

Policy Name:	CHIEF CONSTABLE'S CEREMONIAL GUARD		
Policy #:	AD 4.9	Last Updated:	2022-06-08
Issued By:	OFFICE OF THE CHIEF CONSTABLE	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 4.3 Uniforms, Insignia and Dress Standards

1. PURPOSE

1.1. To provide Surrey Police Service (SPS) Members with information regarding the structure, roles, dress and deportment, the responsibilities, and expectations of the Chief Constable's Ceremonial Guard.

2. SCOPE

2.1. This policy applies to all Members.

3. POLICY

3.1. The Chief Constable's Ceremonial Guard (CCCG) is a volunteer group consisting of serving SPS Members. The CCCG was created to represent SPS and the City of Surrey in various law enforcement and community related functions.

3.2. The CCCG includes Members in different roles, including the:

- i. Ceremonial Guard Officer;
- ii. Sergeant Major;
- iii. Ceremonial Guard Commander; and the
- iv. Ceremonial Guard, which may consist of the:
 - a. Colour / Flag Party;

1. Flag Bearers; and
 2. Escort to the Colours.
- b. Rifle Party:
1. Firing Party; and
 2. Honour Guard.
- c. Bearer Party;
1. Pall Bearers;
 2. Insignia Bearer; and
 3. Headdress Bearer.

3.3. A Ceremonial Guard Committee consisting of the Ceremonial Guard Officer, the Sergeant Major and the Ceremonial Guard Commander will regulate and control all activities of the Ceremonial Guard, subject to the approval of the Chief Constable.

3.4. The responsibilities of the Ceremonial Guard Committee will include the:

- i. authorization and regulation of all public appearances of the Ceremonial Guard;
- ii. appointment of members to the Ceremonial Guard; and
- iii. administration of the Ceremonial Guard budget.

3.5. Membership in the Ceremonial Guard will be restricted to serving Members and retired Members approved by the Ceremonial Guard Committee.

3.6. A Member wishing to join the Ceremonial Guard will make application to the Sergeant Major.

3.7. Despite section 3.5, the Ceremonial Guard may enlist the assistance of Ceremonial Guard personnel from outside agencies as needed for local events.

4. PROCEDURE

Ceremonial Guard Compensation

4.1. CCCG Members performing Ceremonial Guard duties when off-duty (authorized practices, events, and committee meetings) will be considered on-duty for the purposes of WorkSafeBC and other Employee benefits.

4.2. CCCG Members performing Ceremonial Guard duties when off-duty will receive remuneration in the form of hour-for-hour straight time, at a minimum of four hours, for time spent on such activities.

Ceremonial Guard Dress and Department

4.3. The uniform worn by the CCCG, as defined in policy AD 4.3 *Uniforms, Insignia and Dress Standards*, will be approved by the Chief Constable.

- 4.4. The CCCG will wear full Sam Browne, unless otherwise specified, including belt, cross strap, holster, mag pouch and handcuff pouch.
- i. CCCG Members will wear full Sam Browne during all public events unless otherwise specified;
 - ii. CCCG Members will wear dress belt with buckle for all private events unless otherwise specified.
- 4.5. CCCG Members will be responsible for ensuring that their uniform and accoutrements are properly maintained in a manner that will be a credit to SPS.
- 4.6. Any adornment such as sunglasses or jewelry which detracts from the appearance of the Ceremonial Guard will not be worn.
- 4.7. Prior to any public appearance, CCCG Members will be inspected by the Sergeant Major or designate.
- 4.8. CCCG Members, when paraded, will present themselves in a professional manner and will be well-groomed to the highest standard.
- 4.9. CCCG Members, when paraded, will be turned out appropriately. Highly shone boots, buckles, badges, and other pieces of equipment will be expected, along with a well-kept uniform.
- 4.10. CCCG Members are reminded that while they are in uniform, they represent SPS and the City of Surrey. CCCG Members must be aware that they are readily recognizable as CCCG Members, whether in uniform or otherwise and will conduct themselves at all times in such a manner that brings credit to the CCCG and SPS.

Deploying the Ceremonial Guard

- 4.11. The CCCG will only be deployed at the discretion of the Chief Constable or their designate. These parade events will be for the sole purpose of representing SPS or the City of Surrey.

Surrey Police Colours

- 4.12. The "Colours" paraded by CCCG will consist of any one or a combination of the following flags: Canadian flag, British Columbia flag, Surrey Police Service flag, City of Surrey flag, Surrey Police Union flag, and the flag of the United States of America.

Ceremonial Guard Officer

- 4.13. The Ceremonial Guard Officer is appointed by, and responsible to, the Chief Constable.
- 4.14. The Ceremonial Guard Officer is the Officer in Charge of the Ceremonial Guard.

4.15. The Ceremonial Guard Officer is the Chair of the Ceremonial Guard Committee.

Sergeant Major

4.16. The Sergeant Major is appointed by the Chief Constable and is responsible for all events that are ceremonial in nature that Members may attend, both within and outside of Surrey, including but not limited to funerals and parades.

4.17. The Sergeant Major reports directly to the Chief Constable but will be responsible to the Ceremonial Guard Officer on events that are ceremonial in nature in which the CCCG will participate.

4.18. The Sergeant Major is an advisor to the Chief Constable or their designate on all matters of protocol.

4.19. The Sergeant Major is a member of the Ceremonial Guard Committee.

4.20. The Sergeant Major will assist the Ceremonial Guard Commander in the coordination of Ceremonial Guard deployments, training, and courses.

4.21. The Sergeant Major will represent SPS at meetings with outside agencies regarding Members' participation in parades, funerals, and ceremonies. When applicable, the Sergeant Major will liaise and maintain communications with other Sergeant Majors and ceremonial contacts outside Surrey.

Ceremonial Guard Commander

4.22. The Ceremonial Guard Commander is appointed by the Chief Constable and is responsible for coordinating the CCCG's participation in approved events that represent SPS and the City of Surrey.

4.23. The Ceremonial Guard Commander will be responsible to the Sergeant Major on events that are ceremonial in nature in which the CCCG will participate.

4.24. The Ceremonial Guard Commander will work closely with the Sergeant Major to ensure that Ceremonial Guard members are properly equipped and properly turned out. The Ceremonial Guard Commander will maintain a high degree of dress, deportment, and morale.

4.25. The Ceremonial Guard Commander will be responsible for drill practices and the strict adherence to drill procedures in accordance with the *Canadian Armed Forces Drill and Ceremonial Manual*.

4.26. The Ceremonial Guard Commander may appoint a qualified CCCG Member as second in command, to assist in the Ceremonial Guard operation.

4.27. The Ceremonial Guard Commander may appoint a CCCG Member as Quarter Master. The Quarter Master is responsible for the researching and procurement of CCCG equipment as well as the care and maintenance of the CCCG's rifles, flags and the Chief Constable's Sword.

Colour Party: Flag Bearers & Escort to the Colours

4.28. The Colour Party Commander will be appointed by the Ceremonial Guard Commander.

4.29. The Flag Bearers and Escorts to the Colours are responsible to the Colour Party Commander.

4.30. The displaying and care of the Colours rests with the Flag Bearers. They will ensure that the flags are carried and displayed with dignity and are not allowed to touch the ground.

4.31. The Flag Bearers will protect the Colours against damage and soil to the fabric, as well as to other related equipment, and will report any such damage or occurrence to the Ceremonial Guard Commander.

4.32. The sole purpose of the Escort to the Colours is, and will remain, the protection of and escorting of the Colours. At no time will the Colours be moved or kept in an insecure place without the presence of CCCG Escorts.

4.33. It is the responsibility of the Escort to the Colours to always protect the Colours from theft or harm when outside SPS. Escorts have the added responsibility of guarding and protecting their firearms from damage or theft. At no time will an Escort leave their firearm unattended except in the direct hands of another Escort member or locked away securely.

Rifle Party: Firing Party and Honour Guard

4.34. The Rifle Party Commander will be appointed by the Ceremonial Guard Commander.

4.35. The Rifle Party may consist of CCCG Members making up a Firing Party and/or Honour Guard.

4.36. Firing Party and Honour Guard Members are responsible to the Rifle Party Commander.

4.37. The care and security of the rifles during Ceremonial Guard events and practices rests with the Rifle Party Members.

Bearer Party: Pall Bearers, Insignia Bearer, and Headdress Bearer

4.38. The Bearer Party Commander will be appointed by the Ceremonial Guard Commander.

4.39. The Bearer Party will consist of Pall Bearers, Insignia Bearer and/or Headdress Bearer.

4.40. The Bearer Party members are responsible to the Bearer Party Commander.

APPENDIX A: DEFINITIONS

“Bearer Party” means members of the CCCG appointed to provide a presence and services during a funeral. The Bearer Party is made up of Pall Bearers, the Insignia Bearer, and the Headdress Bearer.

“Chief Constable’s Ceremonial Guard” or “CCCG” means the unit responsible for representing SPS and the City of Surrey at formal public and private law enforcement events and community functions.

“Ceremonial Guard Committee” means the committee overseeing the operation of the Ceremonial Unit. The Ceremonial Unit Committee is made up of the Ceremonial Unit Officer, the Sergeant Major, and the Ceremonial Unit Commander.

“Colours” means one or more combinations of the following flags used by the Ceremonial Unit: Canadian flag, British Columbia flag, Surrey Police Service flag, City of Surrey flag, Surrey Police Union flag, and the flag of the United States of America.

“Colour Party” means members of the CCCG appointed to parade and/or present the Colours and Flags at ceremonial occasions. The Colour Party is made up of the Flag Bearers and the Escorts to the Colours.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Quarter Master” means members of the Ceremonial Unit appointed to parade and/or present the Colours and Flags at ceremonial occasions. The Colour Party is made up of the Flag Bearers and the Escorts to the Colours.

“Rifle Party” means members of the Ceremonial Unit appointed to receive or guard dignitaries, or to attend at formal ceremonies. The Rifle Party is made up of the Firing Party and the Honour Guard.

“Sergeant Major” means the SPS advisor to the Chief Constable and the Executive Leadership Team pertaining to dress, deportment, protocol, and ceremonial issues.

“SPS” means Surrey Police Service.

APPENDIX B: REFERENCES

Canadian Forces Manual of Drill and Ceremonial, www.cmp-cpm.forces.gc.ca/dhh-dhp/pub/ins-201/index-eng.asp