

SAGINAW TOWNSHIP FIRE DEPARTMENT

HONOR GUARD

PURPOSE: To establish guidelines regarding the protocol, membership, and use of the department Honor Guard.

I. Requests for the Honor Guard

- A. The Honor Guard will be provided for funeral services of members in good standing who were active in the Fire Service at the time of their death.
- B. In addition, the Honor Guard may be made available with permission of the Fire Chief for the following:
 - 1. Personnel who were active employees of the Saginaw Township Fire Department at the time of their death.
 - 2. Fire fighters or employees of the Fire Department who retired from the department under honorable conditions.
 - 3. Fire fighters who did not retire but who left the department under honorable conditions.
 - 4. Local dignitaries
 - 5. Fire fighters from other Fire Service agencies.
 - 6. Close relatives of department members
 - 7. Special ceremonies and events

II. Funeral Protocols

- A. Active fire fighters who died in the line of duty.
 - 1. The Honor Guard will be posted afternoons and/or evenings for viewing.
 - 2. The Honor Guard will be posted during the funeral service and will act as pallbearers if other fire fighters, family members, or friends cannot provide the service.
 - a. The Honor Guard will act exclusively as pallbearers if requested by the family and approved by the Fire Chief.

3. During interment, the Honor Guard will provide a flag folding ceremony and/or bugle call of taps as requested by the family.
 - a. A United States flag will be presented to survivors of an active fire fighter and retirees only.
 4. The department will provide a funeral escort from the funeral home or church to the cemetery.
- B. Fire fighters whose death was not in the line of duty.
1. The Honor Guard will be posted for evening viewing only
 2. All other protocols are as noted above.
- C. Other applications for the presence of the Honor Guard will be reviewed by the commander of the Honor Guard who will seek approval from the Fire Chief or his designee prior to making any commitment.

III. Honor Guard Membership

- A. Only active members of the department are eligible for membership in the Honor Guard.
- B. Membership will be limited to those active members who can regularly attend functions on a short notice.

IV. Honor Guard Member Training

- A. All members will be required to attend regular training meetings.
- B. All members will be required to maintain proficiency in close order drill and ceremony.
- C. Failure to fully participate in scheduled training sessions may result in being removed from the Honor Guard.
 1. Recommendations for the dismissal of an Honor Guard member from the unit will be made by the Honor Guard commander to the Fire Chief who will make the final determination.
- D. Upon appointment to the Honor Guard, the fire fighter must agree to serve a minimum of three (3) years on the Honor Guard.

V. Uniforms and Equipment

- A. All Honor Guard members will be issued a specially designed uniform.
 - 1. Members will be responsible for the maintenance and upkeep of their uniform and uniforms will be inspected by the Honor Guard commander prior to a member attending any function as a department representative.
- B. Upon being relieved from their duties as a member of the Honor Guard, members will return his/her dress uniform and all related equipment to the Honor Guard commander.

VI. Revision Responsibility

Responsibility for the continuous updating and revision of this policy and procedure lies with the office of the Fire Chief. Continuous shall mean when necessary.

V. Application

Violations of this directive, if proven, may be used for administrative action and/or discipline. In the event this policy conflicts with or supersedes and previous department policy, to that extent the conflicting or superseded order is cancelled.