

**GENERAL ORDERS  
CHAPTER 302  
COMMUNITY RELATIONS**

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**CEREMONIAL UNIT  
G.O. 302.6**

I. PURPOSE

The purpose of this directive is to establish the policy and procedure governing the command, selection, training, equipment, and usage of the Maui Police Department's Ceremonial Unit.

II. POLICY

The Maui Police Department's Ceremonial Unit will serve upon request at public and police related events, funeral honors for the Department's employees, retirees, and duty-related deaths of law enforcement officers throughout the state of Hawaii, if approved by the Chief of Police or designee.

III. DEFINITIONS

**CEREMONIAL UNIT TEAM LEADER:** A Ceremonial Unit officer designated by the Unit Commander and is responsible for the coordination and implementation of ceremonial duties described in this policy.

**CEREMONIAL UNIT COMMANDER:** The Lieutenant of the Community Relations Section is responsible for the overall management and coordination of the Ceremonial Unit.

**CEREMONIAL UNIT OFFICERS:** Officers in good standing with the Maui Police Department who have volunteered to participate in the Unit.

**COLOR GUARD:** The Color Guard is responsible for the ceremonial movements of the flags.

**HONOR GUARD:** The Honor Guard is responsible for ceremonial welcomes, serves as casket watch guard, and performs other functions as assigned by the Unit Commander.

**FIRING PARTY:** A group of Ceremonial Unit officers who are formed to fire volleys at a funeral.

IV. ORGANIZATION

The responsibility of coordinating Ceremonial Unit assignments, receiving requests, and record keeping of events shall rest with the Community Relations Commander or designee.

The Unit shall be comprised of the following:

A. Unit Officers

1. Ceremonial Unit Officers will be on a volunteer basis. The officers will report to the Lieutenant of the Community Relations Section or designee when a request for service is received by the section.
2. The Lieutenant of the Community Relations Section will serve as the Ceremonial Unit Commander.
3. The Ceremonial Unit Team Leader is any member of the Unit selected at the time of assignment to any event. The Ceremonial Unit Commander does not necessarily follow the normal rank structure of the Police Department. It shall be the function of the Unit Commander to direct each of the teams in the performance of a ceremonial assignment.

B. Biennial Review

In order to allow for the introduction of new or additional participation, the membership of the Ceremonial Unit shall be reviewed every two (2) years.

C. Teams

1. Color Guard: Shall consist of a minimum of two (2) Unit officers.
2. Honor Guard: Shall consist of a minimum of two (2) Unit officers.
3. Pall Bearers: Shall consist of a minimum of seven (7) Unit officers.
4. Firing Party: Shall consist of a minimum of eight (8) Unit officers. If the Ceremonial Unit is unable to provide the required staffing for the Firing Party, every effort should be made to utilize officers from other sections within the Department.

V. UNIT MEMBERSHIP SELECTION

A. Any officer of the Maui Police Department interested in participating shall:

1. Have a minimum of three (3) years of service with the department and at least two (2) years as a Police Officer II.

2. Current annual physical examination on file with the Department and shall be approved for full police duties.
3. A numerical average of 3.0 or better on their annual performance evaluations for the past two (2) years.
4. No pattern of sick leave abuse and/or injured leave abuse.
5. Currently qualified with the department issued service weapon.

VI. TRAINING

- A. Ceremonial Unit training is conducted on a monthly basis.
- B. Training shall be for a minimum of four (4) hours each month.
- C. Officers in the unit can miss no more than twelve (12) hours of training each calendar year.

VII. UNIFORMS

The Ceremonial Unit represents the Maui Police Department in events that honor members of our Department, the community, the state of Hawaii and the Country. As such, officers of the Ceremonial Unit should be dressed to reflect the solemnity of the honors being represented. The uniform of the Ceremonial Unit shall be:

- A. Uniform Blazer
  1. Plain navy blue with shoulder epaulettes.
  2. Single breasted.
  3. Single band around the cuff of each sleeve.
  4. The department's patch will be displayed on the left shoulder.
  5. The department's mission logo will be displayed on the right shoulder.
  6. Insignias of rank shall be displayed on the Uniform Blazer.
- B. Shirt & Tie
  1. The uniform shirt shall be a white button down type with a stiff collar.
  2. The tie shall be a black clip-on style in a Windsor knot.

C. Uniform Pants

The uniform trousers will be navy blue in color with a vertical stripe on the outside seam.

D. Hat

1. The issued mailer cap with a rank appropriate band above the bill of the hat.
2. The cap shield will either be silver or gold dependent on the rank of the member of the team.

E. Shoes

Unit members shall provide black, hi-gloss, patent leather or corfam shoes.

F. Accessories

1. Honor guard braids will be worn on the left shoulder secured to the epaulette of the blazer.
2. Gun Belt
  - a. The gun belt will be a patent leather belt worn on the outside of the uniform blazer.
  - b. The appropriate gun holster, handcuff pouch and magazine holster.
3. White gloves
4. The police badge will be worn on the left breast of the blazer.
5. A single pin, black with silver lettering, stating "Honor Guard" or "Color Guard" will be worn on the right breast of the jacket.

G. Ordering and Maintenance of Uniform/Accessories

1. Ordering of Ceremonial Unit uniforms and accessories will be through the Plans, Training, Research and Development Section with coordination of the Lieutenant of the Community Relations Section.
2. Maintenance of uniforms and accessories will be the responsibility of the officer.

VIII. EQUIPMENT STORAGE

- A. Equipment used, such as flags, poles, rifles and other items for the specific purpose of

performing ceremonial duties will be held and managed by the Community Relations Section.

IX. COLOR GUARD GUIDELINES

The Color Guard will represent the Maui Police Department in events involving the Police Department or those requested by public agencies under these guidelines:

- A. Participation of a full complement of the Color Guard to include:
  - 1. Presentation and display of Federal, State and Department flags
  - 2. Rifle team escort to the colors

X. HONOR GUARD GUIDELINES

The Honor Guard will represent the Maui Police Department in events requested by family members under these guidelines:

- A. Officers killed in the line of duty are entitled to:
  - 1. Participation of a full complement of the Honor Guard
  - 2. Participation of a minimum of two Honor Guard officers as casket guards during viewing of the deceased and during funeral services
  - 3. Flag Detail
  - 4. Firing Squad
  - 5. Taps
  - 6. Black mourning bands displayed over badges
- B. Officers who die in the performance of their police duty are entitled to:
  - 1. Participation of a full complement of the Honor Guard
  - 2. Casket guard during the actual funeral services
  - 3. Flag detail, if applicable
  - 4. Firing squad
  - 5. Taps
  - 6. Black mourning bands displayed over badges

C. Active Officers who die because of natural or accidental causes are entitled to:

1. Participation of a full complement of the Honor Guard
2. Casket guard during the actual funeral services
3. Flag detail, if applicable
4. Black mourning bands displayed over badges

D. Retired Officers are entitled to:

1. One squad (4 officers) of the Honor Guard to participate at viewing
2. Black mourning bands displayed over badges

E. Death Under Dishonorable Conditions:

The Honor Guard will not participate in the funeral services of any officer, if death occurred under dishonorable conditions, or because of suicide.

XI. PROCEDURES

- A. Upon becoming aware of the death of an active or retired officer, the Ceremonial Unit Commander will make the necessary arrangements for the involvement of the appropriate team from the Ceremonial Unit.
- B. Requests for the Ceremonial Unit to participate in other events shall be routed through the Commander of the Ceremonial Unit.

  
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