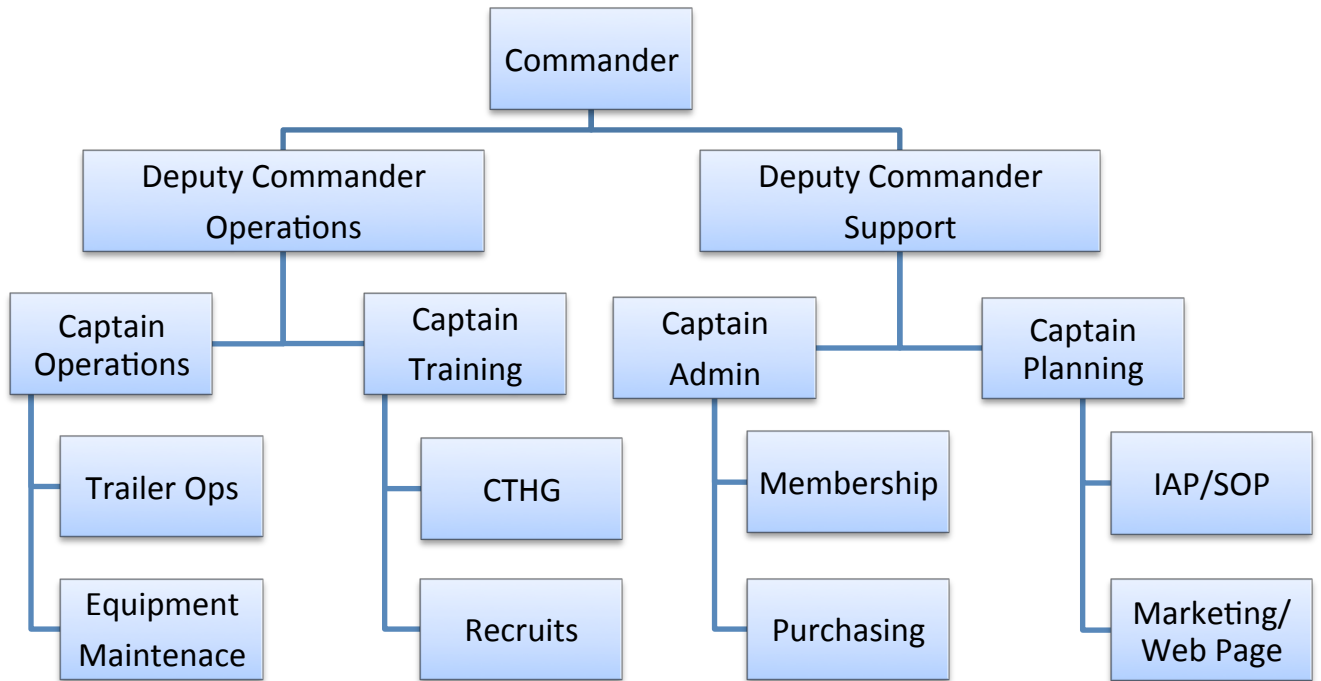


# CTHG Organizational Chart

January 2013



## Duties of Officers

### COMMANDER

The Commander of the Connecticut Statewide Honor Guard is responsible for the overall operation of the organization. The primary mission of the Commander is long range strategic planning and maintaining mission and vision integrity. He/she will promote the role the Connecticut Statewide Honor Guard on the local, statewide, nationwide, and international stage. He/she shall promote the group utilizing power point presentations, web site support, public service event days, and promotional materials.

The Commander shall be the primary disseminator of event/funeral information. The Commander shall see that the group has the resources

necessary for the successful deployment of personnel and resources to provide planning and ceremonial assistance to fire service families and departments in need upon the notification of a serious injury or Line of Duty Death.

The Commander of the Connecticut Statewide Honor Guard shall also seek out opportunities to showcase the group in the public forum as well as garner financial assistance in the form of donations/equipment to help offset any operational expenses.

The Commander, or his/her designee, is responsible for maintaining the history of the CTHG and ensures record of all events, members and meeting history are recorded and archived.

The Commander or his /her designee also serves as the PIO for CTHG to the media, public, or at the request of the affected department or family. The PIO is responsible for press releases, marketing, event photography and website to ensure all information submitted is accurate and current.

The Commander reports to the State Fire Administrator.

#### DEPUTY COMMANDER – OPERATIONS

The Deputy Commander-Ops supports the Commander in his/her role. He/she is responsible for the day-to-day operations of the Honor Guard in the absence of the Commander. The Deputy Commander of Operations is responsible to provide the operational response and training necessary to assure the ongoing functionality and immediate response of the CTHG.

The Deputy Commander of Operations is responsible to provide guidance to the affected families and department(s) to ensure that their ceremonial activities are crisp and rehearsed. Our goal is to have the affected department honor its own firefighter(s). CTHG ceremonial teams will make sure the casket movements and vigils for the wake and funeral are rehearsed and organized, color guards are lined up properly, flag folding detail is rehearsed to excellence, as well as providing or training a Sergeant-at-Arms at the funeral services. A generic cemetery service outline is provided that is flexible in format, which allows for individual family wishes to be honored. In the event that an impacted department is limited with personnel or simply so overwhelmed with all of the recommended activities, a CTHG ceremonial team will be offered to assist or provide the services. (if requested.)

The Deputy Commander of Operations reports to the Commander.

#### DEPUTY COMMANDER – SUPPORT

The Deputy Commander of Support is responsible to provide resources and guidance to any department within the state affected by the death of a member. He/she oversees the planning team and will continually identify and update resources available throughout the state.

The Deputy Commander of Support is responsible to assure that all necessary CTHG documentation is processed and filed in a timely manner. This includes thorough recording of monthly meeting minutes, correspondence and archiving.

He/she will also oversee membership, marketing, recruitment and retention, and the application process.

He/she will maintain and enforce the CTHG uniform protocols and will work with the Planning Captain to assure that adequate uniform equipment and appurtenances are available.

The Deputy Commander of Support reports to the Commander.

#### CAPTAIN – OPERATIONS

The Operations Captain networks with affected departments, Chaplains, Funeral Directors, Bands and Buglers. He/she serves as a point of contact when the CTHG provides training and guidance for funeral services.

The Operations Captain provides ceremonial guidance to CTHG membership to ensure quality, consistency, and attention to detail when services are performed. The Captain will report on completed events, create an after action report, a roster of those in attendance, and will comment and critique at the CTHG monthly meeting on what went well and what can be improved upon regarding events during the month.

The CTHG trailer is the responsibility of the Operations Captain including its outfitting, readiness, availability, and deployment. The Operation Captain will work with the Training Captain to assure that at least 6 members are qualified to drive/tow the CTHG trailer.

The Operations Captain will assure that all CTHG equipment and jump bags are completely stocked and maintained in a ready to go basis. The Operations Captain will prepare a list of all supplies to be purchased and forward that list to the Captain of Administration as needed.

The Operations Captain reports to the Deputy Commander of Operations.

### CAPTAIN – TRAINING

The Training Captain is responsible for all aspects of training conducted by the CTHG. This includes scheduling training/drills for CTHG meetings, training on site at impacted departments, and coordinating the training of CT Fire Academy recruits.

He/she will create and publish an annual training schedule for CTHG meetings. The Training Captain is responsible to assure that the instructors, resources, and lesson plan for each training session are in place.

The Training Captain is also responsible to act as liaison when honor guard/color guard training is requested by outside departments. He/she will organize the scheduling and ensure instructors are assigned and briefed on specific training needs.

The Training Captain will report on completed training events, a roster of those in attendance, and comment at the monthly meeting on what went well and what can be improved upon.

The Training Captain reports to the Deputy Commander of Operations.

### CAPTAIN - PLANNING

The Planning Captain is a detail oriented and organized individual who is responsible for development and maintenance of planning documents and SOP's. He/she implements schedules, plans and the coordination of CTHG events as assigned by the Commander.

The Planning Captain networks with affected departments during the planning of funeral services. He/she serves as a point of contact when the CTHG provides planning support and guidance for funeral services.

The Planning Captain assures that copies of planning documents/ IAPs are available for dissemination to the affected department and participants as appropriate.

The Planning Captain works with the Deputy Commander of Support in maintaining policies, procedures and guidelines for the CTHG.

The Planning Captain is responsible to maintain the CTHG website and assures that all the information on the website is accurate and timely.

The Planning Captain reports to the Deputy Commander of Support.

#### CAPTAIN – ADMINISTRATION

The Administration Captain is responsible for membership. This includes maintaining a roster of current members and current demographic information. He/she will assure the prompt processing of new members applications and the mailing of new-member packets. The Administration Captain will maintain a list of mentors and will assign a mentor to new members for a period of one year.

The Captain of Administration oversees the processing of purchase orders regarding the inventory and readiness of CTHG equipment and consumable supplies. He/she coordinates the utilization of resources for CTHG overnight deployments and the utilization of CFA vehicles. In working with the Planning Captain, he/she is also responsible that there is a sufficient inventory of approved CTHG uniform accessories, pins, patches, and letterhead stationery.

The Admin Captain reports to the Deputy Commander of Support.