

GENERAL ORDER



Title
Ceremonial Honor Guard

Topic/Number
GO-OMA-101.05

Effective Date
June 11, 2003

Distribution
B

Replaces / Rescinds
General Order 101.5 (Ceremonial Honor Guard)

DISTRICT OF COLUMBIA

I. Background.....Page 1	IV. Regulations.....Page 1
II. Policy.....Page 1	V. Procedural Guidelines.....Page 4
III. DefinitionsPage 1	

I. BACKGROUND

No greater tribute is paid to a member for his or her service to the Department and the citizens of the District of Columbia than to be honored by the Metropolitan Police Department's (MPD) Ceremonial Honor Guard. The Honor Guard attends various functions and ceremonies to demonstrate the Department's show of support for, and to recognize the sacrifices made by, law enforcement officers who served and protected society.

II. POLICY

The policy of the Metropolitan Police Department is to train, maintain, and support a Ceremonial Honor Guard and in doing so, shall develop policies and procedures to govern its activities at funerals, civic functions, and other venues, as directed by the Chief of Police.

III. DEFINITIONS

For the purpose of this directive, the following term shall have the designated meaning:

1. Ceremonial Honor Guard – specifically trained and equipped members of the MPD designated to provide the Color Guard, ceremonial or honorary pallbearers, and an American flag to drape the casket of both active and retired members of the MPD. Additionally, this group shall provide a Color Guard at other events as designated by the Chief of Police.
2. Washington Metropolitan Area – a radius of 25 miles of the United States Capitol.

IV. REGULATIONS

- A. The Department shall be represented by the Ceremonial Honor Guard at various federal, city or civic sponsored functions, funerals conducted by this

or other law enforcement agencies, for Line of Duty Deaths, and any other venue, as directed by the Chief of Police.

1. When so detailed, members of the Honor Guard shall project the most positive, professional image, in both appearance and demeanor, of the Department.
2. Upon receiving notification, members of the Honor guard shall respond to the Special Operations Division, or other designated location, for his/her tour of duty and remains until relieved.
3. Participation in the Honor Guard shall be voluntary.
4. The Ceremonial Honor Guard shall consist of:
 - a. Not more than a combination of 50 officers and officials, reasonably distributed among the various units of the Department, so as not to cause a burden on any one unit; and
 - b. Members may be removed from the Honor Guard through recommendation from the Commander, Special Operations Division, for documented cause, including but not limited to:
 - (1) Chronic lateness;
 - (2) No shows;
 - (3) Lack of participation;
 - (4) Substandard appearance;
 - (5) Failure to perform or carry out Honor Guard duties; and
 - (6) Lack of professional demeanor.
5. To participate in the Honor Guard, members must submit a PD 681 (Application for Position Assignment), through the chain of command, to the Commander, Special Operations Division when a notification is transmitted that there is a training class available with the appropriate amount of slots available.

Note: Members selected to attend the training must pass the class to become a voluntary member of the Honor Guard.

6. Requests for participation of the Ceremonial Honor Guard shall be submitted as follows:
 - a. Commander, Special Operations Division, for funerals of active and retired members and this Department's civilian employees.

- b. Chief of Police, for federal and civic ceremonies, funerals of members of other law enforcement agencies, and any other funeral service, as directed by the Chief of Police.
- B. The following services are made available by the Department in connection with the deaths and funerals of its members: (CALEA 22.2.6)
- 1. Death of a sworn member or a civilian member, when directed by the Chief of Police, in the performance of duty:
 - a. Color Guard;
 - b. Ceremonial or Honorary Pallbearers;
 - c. Bugler;
 - d. Firing Party;
 - e. American Flag;
 - f. The draping of the deceased member's stationhouse and assigned vehicle;
 - g. Participation in funeral and interment (depending upon location);
 - h. Motorcycle escorts; and
 - i. Casket watch:
 - (1) Members of the deceased officer's unit; and
 - (2) At the direction of the Honor Guard.
 - 2. Death of active sworn member or a civilian member, when directed by the Chief of Police:
 - a. Color Guard;
 - b. Active or Honorary Pallbearers;
 - c. Flag (District of Columbia, except in cases of veterans of the Armed Services);
 - d. Interment (depending upon location)and;
 - e. Motorcycle escorts.

3. Death of a retired member (for services in the Washington Metropolitan Area, unless directed by the Chief of Police):
 - a. Color Guard; and
 - b. Active or Honorary Pallbearers.
4. Death of a member of another law enforcement agency in the line of duty (participation as customary in that jurisdiction).

V. PROCEDURAL GUIDELINES

A. Commanding officers shall:

1. Ensure that any member of their command who is called to participate in the Honor Guard, by the request of the Chief of Police or the Special Operation Division, is readily available.

Note: This request may come as a Teletype, e-mail, or a verbal request from a designee of the SOD.

2. Forward requests for utilization of the Ceremonial Honor Guard in connection with funerals of members of his/her command to the Commander, Special Operations Division, for approval.
3. Forward requests for utilization of the Ceremonial Honor Guard at ceremonial occasions, other than funerals, to the Commander, Special Operations Division, through the Chief of Police, for approval.

B. Commander, Special Operations Division, shall:

1. Designate an official of the Special Operations Division to act as official in charge of the Ceremonial Honor Guard.
2. Recruit volunteers from the department for the Ceremonial Honor Guard, arrange for training, and provide the appropriate number of Honor Guard personnel for each designated event.
3. Support the standard operating procedures utilized by the Honor Guard at various ceremonies, at which it may participate.
4. Determine necessary ancillary uniform and equipment items deemed necessary to provide a distinctive appearance to Ceremonial Honor Guard members and submit a recommendation to the Director, Business Services Division.
5. Provide authority for the use of official vehicles for the purpose of transporting members of the Ceremonial Honor Guard to and from ceremonial activities within the Washington Metropolitan Area.

- C. The Director, Corporate Communications, upon learning of the death of a retired member, shall notify the Special Events Branch, Special Operations Division, if the next of kin desires the official participation of the Ceremonial Honor Guard in the funeral services.
- D. The Director, Business Services Division, shall purchase and issue required ancillary Ceremonial Honor Guard uniform and equipment items on the basis of a PD Form 160 (Request for Supplies and Services) signed by the Commander, Special Operations Division.
- E. The Chief of Police or his/her designee shall provide authority for the use of official vehicles, for the purpose of transporting members of the Ceremonial Honor Guard to and from ceremonial events outside the Washington Metropolitan Area.

// SIGNED //
Charles H. Ramsey
Chief of Police

CHR:NMJ:MAR:njg