



Clackamas Fire Honor Guard

BYLAWS

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Purpose

The Clackamas Fire Honor Guard (CFHG) was formed to honor firefighters. We are in existence to bring about consistency and planning assistance to any fire department that has to deal with the sudden loss of a firefighter.

The Honor Guard is a non-discriminating organization comprised of men and women 18 years or older who are career or volunteer members of our fire service agency. They freely volunteer their time to be prepared to assist their fire service colleagues in their greatest time of need, as well as, demonstrating the pride of the Honor Guard and traditions of the fire service at public venues.

General Policy

We will offer ceremonial assistance when requested by the Fire District and outside agencies when manpower permits. There is no higher honor than to honor your own. We stand ready to help do that with the greatest amount of dignity and respect.

Notification Policy

Downward Communications

The following notification policy will be in effect for the purposes of assigning members of the Clackamas Fire Honor Guard (CFHG) to specific details.

Once the Clackamas Fire Leadership Staff are notified of a request for service, the CFHG membership will be notified. CFHG Leadership Staff will assign a detail commander who will be responsible for activating the necessary resources from the membership. These notifications shall be done by telephone, email, or website (<http://www.clackamasfirehonorguard.com>) to be confirmed with the individuals assigned. If the Detail Leader requests additional assistance, a second request will go out with the specific needs for assistance.

Upward Communications

The following notification policy will be in effect for the purposes of notifying the CFHG Leadership Staff of a request for service.

If a member of the Clackamas Fire Honor Guard is contacted regarding a death of a firefighter and the services of the Clackamas Fire Honor Guard are being requested, gather as much information about the situation as possible and forward that information to the CFHG Team Leader or in his/her absence, the Assistant Team Leader.

Contact names and numbers as well as the name of the effected fire department are critical pieces of information. Details regarding the member who passed away and the timing of the events will also be helpful.

An official contact will then be made with the effected fire department or party. Once the particulars are sorted out and the services of the Honor Guard have been identified, the downward communications policy will be implemented.

No CFHG member can 'self-deploy' and represent the CFHG.

Duties of Officers

CFHG Team Leader

The CFHG Team Leader of the Clackamas Honor Guard is responsible for the overall operation of the organization. The primary mission of the Team Leader is long range strategic planning and maintaining mission and vision integrity. The Commander shall see to it that the group has the resources necessary for the successful deployment of personnel and resources to provide planning and ceremonial assistance to fire departments in need.

Assistant CFHG Team Leader

The Assistant CFHG Team Leader supports the CFHG Team Leader in his/her role. The Assistant CFHG Team Leader is responsible for the day-to-day operations of the Honor Guard. The Assistant CFHG Team Leader shall be the primary disseminator of event/funeral information. He/she is responsible to ensure that the CFHG has all the necessary training and equipment to fulfill its mission. He/she will also assure that the membership is consistent in their execution of ceremonial aspects and planning. In the absence of the CFHG Team Leader, the Assistant CFHG Team Leader will fulfill the role of CFHG Team Leader.

The Assistant CFHG Team Leader reports to the CFHG Team Leader.

Detail Leader

This position is assigned by the CFHG Leadership as needed per detail, to direct activities related to a specific request. The Detail Leader is the ranking officer at the detail regardless of who may be participating. The Detail Leader is responsible for the high performance standards expected of all CFHG members and to assure professionalism in the execution of our mission.

Member

A member of the Clackamas Fire Honor Guard will be expected to work as a team. You must be able to follow directions from those who are in charge.

A member must know basic marching commands and execute these skills prior to participating in an event. A lack of ability reflects poorly on the entire group. Members are expected to arrive a minimum of 1 hour prior to a scheduled event for assignment and familiarization.

- Option One: Arrive 60 minutes before the event in uniform
- Option Two: Arrive 90 minutes before the event out of uniform

If you commit to an event, we are counting on you to fulfill that commitment. You are expected to pay particular attention to your appearance. Members should also have a thorough and full understanding of the *Statewide Funeral Response Plan* and the resources available through the Honor Guard. They should be prepared to answer any questions with respect to protocols and ensure that they are aware of what a ceremonial team is capable of providing. Keep in mind that we are an information resource to the department and they make the final decisions on what gets done. Members should be able to seek compromise and focus on solutions when faced with conflicting situations. The individual membership is the backbone of the organization. To that end, it is important for all members to be trained in the protocols established by the Honor Guard and to present oneself in a professional manner at all CFHG venues.

Participation at Public Service Events

CFHG participation at public service events will be determined and reviewed annually. Members will commit to public service event participation via email, telephone / text or website.

The CFHG Leadership will assign a Detail Leader (DL) for each event.

The Detail Leader is responsible to assure the timely arrival of all CFHG needed equipment and CFHG personnel at presentation venues.

The Detail Leader will provide via email to each member of the detail 72 hours prior to the venue:

1. His/her cell phone number
2. Directions to the venue
3. Contact person
4. The time and location where the detail is to meet on site

The detail participants need to acknowledge and confirm receipt of the Detail Leader email via return email or phone and confirm their ability (or inability) to commit to participation.

The arrival time outlined by the Detail Leader will be **at least** one hour prior to the scheduled venue to assure sufficient time to examine the setup and practice the presentation.

In the event a detail participation member is suddenly unable to participate and/or is delayed in arriving at the venue in a timely fashion, the member will immediately contact the Detail Leader via cell phone and in the event delayed member fails to make contact with the Detail Leader, he/she shall attempt to call each member of the detail until contact is made and the delayed arrival information is communicated to the Detail Leader.

Military Bearing and Appearance

The CFHG is a para-military organization whose core value is that proper military bearing is expected at all times. Members of the Honor Guard take pride in their personal appearance and maintain attention to detail with their uniforms. It is required that one's appearance and uniform will be clean and neat at all times, hair, and moustaches neatly trimmed, and shoes polished and shined. The Detail Leader has the authority to restrict or eliminate the performance of any detail members based upon his/her attitude, appearance, lack of professionalism, lack of training, present state of cognitive function, failure to report to the detail as assigned, or if a member should demonstrate behavior unbecoming as a member of the Honor Guard and whose actions may reflect poorly on the Honor Guard as a unit.

Participation at Funerals

The level of CFHG participation at funerals will be at the discretion of the requesting fire department. The full spectrum of CFHG services will be made available and the Team Leader will confirm the specific planning, resources, education, and level of support desired.

Performance Expectation

To maintain our professionalism, each member is required to attend at least two training events or meetings on an annual basis. In the event this performance level is not achieved, the member will be contacted by a member of the Leadership Staff to explore their interest in remaining a member of the Honor Guard. Further, each member is required to participate in at least **TWO** public service events or funerals on an annual basis. In the event this performance level is not achieved, the member will be contacted by a member of the Leadership Staff to explore their interest in remaining a member of the Honor Guard.

CCFG member will be expected to participate in at least **TWO** designated training session annually. There will be 6 designated training sessions within each calendar year. Training sessions will be scheduled and posted on the CFHG Website.

Disciplinary Action Policy

Taking disciplinary action against a CFHG member is a very serious event and one never to be taken lightly. While the desired outcome is to never have to evoke the need for disciplinary action, our professionalism and esprit de corps' supports having such a mechanism in place and known to all members. The Detail Leader or any member assigned to the detail has the responsibility to inform the CFHG Team Leader of any unprofessional behavior, and if both parties concur, the issue will be referred to the Disciplinary Action Committee (DAC) for further action. If the CFHG Team Leader is the alleged offender, the Detail Leader or unit member will forward their concerns to the Assistant CFHG Team Leader. Disciplinary action outcomes may include no action taken, being suspended from CFHG meetings and events for a prescribed period of time, being asked to resign, and being terminated as a member of the CFHG.

Disciplinary Action Committee (DAC)

The DAC will be comprised of any three members.

The DAC shall have the power to investigate any grievance, breach of discipline, breach of conduct or failure to perform any CFHG duty or responsibility. Charges preferred against any member of the organization shall be in writing, the original of which shall be sent to the CFHG Team Leader with a duplicate copy being sent to the alleged offender.

The DAC will meet with both the member making the allegations and the alleged offender to review the incident in detail and will meet within seven calendar days once the CFHG Team Leader receives the allegation. Both the member making the allegations and the alleged offender has the option of bringing two additional CFHG members to the DAC meeting to support their position. All proceedings at the DAC meeting are to remain strictly confidential. The DAC will render its opinion within seven calendar days following the meeting for further disciplinary action to the CFHG Team Leader for immediate implementation. The outcome of the DAC meeting will be presented at the next **BI-ANNUAL** meeting of the Honor Guard.

Uniforms

The CFHG Uniform

Our professional image begins with uniforms that are clean, crisp, and consistent. The CFHG Class A uniform is comprised of the approved:

- Black cap with a silver band (red stripe)
- Silver CFHG cap badge
- Silver CFHG uniform badge
- CFHG single-breasted high collared black uniform coat with silver buttons with CFHG patch on left shoulder and United States flag (union forward) on right shoulder
- CFHG approved silver name plate (not worn for funeral detail)
- CFHG black uniform pants with the narrow red pin stripe
- CFHG red uniform braid on the left shoulder
- CFHG approved two inch wide black belt with polished silver buckle
- CFHG patent leather black plain toed shoes

If members choose to they may wear the CFHG Polo on arrival to an event. The Detail Commander is authorized to request the removal of any uniform adornments that he/she feels does not comply with this mandate.

Any additional adornments to the CFHG uniform or any purchases using the CFHG logo need to be presented to the membership for their approval through the chain of command.

OTHER

- Sun glasses – sunglasses are not permitted. If you own a pair of prescription glasses with the lenses that automatically darken, they are permitted. Note: the preferable option is for the member to obtain a pair of glasses with clear lenses.
- Earrings – posts and studs are permitted. All other visible body piercing jewelry that dangles is not authorized.
- Cell Phones/Pagers/PDAs –cell phones, pagers, PDAs and all related electronic devices **must** be placed in vibrate or silent mode immediately upon arrival at a CFHG presentation venue.