will be utilized at the direction of the Chief *of Police, Bureau Chiefs*, or in *their* absence, the Honor Guard *Commander*.
- B. The Honor Guard will arrange and conduct all funerals of active and retired Montgomery County police officers in accordance with the *requests* of the next of kin. This may include the casket watch, *other* ceremonial aspects of the funeral service and interment, coordinating traffic control, *coordinating police* escort, and assisting the family with transportation and other needs. *The Honor Guard Commander shall visit the funeral home, place of worship, and/or grave site, so that detailed arrangements can be made concerning the placement of pallbearers, honor guards, and escort members.*
- C. *The Honor Guard Commander will coordinate with the supervisor or designee of the traffic unit assigned to escort the funeral procession. They will plan for traffic control along the route of movement and block intersections along the route of movement to ensure the uninterrupted flow of the funeral procession.*
- D. Acting as official 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 other circumstances as approved by the *Chief of Police, Bureau Chiefs, or the Honor Guard Commander*.
- E. The Chief *of Police, Patrol Services Bureau* (or higher authority), and the Honor Guard *Commander* will decide how many officers (who 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 Honor Guard Commander and

shall drive county vehicles to the funeral. The **Honor Guard Commander** shall designate a meeting place, time, and uniform (to be communicated via email) in order to organize the contingent before leaving for the funeral.

- F. Members of the Honor Guard, particularly the Color Guard **and Pipe Band** may be directed to attend various other ceremonial functions **and special events**, such as parades, as official representatives of the department.
- G. Commanders desiring participation by the Honor Guard shall coordinate their requests via the **Commander** of the Honor Guard.

V. Uniforms and Equipment

- A. **Honor Guard member will wear the Class "A" uniform (see FC 410) with the following additional authorized equipment;**
 - 1. **Honor Guard shoulder cord**
 - 2. **Whistle**
 - 3. **Honor Guard Rocker**
 - 4. **Honor Guard Pin**
 - 5. **White gloves**
 - 6. **Raincoat (inclement weather)**
- B. **Due to frequent and multi-day use, Honor Guard members will be issued a second set of Class "A" attire by the Supply Section. Upon leaving the Honor Guard, the officer will turn in the second set of Class "A" attire to the Supply Section.**
- C. **Honor Guard raincoats will be stored in the Honor Guard storage room for use during inclement weather. Based on availability and seniority, individual members may be assigned a raincoat.**
- D. **Pipe Band members purchase several pieces of their equipment due to their specialized nature. Additional required uniforms will be provided by the Supply Section to Pipe Band members via the Honor Guard Quartermaster upon attaining full status in the band. The issued items will be returned upon leaving the band. These items will only be worn at events approved by the Chief of Police, Bureau Chiefs, or the Honor Guard Commander.**
 - 1. **Military doublet**
 - 2. **Bandspec cape**
 - 3. **Crossbelt**
 - 4. **Glengarry (cap)**
 - 5. **Tan or black long sleeve/short sleeve shirt**
 - 6. **Hackles**
 - 7. **Hose**
 - 8. **Spats**
 - 9. **Glossy low quarter shoes (corframs)**
 - 10. **Raincoat (inclement weather)**

VI. Honors Accorded

- A. **Line of Duty**
Any Montgomery County police officer who dies while **in the line of duty** will be accorded **Full** Honors if requested by the next of kin. This will include the casket watch during viewing, military courtesy at the funeral service, **pipe band, color guard, pallbearers, firing party**, taps, military flag fold/presentation, and **an Honor Guard motor escort. The Honor Guard Commander will coordinate with MSP Aviation for fly-over (weather dependent).** (See Appendix A)

B. Active Officer

Any active Montgomery County police officer who dies will be accorded Special Honors if requested by the next of kin. This will include the casket watch during viewing, military courtesy at the funeral service, pipe band, color guard, pallbearers, firing party, taps, military flag fold/presentation, and police escort. (See Appendix A)

C. Retired Officer

Any retired Montgomery County police officer (**Commander or below**) who dies will be accorded Honors if requested by the next of kin. This will include **pipe band, color guard, pallbearers**, firing **party**, taps, and military flag fold/presentation. Military courtesy at the funeral service and the size of the **police** escort will be dependent upon estimates of the number of uniformed officers in attendance. (See Appendix A)

D. Active Civilian Employee

Any active civilian employee (**professional staff**) who dies will be accorded Honors if requested by the next of kin. This will include pallbearers, color guard, and **police** escorts. (See Appendix A)

E. Other Honors

At the direction of the Chief of **Police** or Bureau **Chiefs**, **Special** Honors may be accorded to retired **or other MCPD** personnel under exigent circumstances, such as the death of a retired Chief, death of a retired officer while assisting active duty officers, etc. (See Appendix A)

VII. Training

*Officers interested in becoming an Honor Guard member should notify their shift supervisor of their interest in the Honor Guard. . Honor Guard **personnel** will conduct training at the discretion of the Honor Guard Commander.*

VIII. Public Information Division Responsibility

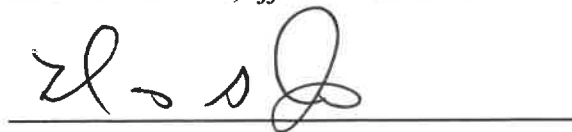
- A. The **Public Information Division** will immediately notify the Honor Guard **Commander** upon learning of the death of any active or retired Montgomery County police officer.
- B. The **Public Information Division** will **forward** all **incidents** regarding the deaths of police officers of other jurisdictions to the Honor Guard **Commander** as soon as they are received.
- C. *Coordinate with the media community and inquires, i.e., traffic routes, detours, times, etc.*

IX. CALEA Standards (6th Edition): 22.1.5, 26.1.1

X. Proponent Unit: Honor Guard Commander


XI. Cancellation:

This directive cancels Function Code 1152, effective date 10-15-97



Marcus G. Jones
Chief of Police

HONOR GUARD AND FUNERAL DETAIL SERVICES PROVIDED BY THE DEPARTMENT

	Line of Duty Death <i>(Full Honors)</i>	Active Officer Death <i>(Special Honors)</i>	Retired Officer Death <i>(Special Honors)</i>	Active Civilian Employee Death <i>(Honors)</i>
Casket Watch	Yes	Yes	Yes	No
Color Guard	Yes	Yes	Yes	Yes
Last Call	Yes	No	No	No
Pall Bearers	Yes	Yes	Yes	Yes
Pipe Band	Yes	Yes	Yes	No
Firing Party	Yes	Yes	Yes	No
Ceremonial Bugler/Taps	Yes	Yes	Yes	No
Ceremonial Flag Fold & Presentation	Yes	Yes	Yes	No
Police Escort	Yes	Yes	Yes	Yes
Ceremonial Motors	Yes	No	No	No
Flags at Half Staff	Yes	Yes	No	No
Aviation Unit Flyover	Yes	No	No	No

Note: All services provided are subject to decisions made by the Honor Guard Commander. Any deviation will be based on family wishes, Honor Guard staffing, and any other special circumstance that arises.

Function Code: 1152
Effective Date: 04-27-20
Created: 04-22-20