

Bowie Police Department - General Orders



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I. PURPOSE

The primary function of the Honor Guard Unit is to perform at occasions where it's very presence would bring credit to law enforcement, this Department and those we serve. This is particularly true in honoring active Police Officers who are killed in the line-of-duty, and retired Police Officers of this Department, by conducting military style funeral services. The Honor Guard may also perform at functions, to include, but not be limited to the following;

1. Department funerals
2. Allied agency funerals
3. Special occasions, such as Police Officers Memorial Day, Candlelight Vigil, Fallen Heroes Day, etc.
4. Dignitary events
5. Department events (e.g., promotions, graduations, etc.)
6. Community events (e.g., parades, dedications, etc.)
7. Any other event as requested by the Chief of Police

II. MISSION STATEMENT

It shall be the mission of the Bowie Police Department's Honor Guard to professionally represent the City of Bowie, the Department, those we serve, and to those that served before us, at functions as authorized by the Chief of Police.

III. DEFINITIONS

1. **Honor Guard** – consists of no less than four (4) officers, with at least one officer designated as the detail coordinator and that decision can be made by the Investigative Services Commander.

2. **Honor Guard Members** – Members of the Bowie Police Department so selected for the Honor Guard who aspire for professionalism in all aspects of the operation and maintain the highest standards of integrity.
3. **Color Guard** – consists of no less than three (3) officers, nor no more than six (6). At all times, when in formation, at least one rifle will be carried. The flag bearers may carry, in listed order, the National Flag, Maryland State Flag, and City of Bowie Flag.
4. **Casket Watch** – consists of at least six (6) officers. These members will perform casket watch and changing of the casket guards.
5. **Body Bearers** – Consists of at least six (6) officers. This detail will serve as the official body bearers at all departmental funerals and will be in complete control of the casket from the first time the body is moved, to the completion of the burial services. They will also be responsible for folding the flag that draped the casket and present it to the Chief of Police who in turn, shall present it to the designated survivor. When other non-ceremonial body bearers are utilized, this unit will serve and render honors as honorary body bearers. They shall walk and be located behind the casket body bearers.
6. **Out-of-Agency Representation** – consisting of at least two (2) members or more.
7. **Detail Commander** – The person designated by the Honor Guard Commander who shall be responsible for the overall function of the Honor Guard at a particular event in the absence of the Honor Guard Commander.

IV. **AUTHORIZED EVENT PARTICIPATION**

The Honor Guard Unit will participate in the following details/events at the direction of the Honor Guard Commander, pursuant to the authorization from the Deputy Chief of Police, or from the Office of the Chief of Police. All personnel are reminded that funerals of Bowie Police personnel are first and foremost private unless the member's family requests agency involvement. Should a request be made for Honor Guard participation, the Honor Guard Commander, or his designee, will assist in planning and coordinating the services. At the family's request, the Honor Guard will participate in the following Manner:

1. **Line-of-Duty Funerals (Full Honors)** - The below listed Honor Guard Units will be needed in a funeral involving a Line-of-Duty death of a member of the Bowie Police Department:
 - a. Color Guard
 - b. Casket Watch
 - c. Body Bearers
 - d. Rifle Team
 - e. Bugler
 - f. Bagpiper

*NOTE: This may require the assistance of allied agency Honor Guard Units

2. Funerals of all active members on non-duty status, and retired members in good standing, holding the rank of Lieutenant and above (Special Honors) – The below listed Honor Guard Units are to be included in a funeral involving the death of an active member of the

Bowie Police Department or retired members in good standing holding the rank of Lieutenant and above:

- a. Color Guard
 - b. Casket Watch
 - c. Body Bearers
3. Funerals of retired members in good standing, holding the rank of Sergeant and below (Honors) – The below listed Honor Guard Units are to be included in a funeral involving the death of a retired member in good standing of the Bowie Police Department holding the rank of Sergeant or below:
- a. Color Guard
 - b. Body Bearers
4. Out-of-Agency Funerals – The below listed Honor Guard Unit is to be included in any Out-of-Agency funeral:
- a. Color Guard
 - b.
- *NOTE – Members of the Honor Guard Unit may be detailed as part of a Joint Honor Guard in assisting other agencies.
5. Department/Community Events – The below listed Honor Guard Unit is to be involved in any Departmental /Community Event:
- a. Color Guard
 - b. Dependent upon request

V. RESPONSIBILITIES

1. Honor Guard Commander – Duties of the Honor Guard Commander shall include, but not be limited to:
 - a. Coordinating details/events with members of the Honor Guard.
 - b. Arrange for transportation, equipment, lodging, expenses, etc.
 - c. Assignment of personnel to a detail, including a Detail Commander.
 - d. Forwarding pertinent information to the Deputy and Chief of Police.
 - e. Scheduling mandatory monthly and yearly training sessions.
 - f. Tracking member attendance to all details and training sessions.
 - g. Assigning a member as the Unit Quartermaster representative.
 - h. Ensure all requested equipment falls within budgetary guidelines.
 - i. Prepare budget requests as required.
2. Detail Commander – Duties of the Detail Commander shall include, but not be limited to:
 - a. Responsible for the overall function of the Honor Guard at a particular event in the absence of the Honor Guard Commander.
 - b. Formal notification of personnel assignments to the Honor Guard Commander.

- c. Arrange for transportation, equipment, lodging, expenses, etc.
 - d. Operation and completion of the detail (Inspection of personnel, vehicles and equipment, compliance to rules and regulations, ceremonial protocols, etc.).
 - e. Completion of Duty Schedule and cost analysis.
3. Honor Guard Members – Duties of Honor Guard Members include, but not be limited to:
- a. Maintaining all issued uniforms and equipment in outstanding condition.
 - b. Maintaining outstanding personal appearance at all times.
 - c. Attendance at all training functions and details as assigned in a professional manner.
 - d. Proper performance of their assigned duties.
 - e. Ensure Department vehicles used are maintained in a professional manner before attending an event/detail.

VI. DETAIL/EVENT COORDINATION

1. In order to effectively and efficiently schedule and deploy Honor Guard personnel to various details/events, the following procedures have been established and will be adhered to unless situations dictate otherwise. It is important to note that some details, such as funerals, occur with very little notice. As such, the Honor Guard Commander may deviate from said procedures in order to accommodate deployments.
 - a. Upon receiving a request for the Bowie Police Department Honor Guard participation at a detail/event, the Honor Guard Commander will notify the Deputy Chief and Chief of Police. This notification will include the date, time and location of the detail/event.
 - b. Upon receiving the information the Commander will forward the information to each Honor Guard member. Each member will advise of their availability to be detailed to the event.
 - c. Once the Honor Guard Commander has received feedback from the members, the Commander will devise an Operations Order for member participation in the event.
2. Attendances to details/events – Honor Guard members, contacted by the Honor Guard Commander for a detail/event, are expected to make every effort to make themselves available for the detail/event.
 - a. Members assigned to Honor Guard details/events will be prompt in attendance to the designated reporting times and locations. Any absence or lateness in reporting for a detail/event will be documented.
 - b. If any Honor Guard member assigned to attend an Honor Guard detail/event determines that they are unable to perform their duties and are unable to attend the assigned detail, will immediately notify the Honor Guard Commander or Detail Commander.
 - c. A continuous pattern of failing to attend Honor Guard functions or details without just cause, by any Honor Guard member, will be cause for removal from the Honor Guard Unit.

3. Honor Guard members receiving requests for the Units participation shall forward that information to the Honor Guard Commander, in writing, to include the following:
 - a. Date, time and location of the event.
 - b. Length of the event.
 - c. Type of event.
 - d. Services requested.
 - e. Contact person, address and telephone number.
 - f. Approximate number of persons expected to attend the event.
 - g. The Honor Guard Commander will maintain a record of all appearances made by the Unit.

VII. SELECTION PROCESS

1. Qualifications
 - a. Officers must commit to a minimum of two years as an Honor Guard member.
 - b. Must have an excellent uniform appearance and professional demeanor.
 - c. Must be capable of working as a team.
 - d. Must be willing to attend various training events and special details on short notice.
 - g. Must be willing to withstand all types of climate conditions.
2. Members of the Bowie Police Department wishing to be considered for the Honor Guard Unit must submit a written request through their supervisor, to the Honor Guard Commander. All candidates will be informed in writing, of the outcome of their application process.

VIII. UNIFORMS AND EQUIPMENT

1. All members of the Honor Guard will be issued specialized uniforms and equipment. It shall be the responsibility of the individual member to ensure all equipment is maintained in perfect condition. The Honor Guard Uniform (Class A) will be the only uniform worn by the Honor Guard member during an approved function. All members of an Honor Guard detail will wear the Honor Guard uniform and accouterments in an identical manner for uniformity purposes.
2. Should a uniform item or piece of equipment become worn or broken, it shall be the responsibility of the individual member to immediately report the same to the Honor Guard Commander, via Inter-departmental Memorandum, for replacement or repair. Due to the nature of Honor Guard details, it shall be the responsibility of the individual member to ensure a clean uniform is ready on standby at all times. Oftentimes, less than a days notice is given prior to an Honor Guard detail.
3. All vehicles utilized for a detail/event shall be maintained in the best possible condition. All vehicles will be washed and dried prior to each detail. Simply "spraying off" the vehicle will not be acceptable. It shall be the responsibility of each Honor Guard member driving a department vehicle to ensure cleanliness of said vehicle.

IX. TRAINING

In order to professionally represent the Bowie Police Department at various details and events, it shall be imperative that all Honor Guard members routinely take part in scheduled Honor Guard practice/training sessions. The following procedures will be adhered to by all Honor Guard

members unless prior approval is granted by the Honor Guard Commander.

1. Each Honor Guard member may be required to attend monthly training sessions to include the annual regional training.
2. The Honor Guard Commander will schedule training sessions and track attendance to ensure each member has received the required training each year.
3. The Honor Guard Commander will notify members of upcoming training dates, times and locations.
4. The scheduling of the training will be decided by the Honor Guard Commander based on needs and manpower availability of the members.
5. Each Honor Guard member will be responsible for attending training sessions as required. This may be accomplished by being detailed from their regular duty assignment, with approval of their supervisor, or attending on their time.

X. TRAINING SESSIONS

1. The Honor Guard Commander, or his designee, will conduct the training session.
2. In the absence of the Honor Guard Commander, it will be the responsibility of the Detail Commander to forward the list of attendees of each training session to the Honor Guard Commander.
3. Training sessions will normally be held at the Bowie Police Department. If there is a change in location, the Honor Guard Commander will notify all members.
4. Each training session will consist of repetitive instruction on marching in formation, the movements required in the presentation of flags and rifles, casket watches, casket flag folding, and/or other related issues.
5. During each training session, administrative related tasks will be accomplished. This typically includes critiquing previously attended details and announcing future events.
6. The Detail Commander will ensure proper instruction is provided to the members and the training session is operated in an orderly fashion.
7. A continuous pattern of failing to attend training as required without the approval of the Honor Guard Commander, by any member of the Unit, will be cause for removal from the Honor Guard Unit, and/or other disciplinary measures.
8. Other agencies may participate in the monthly training sessions.

XI. BENEFITS

1. No additional benefits will be provided as a result of becoming a member of the Honor Guard Unit. Officers may receive compensatory time for training and performing as a course of their duty. Expenses related to travel or accommodations paid out by members of the Unit when performing, will be paid by the member and reimbursed by the Department.
2. All members of the Honor Guard Unit will show respect to one another, to persons in attendance, and most importantly, those being honored. Members of the Unit, when at a ceremony or function, will remain in full uniform prior to, during and after any service, when in full view of the public.
3. Any member found to bring disrespect to the Bowie Police Department, the Honor Guard Unit, those being honored, or to the function attended, will be removed from the Unit and dealt with, according to policies and procedures of the Bowie Police Department.