

# GENERAL ORDER



DISTRICT OF COLUMBIA

Subject <b>Ceremonial Honor Guard (to include Pipe &amp; Drum Corps)</b>		
Topic	Series	Number
<b>OMA</b>	<b>101</b>	<b>05</b>
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## I. BACKGROUND

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

## II. POLICY

The policy of the MPD is to train, maintain and support a Ceremonial Honor Guard and Pipe & Drum Corps that will represent the MPD at funerals, civic functions and other venues, as directed by the Chief of Police.

## III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Ceremonial Honor Guard – Specifically trained and equipped members of the MPD designated to provide the Color Guard, ceremonial or honorary pallbearers and the appropriate honors due to both active and retired members, whether sworn or civilian, of the MPD.

2. Metropolitan Police Pipe & Drum Corps – Specifically trained and equipped members of the MPD designated to provide support to the Ceremonial Honor Guard at ceremonial or honorary events. Additionally, this group shall provide support at other events as designated by the Chief of Police.
3. The Metropolitan Police Ceremonial Honor Guard – Combination of the Ceremonial Honor Guard and the Metropolitan Police Pipe & Drum Corps.
4. Washington Metropolitan Area – Radius of twenty-five (25) air miles of the United States Capitol.

#### IV. REGULATIONS

- A. The MPD shall be represented by the Ceremonial Honor Guard and/or the Metropolitan Police Pipe & Drum Corps at various federal, city and civic sponsored functions; funerals conducted by the MPD or other local law enforcement agencies for line of duty deaths, and any other venue as directed by the Chief of Police.
  1. When detailed, members of the Metropolitan Police Ceremonial Honor Guard shall project the most positive, professional image, in both appearance and demeanor.
  2. When activated, members of the Metropolitan Police Ceremonial Honor Guard shall fall under the authority of the Commander, Special Operations Division (SOD).
  3. Participation in the Metropolitan Police Ceremonial Honor Guard shall be voluntary.
  4. The Ceremonial Honor Guard shall consist of not more than a combination of fifty (50) officers and officials, reasonably distributed among the various units of the MPD.
  5. The Metropolitan Police Pipe & Drum Corps shall consist of not more than a combination of twenty-five (25) officers and officials, reasonably distributed among the various units of the MPD.
  6. Members shall be removed from the Metropolitan Police Ceremonial Honor Guard upon recommendation to the Commander, SOD, for documented cause, including but not limited to:
    - a. Chronic lateness;
    - b. No shows;
    - c. Lack of participation;

- d. Failing to maintain a professional appearance in accordance with GO-PER-110.11 (Uniforms and Equipment);
  - e. Failure to perform or carry out Metropolitan Police Department Ceremonial Honor Guard duties; and
  - f. Failing to maintain a professional demeanor [see General Order 201.26 (Duties, Responsibilities and Conduct of Members of the Metropolitan Police Department).]
7. To participate in the Metropolitan Police Ceremonial Honor Guard, members shall submit a PD Form 681 (Application for Position Assignment) through the chain of command, in response to a vacancy announcement.

NOTE: Members selected must pass the prerequisite training course to become voluntary members of the Metropolitan Police Ceremonial Honor Guard.

8. Requests for the services of the Ceremonial Honor Guard and/or the Metropolitan Police Pipe & Drum Corps shall be submitted to:
    - a. The Commander, SOD; for funerals of active and retired sworn and civilian members of MPD.
    - b. The Executive Office of the Chief of Police; for federal and civic ceremonies and funerals of members from other law enforcement agencies.
- B. The Ceremonial Honor Guard shall have the authority and sole responsibility of ensuring proper ceremonial protocols are adhered to in accordance with the Ceremonial Honor Guard Standard Operating Procedure Manual. The following shall be provided in the event of:
1. The Line of Duty Death of a sworn member (to include Reserve Corps members):
    - a. Color Guard;
    - b. Ceremonial or Honorary Pallbearers;
    - c. Pipe & Drum;
    - d. Bugler(s);
    - e. Firing Party;

- f. American Flag;
- g. The draping of the deceased member's stationhouse and assigned vehicle;
- h. Participation in funeral and interment (depending upon location);
- i. Motorcycle escorts; and
- j. Casket /vigil watch;
  - (1) By members of the deceased officer's element; and
  - (2) At the direction of the Ceremonial Honor Guard.

NOTE: The Metropolitan Police Pipe & Drum Corps, Pipe Major or Pipe Sergeant shall be the point of contact and serve as the liaison for any outside agency Pipe and Drum band that may wish to participate with an MPD Departmental line of duty death.

- 2. Death (Non Line of Duty) of an active sworn member, police reserve member or a civilian member:
  - a. Color Guard;
  - b. Active or Honorary Pallbearers;
  - c. Pipe & Drum (if requested);
  - d. Flag (District of Columbia, except in cases of veterans of the Armed Services);
  - e. Interment (depending upon location); and
  - f. Motorcycle escorts.
- 3. Death of a retired member, sworn or civilian, when directed by the Chief of Police:
  - a. Color Guard; and/or
  - 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).
- 5. Unless directed by the Chief of Police, funeral participation will not

be provided to any member whose death is by his or her own intention or to any member whose death was the result of his or her own involvement in criminal activity.

## V. PROCEDURES

### A. Responsibilities of Commanding Officials

Commanding Officials shall:

1. Ensure that any member of their command who is called to participate in the Metropolitan Police Ceremonial Honor Guard, at the request of the Chief of Police or the Commander, SOD, is readily available.

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

2. Forward requests for utilization of the Metropolitan Police Ceremonial Honor Guard in connection with funerals of retired members both sworn and civilian, funeral services for outside local law enforcement agencies (line of duty) or federal and civic ceremonies to the Commander, SOD, for approval.
3. Forward requests for utilization of the Metropolitan Police Ceremonial Honor Guard for line of duty deaths for members of local outside agencies and other funeral requests to the Executive Office of the Chief of Police, for approval.

### B. Responsibilities of the Commander of SOD

The Commander, Special Operations Division, shall:

1. Designate an official in SOD to serve as the official in charge of the Metropolitan Police Ceremonial Honor Guard.
2. Recruit volunteers from throughout the MPD for the Metropolitan Police Ceremonial Honor Guard, arrange for training and provide Metropolitan Police Ceremonial Honor Guard personnel for designated events.
3. Support the Standard Operating Procedures utilized by the Metropolitan Police Ceremonial Honor Guard for ceremonies and functions.
4. Determine uniform and equipment items that provide a distinctive appearance to the Metropolitan Police Ceremonial Honor Guard. When necessary, submit a recommendation to the Director, General Support Services Division to maintain uniform and equipment of the

Metropolitan Police Ceremonial Honor Guard members.

5. Provide authority for the use of official vehicles for the purpose of transporting members of the Metropolitan Police Ceremonial Honor Guard to and from ceremonial activities within the Washington Metropolitan Area.

NOTE: Authorization of 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 must be granted by the Chief of Police or his/her designee.

C. Responsibilities of the Human Resource Management Division

The Director, Human Resource Management Division shall:

1. Upon learning of the death of a retired member, notify the Special Events Branch, SOD, whenever the next of kin desires the official participation of the Ceremonial Honor Guard or the Police Pipe & Drum Corps in the funeral services.
2. Upon authorization of the Chief of Police, provide support in preparing a vacancy announcement for positions within the Ceremonial Honor Guard.

D. Responsibilities of the General Support Services Division

The Director, General Support Services Division, shall purchase and issue required Metropolitan Police Ceremonial Honor Guard uniform and equipment items upon receipt of a PD 160 (Request for Supplies and Services) signed by the Commander, Special Operations Division.

## VI. CROSS REFERENCES

- A. GO-PER-110.11 (Uniforms and Equipment)
- B. General Order 201.26 (Duties, Responsibilities and Conduct of Members of the Metropolitan Police Department)

## VII. ATTACHMENT

- A. Chart of Honors



Cathy L. Lanier  
Chief of Police

**Metropolitan Police Department's Honors Rendered**

<b>Service</b>	<b>Sworn Line of Duty</b>	<b>Sworn Active Member</b>	<b>Sworn Suicide</b>	<b>Sworn Retired</b>	<b>Civilian Active Duty</b>	<b>Civilian Retired</b>
Casket Watch (*)	Yes	No	No	No	No	No
Color Guard	Yes	Yes	No	Or casket team	Yes	Or casket team
National Flag Fold	Yes	Only if prior military	No	Only if prior military	Only if prior military	Only if prior military
City Flag Fold	No	Yes, if not prior military	No	No	Yes, if not prior military	No
TAPS Bugler	Yes	Only if prior military	No	Only if prior military	Only if prior military	Only if prior military
Pipe and Drum	Yes	Upon request	No	Upon request	Upon request	Upon request
Honor Guard (Pallbearers)	Yes	Yes	Yes	Or color team	Yes	Or color team
Firing Party	Yes	No	No	No	No	No
White Gloves	Yes	No	No	No	No	No
Mourning Band on Badge	Yes	No	No	No	No	No
Flags @ ½ Staff & Drapes	Yes	Discretion of the COP	No	Discretion of the COP	No	No
Motors Escort	Yes	Discretion of the COP	No	Yes	Discretion of the COP	No
Uniform	Class "A" to include blouse, hat and gloves	Class "A" to include blouse and hat	Class "A" to include blouse and hat	Class "A" to include blouse and hat	Class "A" to include blouse and hat	Class "A" to include blouse and hat
NOK Notification	COP/FST	FST per COP	FST per COP	FST per COP	FST per COP	FST per COP

Reserve members will be handled in accordance with the same provisions as those for sworn employees.

(\*\*) Casket watch is performed by uniformed members of deceased member's element