



Policy 507

Subject	
HONOR GUARD	
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By Order of the Police Commissioner

POLICY

1. **Ceremonial Unit.** The Baltimore Police Department's (BPD) Honor Guard shall serve as a ceremonial unit to represent the BPD during events requiring formality and decorum.
2. **Volunteer.** The Honor Guard Unit will consist of volunteer police officers/detectives and sergeants of the BPD who present a professional appearance and have a knowledge of the Manual of Arms.

GENERAL

Honor Guard Duties

1. Provide, upon request, an Honor Guard for funerals of active members of the BPD, funerals of active members of other departments and special events designated by the Police Commissioner.
2. Supervision for the Honor Guard Unit shall rest with the Honor Guard Coordinator.

Application Process

1. Forward a written request, via channels, to the Honor Guard Coordinator listing reasons for being considered, experience and availability.
 - 1.1. Members who are approved maybe placed on an eligibility list until such time as an opening in the unit exists.

Member of the Honor Guard

1. Maintain issued departmental Honor Guard equipment obtained from the Quartermaster Unit.
2. Attend unit meetings and training/practice sessions.
3. Notify your immediate supervisor when accepting an Honor Guard Detail.
4. Notify the Team Leader of your unavailability for details as soon as possible.
5. Maintain a neat and professional appearance at all times.

Team Leader

1. Maintain sole control of the Honor Guard at assigned details.
2. Maintain a listing of members assigned to your team.
3. Notify team members of meetings and training/practice sessions.
4. Inspect all equipment necessary for details.
5. Notify team members of the date, time and location of details.
6. Upon arrival at the detail site:
 - 6.1. Inform the Detail Commander of your arrival.
 - 6.2. Prepare the team for participation.
7. Report in writing to the Honor Guard Coordinator any unusual incidents or personnel issues.
8. Attend the appropriate armed forces school for specialized training, as needed.

Honor Guard Coordinator

1. Coordinate all assignments.
2. Upon receiving orders to activate the unit:
 - 2.1. Notify the appropriate team leader of the date, time and location of the assignment.
 - 2.2. Notify the commanding officer of the participating Honor Guard members of the date, time and location of the assignment.
 - 2.3. Reserve vehicles for the transportation of the team and equipment.
3. Compile data for all assignments.
4. Provide training and meetings for all members.
5. Maintain a listing of Honor Guard members by rank, assignment and team designation.
6. Maintain a listing of all property assigned to the unit.
 - 6.1. Inspect all equipment bi-annually and submit reports on lost/damaged equipment.
 - 6.2. Ensure all BPD equipment is returned when personnel are no longer assigned to the unit.
7. Designate the team leader.
8. Perform duties as required or directed.

9. Assist the Commander, Special Operations Section in the preparation and maintenance of the Honor Guard Unit.

Commander, Special Operations Section

Maintain overall responsibility for the Honor Guard Unit.

Commanding Officer, Property Division

Provide necessary equipment for the Honor Guard Unit.

RESCISSION

Remove and destroy/recycle General Order E-7, *Honor Guard*, dated 19 May 1995.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.