

	<b>HONOR GUARD</b>	<b>2013revA</b>
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	<b>APPROVED BY:</b> Fire Chief Mark Miller 	<b>EFFECTIVE DATE:</b> 06/01/2013

## Procedure:

### Fire Department Honor Guard

A fire department honor guard is the formal representative of the fire department at all types of functions including funerals, graduations, parades, sporting events and other special activities. The personnel who comprise the honor guard come from military and non-military backgrounds. Each person must have discipline and stamina and present a professional appearance on a daily basis. The honor guard practices regularly and drills before events. In rain or shine, heat or cold, a fire department honor guard maintains its strict composure, precise military bearing and meticulous attention to detail.

The purpose of this guideline is to provide an established operating procedure for the honor guard and its functions within Loveland Fire Rescue Authority (LFRA). This Operational Guideline includes administrative definitions/responsibilities, membership requirements and responsibilities, training and time commitments, as well as uniform and duty information.

### Honor Guard Administration

It is the responsibility of the fire chief or designated command staff individual to appoint a member of the honor guard to serve as the honor guard team leader/project manager. It is the responsibility of the honor guard team leader to report all information pertaining to the honor guard to the fire chief, or designated individual. The honor guard team leader will appoint an assistant/training coordinator and a quartermaster. These persons shall be approved by LFRA Command Staff.

### Administration Roles

#### Honor Guard Team Leader/Project Manager

- Oversees overall team/project
- Communicates with Command Staff/Chiefs
- Coordinates mission availability, applicability and assigns personnel to participate

### Assistant/Training Coordinator

- Acts as team leader/contact in the absence of team leader
- Plans, schedules and oversees all team trainings
- Maintains Honor Guard training curriculum and training manual
- Orientation and training of new members
- Surveys areas where missions will be done (if possible) to assist leader in planning missions

### Quartermaster

- Responsible for obtaining and maintaining all uniforms and equipment utilized by the honor guard
- Acts as team leader in the absence of leader and assistant

## **Honor Guard Member Responsibilities**

### Application and Membership Requirements

The honor guard shall be limited to 18 active members, not to include members specializing in only musical instruments.

Membership may consist of full-time employees, part-time employees, reservists and retired members (registered as City volunteers) from Loveland Fire Rescue Authority.

In order to become a member of the honor guard, personnel must be in good standing with the department and should submit a letter of intent to the team leader.

All prospective candidates will be interviewed by a panel consisting of at least two honor guard members and one member of the LFRA command staff.

### Time Commitment

A two year active status commitment is required of all members. No time limit is in place regarding the duration a member can remain on the team providing they remain in good standing with the department. Active Status is defined as meeting all the requirements of training and mission attendance.

### Training Requirements

All current and prospective members of the honor guard will attend a minimum of 70% of all scheduled trainings within the calendar year to maintain active member status. Attendance may be reviewed for members who may be “on shift” during such trainings, and when staffing may be an issue.

Loveland Fire Rescue Authority will utilize the “Honor Guard Manual” by John K. Marshal (DrillMaster) as our formal training manual. [Honor Guard Training | The DrillMaster](#)

#### Membership Requirements

Honor guard members are required remain in good standing with the department and uphold the oath that was sworn to the department. All members shall participate in at least 70% of all scheduled functions (missions) as well as required trainings, as stated above. Members will conduct themselves in a professional manner and will adhere to all department grooming and uniform standards.

#### Consequences for Failure to Follow Policy

The team leader and the training coordinator shall have the authority to recommend that any member(s) who do not meet the training, meeting or mission requirements may be removed from the team.

Any member violating department policy will be immediately placed on inactive status and will remain so until the infraction is resolved.

#### **[Honor Guard Request](#)**

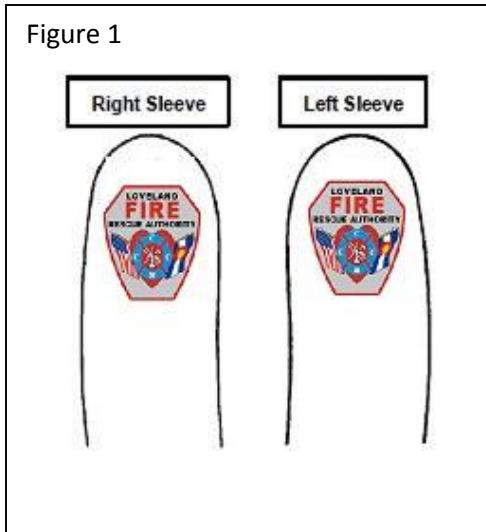
When a request for an honor guard mission is received by any member of LFRA, a request form shall be filled out with as much information as possible from the person or organization requesting the mission (see appendix A). This “Request Form” shall be sent to the team leader or assistant team leader. The team leaders will make contact with the person(s) requesting the mission and obtain more details about the mission and check the availability of the honor guard members who can attend the mission. If there are not enough available honor guard members to complete the mission, it will be turned down and the person(s) requesting the mission will be notified in a timely manner.

## Honor Guard Uniform

Each member of the honor guard will be issued an honor guard uniform that consists of the following items:

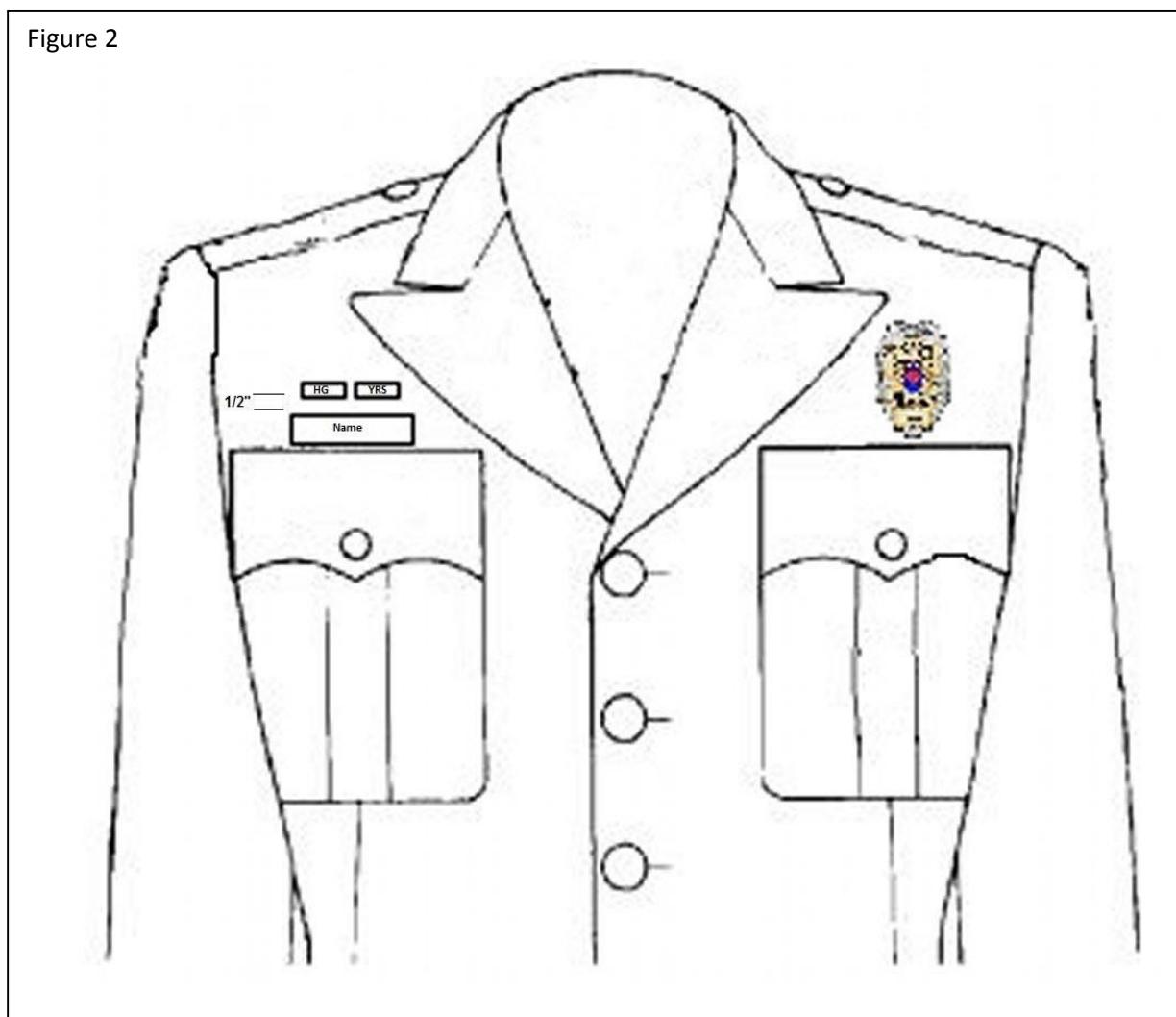
- 1 Blue Dress Coat
- 1 Pair Dress Pants
- 1 Long Sleeve Shirt
- 1 Pair High Gloss Black Boots
- 1 Belt
- 1 Honor Guard Badge
- 1 Cap Device
- 1 Name tag
- 1 Honor Guard Ribbon
- 1 Years of service ribbon (5+ years only)
- 2 pairs white gloves
- 1 Ascot
- 1 Red Shoulder cord
- 1 Red Parade Helmet
- 1 Garment Bag

Only LFRA shoulder patches shall be sewn on the honor guard dress coat. (see figure 1)

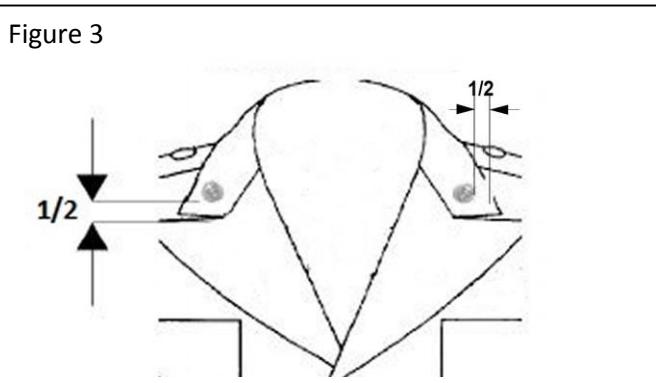


Name tags shall be pinned directly above the right breast pocket so that the bottom of the name tag is on top of the seam of the pocket. An honor guard and years of service ribbon shall be placed  $\frac{1}{2}$  inch above the name tag. The honor guard ribbon shall be on the outside and the years of service ribbon shall be the inner most ribbon. (see figure 2)

Figure 2



Collar devices shall be issued to each member of the honor guard to be placed on the collar of their dress jacket. Collar devices shall designate their rank within the department and shall be placed  $\frac{1}{2}$  inch above split collar and  $\frac{1}{2}$  inch from the stitching at the point of the collar. (see figure 3)



All issued uniform items will be returned to the honor guard quartermaster at the time any member leaves the honor guard team. As a token of appreciation to their service, the honor guard team leader may allow an LFRA honor guard a member to keep his/her badge and helmet shield after they leave the team.

### **Honor Guard Grooming**

As an “Honor Guard” member you are representing the best of the organization. All honor guard members shall insure that they are maintaining their highest level of grooming while performing in the “Honor Guard” uniform.

### **Revision History:**

2015 Mark Lyons (147) added the definition of Fire Department Honor Guard at the beginning and edited the wording in “Consequences for Failure to Follow Policy”. Added Honor Guard Request, Honor Guard Uniform and Honor Guard Grooming sections.

### **References:**

## Appendix A:



## Honor Guard Event Request & Notification

**Event:** [View Event](#)

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**E-Mail:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Event Address:** \_\_\_\_\_

**Description of Event:**

## Special Request

Piper:  Yes  No Drummer:  Yes  No

*(To be filled out by Honor Guard Team Leader)*

### **Honor Guard Members Assigned:**

**EVENT NOTES:**