



MAINE STATE POLICE GENERAL ORDER

E-87

SUBJECT: MAINE STATE POLICE POLICY ESTABLISHING THE HONOR GUARD TEAM

EFFECTIVE DATE: 08.01.2020

EXPIRATION DATE: 08.01.2027

RECENT HISTORY: AMENDED (08.01.2020); REVISED (02.10.2020); REVISED (09.26.2017); TECHNICAL CHANGE (10.04.2011); CONVERTED TO WEB FORMAT (01.12.2009); FORMERLY GO 110; 07.17.1995

DISTRIBUTION CODE: 2 (MAY BE PUBLICLY DISCLOSED)

APPLICABILITY CODE: S

SIGNATURE OF COLONEL:

I. PURPOSE

1. The purpose of this General Order is to establish the Maine State Police Honor Guard Team.

II. POLICY

1. The policy of the Maine State Police is to establish, maintain, and support a competently trained Honor Guard Team to represent the Maine State Police by highlighting the qualities of Dignity, Honor and Respect in ceremonies, including, but not limited to, rendering honors to fallen and seriously injured officer of the Maine State Police and any Department of Public Safety personnel, active-duty law enforcement funerals, Maine State Police retiree funerals, memorial services,

sporting events, approved parades and civic events, and any other detail as determined by the Colonel of Maine State Police.

III. DEFINITIONS

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.
 - A. Honor Guard Team. “Honor Guard Team” means a group of twenty (20) sworn Maine State Police officers comprised of members who are specifically trained to conduct Color Guard details, casket and urn movements, firing party procedures, flag folding, honorable escorts, wreath laying ceremonies and general drill and ceremony movements.
 1. The Honor Guard Team is the official ceremonial unit of the Maine State Police.
 - B. Honor Guard Detail. “Honor Guard Detail” means events such as funerals, memorial services, high-profile Color Guard events (sporting events, large festivals and civic events), overwatch of severely injured Maine State Police personnel at trauma centers, and honorable escort of Armed Forces Veteran’s remains in support of the Maine Funeral Honors program.
 - C. Level I Detail. “Level I Detail” means an event at which all members of the Team are expected to attend.
 1. As examples, a line of duty death funeral detail and the Maine Law Enforcement Officers Memorial ceremony.
 - D. Level II Detail. “Level II Detail” means an event at which the Team Commander determines the appropriate complement of members for the detail.
 1. As examples, a retiree funeral detail and a color guard detail.
 - E. Law Enforcement Officers Memorial Ceremony. “Law Enforcement Officers Memorial Ceremony” means the annual ceremony that occurs at the State of Maine Law Enforcement Officers Memorial in Augusta.
 - F. Honor Guard Team Commander. “Honor Guard Team Commander” means the leader of the Honor Guard Team, or her or his designee, who, prior to an Honor Guard detail, coordinates the Team’s assignments and the equipment requirements for the detail.
 1. The Honor Guard Team Commander also is Funeral Detail Commander pursuant to Maine State Police General Order E-14)
 - G. Honor Guard Team Member. “Honor Guard Team Member” means a sworn member of the Maine State Police who is trained to conduct Color Guard details, casket and urn movements, firing party procedures, flag folding, honorable escorts, wreath laying ceremonies, and general drill and ceremony movements.

IV. PROCEDURE

1. Team Structure
 - A. From the current Team members, the Colonel shall select an Honor Guard Team Commander and a maximum of three (3) Assistant Team Commanders.
 - B. The Team shall be comprised of a number of members based on the needs and requirements of the Team.
2. Team Membership
 - A. When a vacancy on the Team exists, the Special Services Lieutenant, or her or his designee, shall notify all sworn Maine State Police officers of the opening.
 - B. A sworn member interested in joining the Team shall forward a written request through the officer's Commanding Officer to the Special Services Lieutenant, or her or his designee.
 1. The officer's Commanding Officer shall forward with the written request a recommendation and copies of the officer's performance evaluations for the most recent rating period.
 - C. Consideration in the final selection to the Team shall be based on:
 1. A candidate's time in service and related experience;
 - a. A candidate must have completed one (1) year of service after graduation from the Recruit Training Troop.
 - (1) Exceptions to this requirement will be handled on a case-by-case basis for new members that were certified as a law enforcement officer and were, or are currently, certified in or assigned to a related law enforcement specialty;
 2. Having met or exceeded expectations on the most recent performance evaluation;
 3. A willingness to make a minimum commitment of three (3) years to the Team;
 4. The recommendation of the Commanding Officer of a candidate;
 5. The geographic location of the candidate's residence;
 6. The operational needs of the Maine State Police; and
 7. The approval of the Special Services Major.
 - D. Each interested officer must successfully complete the following:
 1. A physical fitness assessment test (*see* Maine State Police General Order E-107); and
 2. Any additional skills testing, interviews, or evaluations specified by the Special Services Lieutenant, or his or her designee.
 - E. An officer selected to join the Team shall be a probationary member of the Team for one (1) year. At the end of that period, the Honor Guard Team Commander shall make a recommendation to the Special Services Lieutenant as to whether

the officer should become a permanent member of the Team. The Special Services Lieutenant, under the direction of the Special Services Major, shall determine whether the officer will become a permanent member of the Team based on the Honor Guard Team Commander's recommendation and any other information the Special Services Lieutenant thinks relevant to the determination.

3. Team Member Retention Requirements

A. To remain a member of the Honor Guard Team, a member must:

1. Be able to maintain a professional appearance in uniform and demeanor at all Team assignments;
2. Be able to maintain a professional appearance and demeanor in their normal duty assignments;
3. Attend of eighty percent (80%) of yearly training, unless excused by the Honor Guard Team Commander;
4. Participate in at least five (5) details per year, unless excused by the Honor Guard Team Commander.

B. The Special Services Lieutenant, upon recommendation of the Honor Guard Team Commander, may remove a member of the Team when the member fails to meet the requirements of this section, or for any reason that renders the member incapable of performing Team functions to the satisfaction of the Honor Guard Team Commander.

C. Members of the Team must always be aware of the high-profile visibility that the Team brings to the Maine State Police and recognize that repeated unavailability has a detrimental effect on the overall competency and ability of the Team to function cohesively.

4. Team Equipment

A. After selection, each Team member will be issued extra uniform(s) and accessories determined by the Team Commander following consultation with the Special Services Lieutenant.

B. Issued uniforms, gear, and equipment shall be maintained at all times in a manner and condition specified by the Team Commander.

C. Each member will also be issued a folded American Flag to be transported in the members' cruisers at all times.

1. The flags will be transported in the trunks of members' issued vehicles, inside a nylon bag.

5. Team Training

A. The Honor Guard Team Commander, or her or his designee, shall determine the scope and subject matter of the Team's training.

B. The Honor Guard Team Commander, or her or his designee, shall maintain a training file for each Team member.

C. The Honor Guard Team will train one (1) eight- (8-)hour day every other month, to include the administration of a physical agility test.

- D. Each new member shall attend an approved forty- (40-)hour long Honor Guard Team Course.
 - E. The Team shall train once annually with other New England State Police Administrators Conference Honor Guards.
6. Team Activation
- A. All Team activation requests shall be made through the Honor Guard Team Commander, or her or his designee.
 - B. A Team member who receives a request for the Honor Guard shall promptly notify the Team Commander, or her or his designee.
7. Reports and Documentation
- A. The Special Services Lieutenant may require any such reports or documentation to be created or utilized by the Team that, in the Special Services Lieutenant's judgment, are necessary to ensure the effective and responsible operation of the Team.
 - B. Such reports and documentation may include, but are not limited to:
 - 1. Standardized documents that may be used in determining whether Team activation should occur in response to a request for Team activation.
 - 2. Standardized documents that may be used to obtain information when a request Team activation is made;
 - 3. Reports memorializing the operations of the Team.

NOTICE

THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.