

BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-6 SECTION B-3

CEREMONIAL HONOR GUARD Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Procedure
- III. Responsibilities
- IV. Selection Process
- V. Qualifications
- VI. Definitions
- VII. Effective Date

I. DIRECTIVE

The Baltimore City School Police Force (BCSPF) shall provide upon request an Honor Guard for funerals of active and retired members of this department; the funerals of active members of other departments and special events designated by the Chief of School Police. Assignments shall be limited to a three hundred (300) mile radius of Baltimore City.

II. PROCEDURE

The Honor Guard Commander will be responsible for making all necessary arrangements for the units participating in a ceremonial event. The Honor Guard Commander shall make arrangements, pending approval by the Chief of School Police.

The Honor Guard Commander, after being notified of an event, shall select the appropriate number of members to fill out the detail, and then notify the Captain of School Police or the Chief of School Police. The affected member's supervisors will be notified by the Commander.

III. RESPONSIBILITIES

By authority of the Chief of School Police, a Ceremonial Honor Guard Unit has been established within the BCSPF to perform those functions as are required by law and to enhance the professional image of the School Police.

A. Honor Guard Commander



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The person so designated by the Chief of School Police shall be responsible for planning, organizing, staffing, training, directing, controlling, and coordinating all Ceremonial Honor Guard functions. The duties shall include, but not be limited to:

1. Assignment of personnel to a detail.
2. Formal notification of assignments through the Captain of School Police or Chief of School Police.
3. Ensure arrangements are made for transportation, lodging, equipment, expenses, etc.
4. Operation and completing of the unit (i.e., inspection of personnel and equipment, compliance to rules and regulations, ceremonial protocol, etc.).

B. Detail Commander

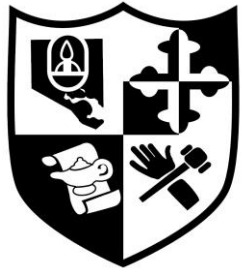
The person so designated by the Honor Guard Commander who shall be responsible for the function of the Honor Guard Detail at a particular event. In the absence of the Honor Guard Commander, the Detail Commander shall assume the responsibilities.

C. Honor Guard Members

Those members of BCSPF selected by the Honor Guard Commander with the approval of the Chief of School Police shall aspire to professionalism in all aspects of the operation and maintain the highest standards of integrity.

Each member is responsible for:

1. Maintaining all issued uniforms and equipment in outstanding condition.
2. Maintaining an outstanding personal appearance at all times.
3. Attendance at all training functions and details assigned.
 - a. BCSPF personnel assigned to the Honor Guard must keep maintenance on issued equipment.
 - b. Members of the Honor Guard must also notify their immediate supervisor when accepting an honor guard detail.
 - c. Personnel will notify the Honor Guard/Detail Commander of availability of detail assignments.
 - d. The Honor Guard/Detail Commander will maintain a listing of members assigned to the unit.
 - e. The Honor Guard/Detail Commander will notify members of meeting and training sessions.
 - f. The Honor Guard Commander will inspect all equipment necessary for a detail.



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- g. The Honor Guard Commander, upon receipt of event information:
 - i. Shall notify team members of the date, time and location of the event.
 - ii. Shall submit a written list of participants in the event to the Captain of School Police or Chief of School Police.
- h. The Honor Guard Commander shall maintain an inventory of all property assigned to the unit.
 - i. Submit reports of inspection of unit equipment to the Captain of School Police or Chief of School Police.
 - ii. Report all lost or damaged equipment.
 - iii. Arrange for necessary equipment for the unit.
 - iv. Maintain overall responsibility for the unit.

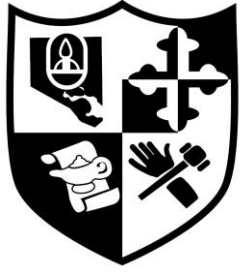
IV. SELECTION PROCESS

The Honor Guard Unit will consist of volunteer School Police Officers and Sergeants who present a neat appearance and have knowledge of the Manual of Arms.

- A. BCSPF members will submit a written request listing experience, availability and reasons for wanting consideration as an Honor Guard member.
- B. BCSPF supervisors shall recommend approval/disapproval of personnel within their command who request membership in the Honor Guard. This recommendation will include reasons for approval/disapproval and will be submitted to the Captain of School Police.
- C. BCSPF members who are approved but unable to become actively involved due to size limitations will be placed on an eligibility list until such time as an opening exists.

V. QUALIFICATIONS

- A. Prospective members must have satisfactorily completed their probationary period with School Police.
- B. Prospective members must not have been found guilty of departmental charges for the year preceding application to the Unit or are currently pending in disciplinary action.
- C. Prospective members must not have excessive sick or lateness records.
- D. Prospective members will be interviewed by the Captain of School Police or Chief of School Police, Honor Guard Commander and a current unit member to ensure



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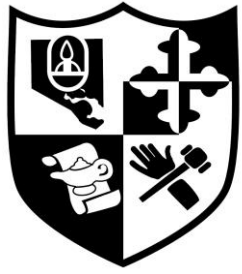
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compatibility among all Honor Guard members.

- E. Final selection of all prospective members shall meet with the approval of the Chief of School Police.

VI. EVENTS

- A. **Event-** An event in any planned or unplanned occurrence where the presence of the Ceremonial Honor Guard would promote the values and enhance the image of BCSPF and the Baltimore City Board of School Commissioners. The Ceremonial Honor Guard Commander shall have the authority to assign and coordinate the unit's participation in all events.
 - 1. **Full Honor Funeral-** Department member(s) killed in the line of duty.
 - a. Entitlement- Casket Guard, Body Bearers, Color Team, Firing Party, Bugler/Drummer, 18 Honorary Body Bearers.
 - 2. **Special Honor Funeral-** Retired members holding the rank of Lieutenant and above and any member regardless of rank who dies while in School Police service.
 - a. Entitlement- Color Team and Body Bearers, 18 Honorary Body Bearers as assigned by the Chief of School Police.
 - 3. **Honors Funeral-** Retired members holding the rank of Sergeant or below.
 - a. Entitlement- Color Team of Body Bearers
 - 4. **Out-of-Agency Funeral-** Members of other police agencies and departments.
 - a. Entitlement- Color Team
 - 5. **Department Events-** Promotions, Graduations, Commendation Ceremony.
 - a. Entitlement- Color Team
 - 6. **Community Events-** Parades, Opening Ceremonies, etc.
 - a. Entitlement- Color Team
 - 7. **National or Statewide Memorial Service-** National Law Enforcement Memorial Day- Washington D.C. – Fallen Heroes Day- Maryland
 - a. Entitlement- Entire Unit



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- B. Details-** A Detail shall consist of one or more Ceremonial Honor Guard members formally assigned to an event for the purpose of representing the BCSPF and the Baltimore City Board of School Commissioners. A detail may consist of one or more of the commanders, Chief of School Police or designee.
1. **Color Team-** shall consist of members of the Ceremonial Honor Guard of Detail Commander selected to be utilized at the discretion of the Commander (i.e., parades, ceremonies, funerals, etc.).
 2. **Body Bearers-** shall consist of seven (7) members of the Ceremonial Honor Guard, and will serve as the official body bearers at all departmental funerals.
 3. **Honorary Body Bearers-** shall consist of eight (8) members of the Ceremonial Honor Guard to be used to render honors when non-ceremonial honor guard members are utilized, as casket bearers.
 4. **Casket Guard-** shall consist of three (3) members of the Ceremonial Honor Guard who shall be utilized whenever a School Police member, whether active or retired, is to be buried in uniform.
 5. **Firing Party-** shall consist of eight (8) Ceremonial Honor Guard members who shall be utilized to render honors when a School Police member is killed in the line of duty or for a memorial service for same.
 6. **Bugler/Drummer-** shall be the member designed to render honor at departmental funerals, memorial services, etc.
 7. **Honor Escort-** shall consist of a member(s) who perform those duties as designated by the Honor Guard Commander at a special event.

C. Honor Guard Travel Distance

State of Maryland- for line of duty deaths within the State of Maryland, one color team and necessary vehicles.



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Outside of Maryland up to 300 miles- for line of duty deaths, one color team and necessary vehicles.

Outside of Maryland over 300 miles- for line of duty deaths, four (4) unit members of any rank, two (2) marked vehicles.

School Police outside of Maryland- for line of duty deaths occurring outside of Maryland and beyond any of the above guidelines, the following will be provided upon the approval of the Chief of School Police: one color team and an additional two (2) unit members and necessary marked vehicles.

VII. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____ Date _____