

GENERAL ORDER



Subject Ceremonial Honor Guard		
Topic	Series	Number
OMA	101	05
Effective Date September 14, 2023		
Replaces GO-OMA-101.05 (Ceremonial Honor Guard (to include Pipe & Drum Corps)), Effective Date October 12, 2010		

DISTRICT OF COLUMBIA

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I. PURPOSE

The Metropolitan Police Department (MPD) Ceremonial Honor Guard provides the color guard, ceremonial or honorary pallbearers, and the appropriate honors due to active and retired, sworn and civilian, MPD members. The Ceremonial Honor Guard attends various functions and ceremonies to demonstrate department support for law enforcement and to recognize the sacrifices made by law enforcement officers who have served and protected society. The purpose of this order is to provide procedures for training, maintaining, and supporting the Ceremonial Honor Guard. This order also provides the specification for the honors rendered by MPD.

II. PROCEDURES

A. Ceremonial Honor Guard Requests

1. MPD shall be represented by the Ceremonial Honor Guard at various federal, city, and civic sponsored functions; funerals conducted by MPD or other local law enforcement agencies for line of duty deaths; and any other venue as directed by the chief of police or their designee.
2. The Ceremonial Honor Guard shall consist of no more than 50 officers and officials, reasonably distributed among various MPD units. The Pipe and Drum Corps shall consist of no more than 25 officers and officials, reasonably distributed among the various units of MPD.
3. Requests for the services of the Ceremonial Honor Guard shall be submitted for approval to:
 - a. The Special Operations Division (SOD) commander for funerals of retired, sworn, and civilian members.

- b. The Homeland Security Bureau (HSB) assistant chief for federal and civic ceremonies and outside agency line of duty deaths.
 4. The Human Resource Management Division (HRMD) director shall, upon learning of the death of a retired member, notify the Ceremonial Honor Guard coordinator whenever the member's next of kin desires official participation of the Ceremonial Honor Guard in funeral services.
 5. Members shall adhere to the guidelines in Attachment A (Metropolitan Police Department Honors Rendered) for deaths of sworn or civilian MPD members and other honors approved by the chief of police or their designee. Deviations to these guidelines shall be submitted to the HSB assistant chief for consideration.
 6. The Pipe and Drum Corps, pipe major, or Ceremonial Honor Guard coordinator shall serve as the point of contact and liaison to any outside agency pipe and drum band that may wish to participate with an MPD line of duty death.
- B. Selection
 1. When vacancies exist, the SOD commander shall recruit members through a vacancy announcement.
 2. Participation in the Ceremonial Honor Guard is voluntary. To apply, members shall submit a PD Form 681 (Application for Position Assignment) to HRMD in response to the vacancy announcement.
 3. The SOD commander shall ensure that all newly selected members are trained according to the procedures set forth in the Ceremonial Honor Guard standard operating procedure (SOP) manual. Members shall pass the prerequisite training course for selection prior to participation.
- C. Conduct
 1. When detailed, members of the Ceremonial Honor Guard shall fall under the authority of the SOD commander who shall:
 - a. 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 National Capitol Region; and
 - b. Obtain authorization from the chief of police, or their designee, for the use of official vehicles for transporting members to and from ceremonial events outside the National Capitol Region.
 2. When detailed, the Ceremonial Honor Guard shall project a positive, professional image, in both appearance and demeanor.

3. The Ceremonial Honor Guard shall adhere to proper ceremonial protocols in accordance with the Ceremonial Honor Guard SOP manual.
4. Members shall be removed from the Ceremonial Honor Guard upon recommendation to the SOD commander, for documented cause, including, but not limited to:
 - a. Chronic tardiness;
 - b. No shows;
 - c. Lack of participation;
 - d. Failing to maintain a professional appearance in accordance with [GO-PER-110.11 \(Uniform, Equipment and Appearance Standards\)](#);
 - e. Failing to properly perform or carry out Ceremonial Honor Guard duties; and
 - f. Failing to maintain a professional demeanor pursuant to [GO-PER-201.26 \(Duties, Responsibilities and Conduct of Members of the Metropolitan Police Department\)](#).

III. ATTACHMENT

Attachment A: Metropolitan Police Department Honors Rendered



Pamela A. Smith
Acting Chief of Police

Metropolitan Police Department Honors Rendered

Service	Sworn and Reserve Corps Line of Duty	Sworn and Reserve Corps Active Duty	Retired Sworn and Reserve Corps	Civilian Active Duty	Retired Civilian
Casket watch*	yes	no	no	no	no
Color guard	yes	yes	3 members	yes	3 members
National flag fold	yes	only if prior military	only if prior military	only if prior military	only if prior military
City flag fold	no	only if not prior military	only if not prior military	only if not prior military	only if not prior military
Pipe and Drum	yes	upon request	no	upon request	no
Pallbearers	yes	yes	6 members	yes	6 members
White gloves	yes	No (unless a pallbearer)	No (unless a pallbearer)	No (unless a pallbearer)	No (unless a pallbearer)
Mourning band	yes	no	no	no	no
Flag at half-staff/drapes	yes	discretion of chief of police	no	no	no
Motors escort	yes	discretion of chief of police or designee	discretion of chief of police or designee	discretion of chief of police or designee	no
Uniform for sworn attendees	class A (including blouse, hat, and gloves)	class A (including blouse and hat)	class A (including blouse and hat)	class A (including blouse and hat)	class A (including blouse and hat)
Decedents' uniform	class A (including blouse, hat and gloves)	class A (including blouse and hat)	class A (including blouse and hat)	N/A	N/A
Next of kin notification	Family Support Team/ per chief of police	Family Support Team per chief of police	Family Support Team per chief of police	Family Support Team per chief of police	Family Support Team per chief of police

*Casket watch is performed by uniformed members of the deceased member's element.