

NEW STANTON VOLUNTEER FIRE DEPARTMENT
P O Box 20 – 108 S. Main St.
New Stanton, PA 15672-0020

HONOR GUARD POLICY AND PROCEDURES

POLICY

It shall be the policy of the Department to establish, equip and train an **Honor Guard Unit** to represent the Department at Funerals, Banquets, Meetings and other official community events where a Class A Uniform would be the preferred dress and decorum.

PROCEDURES

A. Leadership

- a. The Department Chaplain or designated Honor Guard Leader (by the Chaplain) shall be responsible for the implementation of this policy.
 - i. The Leader duties would include, but not be limited to: recommending new members for the Honor Guard, assembling the Honor Guard for assignment, calling for meetings, organizing training sessions, maintaining a list of member's names and contact information, ordering uniforms and accessories, disciplining Honor Guard members and terminating members for non-compliance with these procedures.

B. Membership

- a. Membership in this Honor Guard shall be limited to Active and Honorary Life Members of the New Stanton Volunteer Fire Department [Department].
 - i. The maximum membership level shall be 10 (ten) members.
- b. A prospective member shall:
 - i. have been an Active member in the Department for a minimum of three (3) years and
 - ii. remain in good standing in the Department and
 - iii. be available on short notice for a call to duty.

C. Activation

- a. The Honor Guard shall be assembled on call of the Leader for the following:
 - i. Funeral services for Department members and all Westmoreland County firefighter Line-of-Duty Deaths (LODD).
 - ii. Funeral viewing services for: a Member's spouse and these relatives of the member: Father, Mother, any Child [living under the member's roof], Honorary Members and for all current members of Borough Council.
 - iii. Special gatherings (dedications, ribbon-cuttings, Fallen Firefighter ceremonies, Veteran's Day celebrations, etc.).
 - iv. Parades within Westmoreland County except a Fireman's' Association of Pennsylvania or Western Pennsylvania Firemen's Assoc. parade.
 - v. The Honor Guard shall be activated using the Department's automated paging system and via phone to any member not receiving such pages.
 - vi. Honor Guard members shall notify the Chaplain within two (2) hours of learning of the passing of any member, LODD or person as outlined in ii. above.

D. Meetings

- a. The Honor Guard shall meet at least four (4) times annually or as called by the Leader.
- b. Meetings shall be no longer than two (2) hours and be held on Sundays.

E. Training

- a. The Honor Guard shall conduct sufficient training sessions so members are proficient in:
 - i. Marching in unison; saluting; flag folding; conducting a funeral service; marching with flags, axes, poles, etc.

F. Uniforms

- a. The Honor Guard member shall wear the Class A firefighter uniform, which are often referred to as "dress uniforms" for firefighters and officers. The more formal Class A uniforms or parade dress uniforms typically include: dress coats made from a dark wool or wool blend fabric, with heavy ornamentation such as epaulets or scalloped pockets that mimic the look of a military dress uniform. red and white lanyard, white formal hats with hat badge, white gloves, white

dress shirt and dark blue tie, gold badge, dress shoes and dark blue or black shocks. The full dress uniform is reserved for ceremonies, receptions, funerals, speaking engagements and other special occasions, not for everyday wear.

- b. Members shall maintain their uniform and accessories in a clean and ready state, keeping the major components in a closet in garment bag(s), boxes, etc. to protect from sun light damage, dust and other wear and tear.
- c. **Photo 1** shows a complete uniform. Note the following (see **Photo 2** for placement of pins, badge, etc.):
 - i. The hat shall be worn level with the brim about one finger width above the eyebrow. The lanyard shall be on the left side.
 - ii. The preferred Honor Guard Badge shall be worn on the coat or an equal quality and color rank badge accordingly.
 - 1. Badges shall be shrouded in black for mourning.
 - iii. Only supplied pins, emblems or regalia shall be worn.
 - iv. Outdoor summer dress may include the use of an ascot, which will take the place of a shirt and tie.
 - v. No part of the uniform shall be worn at incidents; members are considered “out of service” when in uniform.

G. Conduct/Appearance

- a. The member shall only wear the uniform at sanctioned events as called for by the Leader. Special permission may be given by the Leader for attendance at other events or out-of-county functions.
- b. While in uniform, the member shall maintain the highest level of decorum, always mindful of representing the Department in the highest regard. While in uniform, the member shall:
 - i. speak to other members and the public, avoiding profanity and any form of sexual harassment, joke telling, etc.,
 - ii. use the phrases: “Yes sir, No sir, Yes mam, No Mam.”
 - iii. stand at attention (chin up, chest out, shoulders back, stomach in) with hands to the side and fingers closed with the thumb pointing to the side pant strip , feet slightly apart and knees flexed slightly (for extended periods).
 - iv. stand at ease (still in rank) with the feet shoulder width apart, upper body is relaxed without slouching and hands in front, clasped.
 - v. stand relaxed, (out of rank) as called for.

- vi. salute by raising the right hand, fingers straight and just touching the brim of the hat with the arm at an approximate 45° angle.
 - vii. When the hat is off, it shall be under the left arm with hat badge facing forward.
 - viii. Saluting shall occur: when the U. S. National Anthem is played, when pledging allegiance to the flag (outdoors only), at the casket of a fallen member, when the colors are presented and at the command of the Leader.
 - ix. only remove the coat on command (or request) of the Leader.
 - x. follow the commands given by the Leader.
- c. The personal grooming/appearance of the member is an important and integral part of the Honor Guard unit. The member shall:
- i. maintain a neat and clean appearance by bathing, shaving and using deodorant before donning the uniform
 - ii. avoid strong-scented or over-powering colognes
 - iii. keep hair short and neatly trimmed
 - iv. maintain mustaches in a trimmed manner, no lower than the upper lip

H. Maintaining Honor Guard Status

- a. Members are expected to abide by the procedures as written above. Failure to do so may cause the member to be removed from the Honor Guard unit at the request of the Chaplain or Leader. Cause for removal may include, but not be limited to:
- i. the third offense of these procedures.
 - ii. Disobeying a command of the Chaplain or Leader.
 - iii. Reporting in an intoxicated or unkempt state.
 - iv. Wearing the uniform to non-sanctioned functions.
 - v. Not maintaining the uniform and accessories in a clean and ready state.
 - vi. Conduct unbecoming of the Honor Guard unit.

New Stanton Volunteer Fire Department
Honor Guard Policy and Procedures



Photo 1

Class A Uniform

Chaplain Barry D. Smith
Dec. 2017



Photo 2

Placement Notes:

- The red and white lanyard is on the left shoulder, attachment underneath the epaulet
- American Flag on the right shoulder, New Stanton VFD patch on the left; same placement for the white shirt (hidden by coat)
- Badge on the Left, Name pin on the right
- FD pins placed one on each coat collar, noting the Chaplain has a special Chaplain pin on each collar as well as one above the name pin