

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY



Jeffrey R. Gahler,
Sheriff

Civilian Band Member Pipes and Drums

Distribution:	All Employees	Policy Number:	ADM 0404 (NEW)
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1. Purpose

To establish guidelines for Civilian Band Members for the Harford County Sheriff's Office (HCSO) Pipes and Drums.

2. Policy

The (HCSO) may recruit citizens that are proficient in playing the Great Highland Bagpipes, Bass Drum, Tenor Drum, or Snare drum, who are willing to volunteer their time and skills to the Pipes and Drums section of the HCSO Honor Guard. Band members assigned to the Pipes and Drums will adhere to the Standard Operating Procedure (SOP): [Pipe Band Detachment of the Honor Guard \(SOP: PS 19-1\)](#).

3. Procedures

A. Overview

1. Band members are not law enforcement or correctional deputies, and they have no law enforcement or correctional authority. They will only represent the Agency in the band uniform for Agency-approved events. Band members will be informed that they are not sworn deputies and can only act in the role they are assigned.
2. Band members will be expected to perform at events represented by the HCSO, including but not limited to graduations, award ceremonies, memorial services, community events, applicable training events, and mass band gatherings as approved by the Special Operations Division Commander.
3. Band members must be able to show proficiency with their instrument to be a member of the Pipes and Drums, as determined by the Pipe Major and/or current proficient musicians in the band.
4. Bagpipers selected for the band must provide their own instrument (only Great Highland Bagpipes are approved). Drummers will provide their own drum (snare, bass, or tenor); however, the HCSO maintains several drums that band members may use if they are available.
5. Non-HCSO civilian position financial compensation is dependent on available funding.

B. Pipes and Drums Recruitment

1. The HCSO Human Resources Director (HRD), in conjunction with the Pipe Major, coordinates the Civilian Band Members for the Pipes and Drums Program and has the following responsibilities:
 - a. manage recruitment, screening, background investigations, and selection of band members;
 - b. post member opportunity announcements on the HCSO website. Each posting will include a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;
 - c. provide applications online for band member positions;
 - d. advertise HCSO as an Equal Opportunity Employer (EOE) on all applications; and
 - e. set official application filing deadlines.
2. The Pipe Major will assess the skills of the volunteer to determine their ability level for placement in the band.
3. The Pipe Major will coordinate outfitting the band members and scheduling band training.

C. Member Application Process

1. Applications for band member opportunities will be made available primarily when a position for the band exists within the Agency.
2. Civilian Band Member volunteers must be at least 18 years old.
3. The HRD will notify the volunteer in the event of rejection of the application.
4. Background investigation:
 - a. Volunteers will be screened by the HRD prior to acceptance.
 - b. The HRD will review the application and, if selected, assign a background investigator for additional screening and complete a thorough background investigation.

D. Selection Process

1. Volunteers will be required to pass an oral interview.
2. Volunteers will be required to “perform” with the instrument in which they are proficient, demonstrating the ability to play songs with the band.
3. Volunteers must be able to read music for the instrument in which they are proficient, or show the ability to “play by ear,” as determined by the Pipe Major.

Training

1. All band members will receive an orientation, including a general outline of the program ([SOP: PS 19-1](#)) duties, and responsibilities.
2. Each band member will be provided with a schedule of monthly training directed by the Pipe Major.
3. A minimum of 6 trainings per year must be attended.

E. Conduct and Appearance

1. The Pipe Major will determine the proper attire for the band member. Most events will require the band uniform as outlined in ([SOP: PS 19-1](#)).
2. Uniform for training will be khaki/tactical style pants and polo/button down shirt, or band uniform, at the discretion of the Pipe Major.
3. Band members will be given a copy of HCSO policy ([PER 0101](#)) *Code of Conduct* and HCSO policy ([PER 0701](#)) *Uniform and Appearance* and will be required to adhere to the applicable standards and civilian employees' personal grooming guidelines.

F. Supervision

1. The Pipe Major or their designee will manage the members of the band.
2. The Special Operations Division Commander will be notified of performance issues or concerns with a band member.
3. Any performance issue should be discussed with the Special Operations Division Commander for resolution and documented via HCSO form ([SO-212](#)) *Memorandum* to the HRD.
4. Members will be issued a photographic identification card, and the Pipe Major will oversee the security of the member identification cards.
 - a. The card will be visible at all times while the member is within an HCSO facility or representing the HCSO.
 - b. The card may be carried in the sporran when in uniform, so as not to detract from the appearance of the band.
 - c. Identification cards will be returned to the Pipe Major when the band member withdraws from the program or is otherwise dismissed.

G. Reporting and Records

1. The Pipe Major will ensure a record of hours is maintained for each band member. These hours will be documented on a time sheet submitted to the appropriate division timekeeper.

2. At the end of each month, the Pipe Major will provide the Special Operations Division Commander with the band member list, total member hours for that month, and the cumulative total hours for the calendar year.
3. Band members will be compensated for a minimum of two hours for an approved event, with the understanding that many events could require more time, including setup, tuning, walk-throughs, unexpected delays, and breakdown from the event.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 2/5/26