St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-03-07 Honour Guard Protocol

Document Type: Operational Guideline

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Issued By: Director/Chief SJRFD

Index: 01 Organization
Section: 03 Administration
Title: 07 Honour Guard Protocol

Purpose

To outline the protocols of the Honour Guard, allowing consistency and uniformity among all SJRFD members.

Background

The St. John's Regional Fire Department's Honour Guard serves as representatives of the Fire Department at formal occasions as directed by the Director (Fire Chief).

The Honour Guard is dedicated to honoring fallen firefighters, their families, and Department members, past and present. The Honour Guard is intended to add dignity and reflect the professional image of the Department when attending such functions.

This is a new guideline.

Procedure

Authority

The Guard, under the command of the Guard Commander, reports to the Director of Regional Fire Services **(Fire Chief)** for the proper execution of his/her duties.

Composition

1. The composition of the SJRFD Honour Guard will consist of past and present members of IAFF Local 1075.

2. Honour Guard executive positions are held by active members of the SJRFD appointed to positions by majority vote at the Annual General Meeting. These positions are:

- Guard Commander
- Sergeant Major
- Secretary/Treasurer

3. The following positions are appointed by the Honour Guard Executive:

- Second-in-Command
- Assistant Sergeant Major
- 2 Colour Party Officers
- Quartermaster
- Communications Officer

4. The Honour Guard Commander, after consultation with the Honour Guard Executive, has the authority to replace/remove appointed individuals working in these capacities. All positions follow duties and responsibilities as set forth by the Honour Guard Executive and detailed in this POG.

Annual Meeting:

The General Meeting and Election of Officers will take place every two years and is scheduled for the month of February at a predetermined date as set forth by the Honour Guard Executive. All members are considered voting members.

Responsibilities and Duties

Honour Guard Commander

Reports directly to the Director of Regional Fire Services **(Fire Chief)** and is responsible for providing strategic direction of the Honour Guard toward the achievement of goals and in keeping with organizational mission statement. This position is responsible for appointing Honour Guard members to non-executive positions **(committees).**

Second-in-Command/Secretary/Treasurer

Reports directly to the Honour Guard Commander and assumes duties and responsibilities of the Honour Guard Commander in his/her absence. This position is also responsible for the issuing of notices, record keeping, bookkeeping and all other administrative activities required for the effective operation of the Honour Guard.

Sergeant Major

Reports directly to the Honour Guard Commander and leads the membership in drill and deportment. This position is also responsible for coordination and development of training and for maintaining an accurate record of Honour Guard member attendance.

Quartermaster

Reports directly to the Honour Guard Commander and is responsible for the management and inventory control of Honour Guard material and equipment including, but not limited to, the purchasing of new inventory, uniforms, medals, etc.

Communications Officer

Reports directly to the Honour Guard Commander and is responsible for providing accurate and pertinent information to Honour Guard Members about Honour Guard funerals, functions, etc.

Assistant Sergeant Major

Reports to the Sergeant Major and is responsible for providing assistance to the Sergeant Major at any Honour Guard event and serves as Sergeant Major in his/her absence. This position is also responsible for assisting in training delivery and development.

Colour Party

Reports to the Sergeant Major and are responsible to select members to bear the Colors and Arms of the Guard.

<u>Member Responsibility</u>

As ambassadors of the SJRFD, members will endeavor to maintain the highest standard of dress and deportment. Members are responsible for ensuring that:

- Uniform dress and personal grooming reflect the Honour Guard's established standards.
- Equipment under their responsibility is safeguarded and is maintained in good condition.

Attendance

1. Any new member accepted in the Honour Guard shall wear the St. John's Regional Fire Department dress uniform during a 1 year probationary period.

An Honour Guard uniform shall be issued to the Honour Guard member after the probationary period has ended or upon recommendation of the Honour Guard Commander.

Any new uniform issued shall be signed for as per Honour Guard Issue Management Form and upon departure from the Honour Guard it will be that member's responsibility to relinquish his/her uniform to the Honour Guard Quartermaster.

2. Member attendance will be recorded and monitored by the Sergeant Major and reviewed by the Honour Guard Executive on an annual basis during the month of May. An Annual Attendance Report shall be submitted by the Honour Guard executive to the Director of Regional Fire Service **(Fire Chief)** by June.

Members shall be expected to have greater than 50% attendance record based on the following HG approved events:

- July 1st Parade
- November 11th Parade
- Annual Inspection
- 8 scheduled meetings/drill practices
- Any active/retired member's funerals

NOTE: *Approved absence due to sickness, work commitments or extenuating circumstances shall be recorded and included in the Annual Attendance Report. Approved absence shall not reflect negatively for attendance requirements.*

3. Upon recommendation of the Honour Guard Executive and approval of the Director of Regional Fire Service **(Fire Chief)**, an Honour Guard member may be placed on a 1 year probation if attendance requirements are not met. Any probationary recommendations shall be included in the Annual Attendance Report.

If attendance requirements are not met throughout the probationary period, the member will be required to relinquish the Honour Guard Uniform and will cease to be an Honour Guard

Member.

Approvals
The Director/Chief of SJRFD

Approval Date
2011/03/28

Revision Date

Rescind Date

Responsibility

St. John's Regional Fire Department

POG # 01-03-07
Approved By:

Michael J. Dwyer, P. Eng
Director of Regional Fire Services
(Fire Chief)

2011/03/28
Date

Appendix/Appendicies

Honour Guard Issue Management Form

HONOUR GUARD ACOUTREMENTS

Form #02-03-06

Date: y / m / d	**Name**:
Employee #:	**Shift/Station**:

Item	Required		Size
Hat	❒ Yes	❒ No	
Badge	❒ Yes	❒ No	
Tunic	❒ Yes	❒ No	
Belt/Buckle	❒ Yes	❒ No	
Shoulder Cord	❒ Yes	❒ No	
Collar Pins	❒ Yes	❒ No	
Boots/Shoes	❒ Yes	❒ No	
Raglan	❒ Yes	❒ No	

Signature

The Honour Guard member understands that upon resignation or removal from the ranks of the Honour Guard that the above-referenced item(s), shall be returned to the Quartermaster within 1 month from the date of resignation or removal. Such items will be returned to the Honour Guard inventory.

(signature)	Date: y / m / d