

Sedgwick County EMS Honor Guard



Policies and Procedures

Adopted January 2006
Revised July 2008

v5.0

[Proposed revisions highlighted in yellow]

Purpose

- A. The purpose of the Honor Guard is to represent Sedgwick County EMS in an effort to show our respect, gratitude, pride and integrity as a public service of the community.
- B. To honor and respect other personnel, employees, public servants and lay people by a showing of our service's decorated, uniformed participants.
- C. To create unity among public services including the Fire Departments, Police Department, Sheriff Department, and other public service and public safety entities.
- D. To portray an image of discipline and professionalism and to teach non-Honor Guard appropriate protocol (personnel guidelines for conduct at uniformed events requiring such conduct).
- E. To raise public awareness of EMS as a part of the services provided and dedicated to the interests of the community.

II. Definitions

<u>Honor Guard Commander:</u>	Leader of the Honor Guard. Elected by popular vote once per year.
<u>Officer of the Guard:</u>	Representative from each shift (X & O) elected by the respective shift by the Commander. [Shift Officers]
<u>Command Staff:</u>	Commander + Shift Officers
<u>Protocol:</u>	Pertaining to the forms and etiquette observed (the code of conduct).

III. Policies

- A. The members of the Honor Guard shall decide upon policies by majority vote. (Voting may take place via Email due to the difficulties of assembling the entire unit at any one particular meeting.)
- B. Proposed policy and procedure changes will be discussed among members present at the meetings and any issues, revisions, etc. will be sent for vote by email.
- C. The policies established are subject to change and improvement on the vote of the members.
- D. Policies are approved by EMS administration and are enforced by Honor Guard members. They will be reinforced by EMS administration.
- E. Honor Guard will be present at any event deemed necessary and will participate as designated.
 1. Funerals
 2. Parades
 3. Other gatherings upon request and approval.
- F. Participation
 1. A preferred minimum number of 4 uniformed Honor Guard members present at Type I funerals.
 2. A preferred minimum number of 2 uniformed Honor Guard members present at Type II and Type III funerals.
 3. A preferred minimum number of 6 uniformed Honor Guard members present at parades will be attempted.

4. Minimum number of Honor Guards to be determined as needed for other gatherings on request.

G. Conduct

1. Honor Guard members will conduct themselves in a professional, respectful and reverent manner at all times in accordance with the SCEMS SOG and the Honor Guard Policies and Procedures.
2. Honor Guard members will maintain a professional appearance throughout the duration of the scheduled event.
3. No smoking will be allowed while in public eye and will be allowed on extended detail with permission of the Officer of the Guard.
4. Honor Guard members are only allowed to represent themselves as such at the order of the Honor Guard Commander.

H. Misconduct

1. Any unprofessional conduct will be addressed immediately by the Guard Commander or the Officer of the Guard and may result in the loss of ability to participate.
2. The Commander and Officers of the Guard will discuss the misconduct with the individual and attempt to rectify the situation.
3. If misconduct on behalf of a member becomes habitual or a continued problem after attempts at rectification, the member will resign their position.

IV. Membership

- A. Maximum number of uniformed Honor Guard members shall be 20. Even distribution between X and O shift will be attempted.
- B. Honor Guard Commander will be an elected position chosen by majority of members at the beginning of each year and approved by the SCEMS Director.
- C. An Officer of the Guard will be elected from each shift (X and O) that can be responsible for planning an event should the commander not be available. Shift Officers will also be elected yearly at the beginning of the year.
- D. Any member may offer and provide assistance to the Commander or Shift Officer.
- E. There is no maximum number of Honor Guard support personnel, however requests should be processed through the Guard Commander or anyone he/she designates.
- F. Applications to the Honor Guard will be accepted as vacancies become available.
- G. Members shall have a minimum of 1 year experience (part time or full time) prior to applying.
- H. New membership:
 1. Notice will be sent to EMS personnel via the Week-In-Review or by email requesting applicants
 - a. Applicants are asked to review the HG Policies & Procedures online

- b. Applicants will be informed to remit an email with their request
 - c. The applicant should submit their request with a statement of WHY they would like to join and indicate whether they feel they can meet the attendance and time requirements indicated in the Policies & Procedures.
 - 2. The applicant will be required to attend 3 drill meetings in a class B uniform.
 - 3. ALL Honor Guard members and candidates are required to have viewed the video documentary segment “Arlington: Field of Honor” prior to being accepted as a full Honor Guard member.
 - 4. At the end of the 3rd drill meeting, those HG members *present* will be able to interview candidates and will vote by ballot for the candidate’s membership.
 - 5. If a candidate is voted in by current Honor Guard members, the SCEMS Director will grant final approval.
 - 6. The candidate will be notified by a formal letter signed by the SCEMS Director and the Honor Guard Commander.
- I. Meetings will be scheduled to ensure the maximum attendance as possible. An effort will be made to ensure that meetings are equally scheduled on O shift and X shift.
- J. Attendance:
 - 1. Members of the Honor Guard who fail to attend at least half of the meetings/events scheduled on their respective day off during a 12-month period will be dismissed from the Guard.
 - 2. Members who will not be able to attend a meeting must notify the Honor Guard Commander by phone or email. Failure to do so on three occasions will result in dismissal.
 - 3. Failure to be present at an event you have committed to attend without notification will be considered abandonment and the member shall be dismissed from the Honor Guard.
 - 4. Members are required to attend at least one drill practice *prior to* an event in order to participate in the event. (Honor Guard members who do not attend a minimum of one drill practice prior to an event will not be allowed to participate in the Honor Guard for the event.)
- K. Resignation (voluntary or involuntary) of any member will require that ALL uniforms issued through the Honor Guard (items NOT purchased with regular uniform allowance) must be returned immediately.
- L. Members who resign their position involuntarily will not be eligible for application to the Honor Guard for a period of 2 years.

V. Uniforms

A. Definitions

- 1. Honor Guard uniform
 - a. Long sleeve polyester shirt. (No duty pins are to be worn on shirt)
 - b. Navy blue polyester slacks

- c. Navy blue jacket
 - i. Ranks will be worn on sleeves
 - ii. 5 year service stars will be worn on right sleeve
 - iii. White braided cords around the left arm
 - iv. Silver Sedgwick County EMS badge (black band will be worn as appropriate) worn on left
 - v. Name and service pin will be worn on the right breast above the pocket.
 - vi. No American flag pins are to be worn on the jacket.
 - vii. The Honor Guard Commendation Pin will be worn just under the top seam of the left breast pocket.
 - viii. EMS pins will be worn above the wedge seam of both lapels
 - ix. The National EMS Memorial Service brass Oak Leaf pin may be worn by those to whom it has been awarded for their attendance/ participation in the National EMS Memorial Service. The pin is to be worn _____
 - x. The Honor Guard Commander Medal will be worn by the commander in lieu of the Honor Guard Commendation Pin.
- d. Royal blue ascot
- e. Black or navy blue socks
- f. Patent leather shoes
- g. White gloves
- h. White cover (hat) with SCEMS insignia pin affixed.

[The following (Class A-C) uniform classifications are copied from the SCEMS SOG and all members should abide by the latest version of that document.]

2. SCEMS Class A Uniform

- a. Long sleeve polyester shirt.
 - i. Normal duty pins ARE to be worn.
 - ii. ABSOLUTELY NO short sleeve shirts
 - iii. No faded patches allowed
- b. Navy blue polyester slacks
- c. Navy blue jacket
 - i. Ranks worn on sleeves
 - ii. Sedgwick County EMS badge to left breast (black band worn when appropriate)
 - iii. Name and service pins worn over right breast, above pocket.
 - iv. No other pins shall be affixed.
 - v. Honor Guard members should wear commendation pin, just below the top seam of left breast pocket.
- d. Navy blue necktie
- e. Black or navy blue socks
- f. Black belt

- g. Black shoes or boots
 - h. Navy blue cover (hat), as appropriate, with SCEMS insignia pin affixed.
3. SCEMS Class B Uniform
- a. Long sleeve polyester shirt
 - i. Ranks and normal duty pins are to be worn
 - ii. Honor Guard Commendation Pin should be worn just below top seam of left breast pocket.
 - iii. No faded patches will be allowed
 - iv. White undershirt is to be worn
 - v. Absolutely NO short sleeve shirts!
 - b. Navy blue polyester dress pants.
 - i. Black duty pants may be substituted (pocket pants)
 - ii. NO hardware on or in pants (i.e. scissors, hemostats)
 - c. Black socks
 - d. Black boots or shoes
 - e. Black Belt
 - f. Black necktie without tie tack or tie bar. Fastening to shirt is done with buttonholes in rear of tie or with a safety pin.
4. SCEMS Class C Uniform
- * This is the normal duty uniform - Please refer to the SOG for definition and regulations.
 - * Honor Guard Commendation pins may be worn just below the top seam of the left breast pocket on shirts.
 - This pin may also be worn on the sweater over the left breast. If an American flag is affixed, the HG commendation pin should be worn below the flag.

B. Grooming

1. All Honor Guard members will maintain a high level of professional appearance at all times.
2. Uniform shirts, pants, and jackets will be pressed and clean.
 - a. Shirts are to be pressed with creases in the sleeves through the center of the arm patches. Patches should also be creased.
 - b. Pants/ slacks should be pressed with a crease to the center of the front and back of each pant leg.
3. No ornate jewelry will be worn. No body piercings will be worn. Females may wear earrings of a simple stud style.
4. Long hair must be worn up.
5. All men must be clean-shaven or with NEATLY trimmed facial hair
6. Boots must be shined.
7. Belts should be black and not worn. They may be polished with black shoe polish.

C. Uniform Selection

1. Funerals: Class A (if you do not own one, substitute class B)
2. Other functions: as indicated by SCEMS administration

D. Uniform Protocol

1. All non-Honor Guard personnel who wear a cover are to remain covered (wearing your hat) at **all** times while *outdoors* except during prayers.
2. While *indoors*, covers are to be removed and carried under your left arm. (This is because you may have to shake someone's hand).
3. No sunglasses will be worn while in Honor Guard uniform.
4. Sunglasses of a simple black or silver design are allowed with a class A or B. No brightly colored frames or lenses will be worn.
5. Badge covers will be provided by Support Services and should be worn for 30 days following a SCEMS death and 7 days following a non-SCEMS death.
7. SCEMS Insignia pin bands will be provided by EMS Support Services and worn for a period of 30 days following a SCEMS death and 7 days following a non-SCEMS death.
8. Epaulet Bands will be provided EMS Support Services and worn only with Class B/C uniform and for a period of 30 days following a SCEMS death and 7 days following a non-SCEMS death.
9. Uniform inspections will be conducted prior to any event by the Commander or the Officer of the Guard.
10. Honor Guard members may dress down to a class A only as designated by the Commander or Officer provided that the member adheres to the class A uniform protocol. If the member does not have a tie, then the member must remain in full Honor Guard uniform.

VI. Funeral Protocol

- A. Upon notification of a uniform funeral the Commander of the Guard or his designee shall contact the agency responsible for coordination and offer our services and/or participation.
- B. In the event of a SCEMS funeral, or any other funeral for which the SCEMS Honor Guard is asked to serve as the primary Guard, Commander of the Guard or his designee shall contact and meet with the family of the deceased, and in coordination with the Funeral Director, establish the family's desires. (Anyone making a personal meeting on behalf of the county or Honor Guard should do so in pairs and will wear the class A uniform).

All requests on behalf of the family will be followed. The Guard will not impose itself on the family's wishes. If the family so requests, the Honor Guard will direct the order of the services following protocol outlined below.

- C. The Commander of the Guard or his designee shall inform Guard members as to the needs of the Guard for each particular funeral and be in charge of planning and logistics assignments.
- D. Funeral participation shall be defined by the nature of the funeral:
1. Type I: Line of Duty Death (LODD) Funeral is to be considered for members of the department who are killed at the scene of an emergency incident or killed in responding to or returning from the scene of said incident. A LODD death will also include those that are injured or made ill at the scene and who later die as a result of these injuries. This class also includes LODD deaths from other agencies within Sedgwick County.
 2. Type II: Funeral pertains to members of the department who dies while on duty, but not due to injuries sustained while performing emergency activities or any employee who is off duty and not relating to any emergency activities. Also extends to Type II deaths from other agencies within Sedgwick County.
 3. Type III: Funeral pertains to the death of a member of the department who dies while off duty.
 4. Type IV: Funeral pertains to the death of a retiree of the department or a member of a department outside Sedgwick County.
 5. Type V: Funeral pertains to the death of a relative or friend of the department.

E. Protocol

Viewing:

1. For SCEMS employee funerals, Honor Guards will stand guard at the entrance to the viewing area.
2. 2 members will stand guard on either side of the casket. Guards will stand at attention. Guards will hold the American and EMS flags.
3. The American flag will drape the casket with the blue field over the head of the casket. Nothing is placed on top of the casket. For an open casket, the flag is folded to the feet with the blue field on top.
4. Guard will change every 15 minutes.
5. At the end of viewing hours, the guard in attendance will come to attention facing the casket. The 2 members standing guard will turn to face the casket and a final salute will be ordered.
6. The uniform brass will be removed at the last opportunity and placed into a wooden commemorative box.

Funeral Services:

1. Religious traditions will not be impeded or altered.
2. 2 Guard members will stand guard at the entrance to the chapel.
3. Honor Guard will enter after everyone has been seated and sit at the front of the congregation.
4. Honor Guard can act as pallbearers as requested by the family.

5. Pallbearers will follow the casket as it is moved into position at the front of the chapel.
6. If Honor Guard members are not acting as pallbearers, the Honor Guard will present arms when the casket is moved.
7. The Honor Guard will be the first to process out of the chapel.
8. The Honor Guard will form a corridor for the casket to move through to the hearse.
9. Accommodations will be made for deceased who have chosen to be cremated or when the body is not present.
10. The Executive committee will discuss the family's wishes for funeral services and will accommodate them with alterations in services, attendance, etc as necessary.

Processional:

1. Once the casket has been loaded into the hearse, immediately, 2 guardsmen shall depart for the cemetery. They shall stand guard at the prepared site for the arrival of the congregation.
2. The processional to the cemetery should proceed in the following order:
 - a. Police escort
 - b. Emergency Vehicles
 - i. Ambulances
 - ii. Local allied agency vehicles
 - iii. Outlying area agency vehicles
 - c. Other Honor/Color Guards
 - d. Dignitaries
 - e. Clergy
 - f. Hearse
 - g. Congregation vehicles

Burial Ceremonies:

1. A corridor will be created for the casket to process through to the final resting site. This is known as the "Walk of Honor." As the casket passes, a salute will be ordered.
2. Religious traditions will be observed and burial ceremony will take place.
3. If a 21 gun salute is conducted, it will take place before *Taps* is played.
4. *Taps* will be played. The trumpet player should stand 100 feet from the burial site.
5. While *Taps* is played, the American flag will be folded by the Honor Guard. 4 or 6 Guardsman should be present to fold the flag. If a 21 gun salute is conducted, 3 spent casings shall be placed in the folded flag. The folded flag will be presented to the Guard Commander.
6. The Guard Commander will present the flag to the next of kin or to the Director of the Service who will then present it to the next of kin. If uniform brass is to be presented, a second guardsman will

present the box containing uniform brass to the next of kin. If a Bible is to be presented to the family, a third guardsman will present this to the family.

7. The “Last Call” will be announced over the PA.
8. Honor Guard will proceed to remove one rose each from a vase and place it on the casket.

VII. Logistics

A. Transportation

1. Gathering prior to events should occur at a centralized location to allow for transportation as a unit. This will occur most likely at SCEMS Building 1.
2. Transportation will be provided by Sedgwick County EMS
3. Any time that a County vehicle is used for the purposes of transporting Honor Guard members, the Honor Guard magnetic decals shall be displayed on both front quarter panels of the vehicle.

B. Notification

1. Primary notification of an event may occur through any person. That person should contact the Honor Guard Commander directly.
2. The person who receives notification may be asked to assume logistics role of coordinating the event.
3. If notification occurs through EMS administration, the Honor Guard Commander will be notified.
4. Once the Honor Guard Commander is notified, the Shift Officers will be notified, who will then notify members of their shift. Command Staff will be responsible for notifying members of an event.
5. Members shall notify Commander of any changes in phone or email status.

C. Decorations

1. Everyone is welcomed to participate in decorating.
2. Commander or Officer of the Guard shall ensure coordination to prevent duplication or omission of items needed.

D. All Honor Guard property is to be kept secured at SCEMS Building 1 in the Ready Room Honor Guard locker (#11). [Contact the HG Commander, Officers, or SCEMS Support Services Division Officer for the lock combination.]

Locker contents include:

- 1 casket size American flag
- “Arlington: Field of Honor” video tape
- Gig box
- Portable ironing board
- Parade size American flag/ pole
- Parade size EMS flag/ pole
- HG espontoon case/ espontoon

VIII. Drill

A. Training

1. Drill will be taught on two levels:
 - a. Non-Honor Guard members will learn basic drill. This will be done by an instructional video to be available when needed on e-line. It will also be done by teaching basic drill during or after routine scheduled training academies.
 - b. Honor Guard members will be expected to learn the extended version of drill. This will be taught during meetings and rehearsed immediately prior to any event.
2. Occasions in which the Honor Guard will perform drill:
 - a. Parades.
 - b. Other requested PR events.
3. Non-Honor Guard members will be expected to perform basic drill at large gatherings or functions i.e. funerals, etc. (This will include when and how to salute, stand at attention, etc.)

B. Drill team setup at events: should be conducted by the officer of drill.

C. Basic Drill

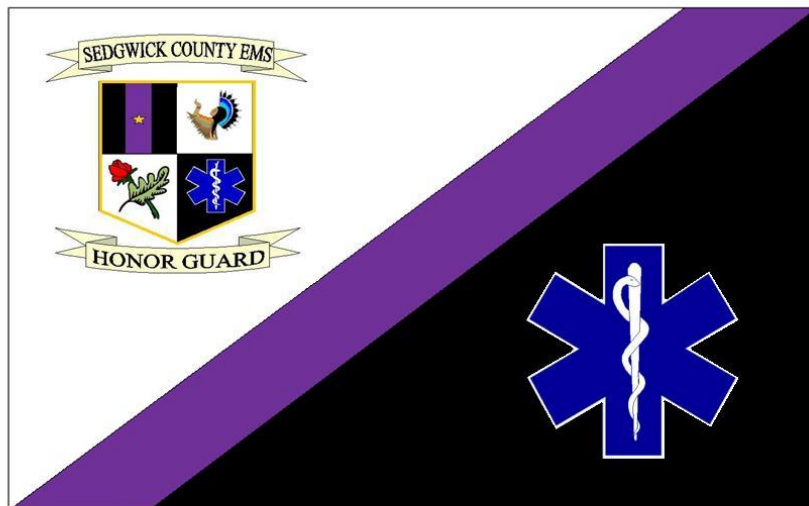
1. At a minimum, ALL Honor Guard members are required to know and perform the following drill movements:
 - a. Fall in
 - b. Position of attention
 - c. Dress right dress – normal/ at close interval
 - d. Parade rest
 - e. Present arms/ order arms – normal and slow count
 - f. Right/ left facing movements
 - g. Forward marching movements
 - h. Halt
 - i. About-face
 - j. Dismissed
2. Casket guard/ changing of the guard
3. Folding of the American flag & presentation

IX. Miscellaneous

A. The official Sedgwick County EMS Honor Guard emblem



B. The official Sedgwick County EMS Honor Guard flag



C. The official Sedgwick County EMS Honor Guard esponentoon

