

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 10		DEPARTMENT FIRE-RESCUE
SUBJECT PIPES AND DRUMS	SECTION 30	PAGE 1 of 4	EFFECTIVE DATE January 31, 2025

I. PURPOSE

The San Diego Fire-Rescue Department (SDFD) Pipes and Drums (P&D) Program has been established to represent the Department at authorized ceremonial and memorial events and activities.

The purpose of this policy is to provide guidelines for the SDFD P&D Program.

II. SCOPE

This policy shall apply to all SDFD personnel.

III. AUTHORITY

The Fire Chief authorizes this policy.

IV. POLICY

A. Eligibility

1. Any SDFD personnel may join the P&D Program
 - i. Must meet the minimum performance standards of each applicable Memorandum of Understanding (MOU)

B. Organization

1. The Health and Safety Office manages the P&D program.
2. The Program Manager will be the Health and Safety Officer or appointed by the Fire Chief.
3. The Pipe Major
 - i. The Pipe Major will assume the lead role of the band and directly report to the Program Manager
 - ii. The duties and responsibilities of the Pipe Major can include but are not limited to:
 - a) Being the point of contact for the P&D at an event
 - b) Deciding which tunes will be performed at an event
 - c) Working with the Drum Major to determine the band tune list
 - d) Certifying candidates on the bagpipes
 - e) Scheduling the monthly training
 - f) Completing out-of-town travel (OOTT) paperwork
 - g) Submitting any required approvals to the Program Manager in advance
4. The Pipe Sergeant
 - i. The duties and responsibilities of the Pipe Sergeant include but are not limited to:
 - a) All of the duties of the Pipe Major should the Pipe Major not be available
 - b) Keeping a record of attendance by personnel at practice and events
 - c) Maintaining performance eligibility for bagpipe band members
5. The Drum Major

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i. The duties and responsibilities of the Drum Major can include but are not limited to:

- a) Have awareness of all drum instrument types used by the band
- b) Set the tempo of the music during performances
- c) Working with the Pipe Major to determine the band tune list
- d) Uniform inspections before a performance
- e) Certifying a candidate on the drums
- f) Completing OOTT paperwork
- g) Submitting any required approvals to the Health and Safety Officer or Program Manager

6. The Drum Sergeant

i. The duties and responsibilities of the Drum Sergeant include but are not limited to:

- a) All of the duties of the Drum Major should the Drum Major not be available
- b) Keeping a record of attendance by personnel at practice and events
- c) Maintaining performance eligibility for drummer band members

7. The P&D Logistics Officer

i. The duties and responsibilities of the Logistics Officer include but are not limited to:

- a) Maintain and track the inventory of uniforms and equipment
- b) Order new or replacement uniforms and equipment
- c) Purchase Orders

ii. All purchases require the approval of the Program Manager in advance

C. Selection:

1. The P&D will be limited to 25 SDFD personnel and are composed of a minimum of:

- i. 6 Bagpipers
- ii. 4 Snare Drummers
- iii. 3 Tenor Drummers
- iv. 2 Bass Drummers

2. Members shall be solicited by Department communication.

- i. Interested employees may submit a written letter of interest for review and may be selected following Department-accepted practice
- ii. Applicants for this special assignment are required to submit approval by the Deputy Chief of their respective Division or designee

3. Minimum Qualifications:

- i. Rank of Firefighter II, Lifeguard II, Fire Dispatcher, or civilian
- ii. Ability to fully participate in the Pipes and Drum program and serve a two-year minimum commitment to the program once certified in an instrument

4. Additional desired qualifications:

- i. Prior musical experience
- ii. Ability to be part of and work with a diverse team

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5. P&D members who do not maintain the minimum selection qualifications/criteria may be considered for removal from the team.
 - i. If any member is unable to attend at least 50 percent of the required monthly training/drills per fiscal year, they may be considered for removal from the team with the exception of approved absences.

D. Certification

1. Personnel must be certified in their instrument to perform at events and receive a P&D Specialty designator.
 - i. The Pipe or Drum Major oversees the certification process
 - ii. Bagpiper Certification
 - a) A bagpiper candidate must demonstrate the ability to perform the standard memorial set of four tunes on the bagpipes.
 - 1) The Pipe Major determines the four tunes that compose the standard memorial set.
 - b) Once the bagpiper has been certified in the memorial set:
 - 1) They will be issued their uniform and equipment; however, they will be limited to performing in memorials.
 - 2) They will be given the Pipe and Drum specialty (P&D) designator in the staffing software.
 - c) To perform at other events, the bagpiper must be certified in the standard ceremonial 3-tune set.
 - 1) The 3-tune set is composed of 3 tunes that every bagpiper in the band must be able to perform at non-memorial events.
 - iii. Drummer Certification
 - a) A drummer candidate must demonstrate the ability to perform the standard memorial set of four tunes on the drums
 - 1) The Drum Major determines the four drum scores that compose the standard memorial set
 - b) Once the drummer has been certified in the memorial set:
 - 1) They will be issued their uniform and equipment to perform; however, they will be limited to performing in memorials
 - They will also be given the Pipe and Drum specialty (P&D) designator in the staffing software
 - c) To perform at other events, the drummer must be certified in 4/4 and 3/4 time-signature band drum scores
 - iv. Loss of Certification
 - a) A band member may lose the ability to perform at events if they have not attended a practice in 3 months

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- 1) The band member must be evaluated by either the Pipe Major/Sergeant or Drum Major/Sergeant to ensure they still maintain the ability of playing at an event
- 2) If it is determined they are not capable of playing the tunes for an event, they will be placed on “standby” until they recertify in the tunes
 - “Standby” does not remove the P&D specialty designator
- b) A band member will lose their Specialty Status and position in the band if they have not attended practice or an event in 6 months unless excused by the Program Manager
 - 1) Electronic documentation of the reason for long-term absence should be sent to the Program Manager before 6 months of non-attendance has elapsed
- c) The Program Manager reserves the right to revoke the certification and remove any member from the P&D team at any time with the approval of the Deputy Chief of Employee Services

E. Provision of Uniforms/Equipment:

- i. Uniform and equipment items needed to perform ceremonial and memorial functions will be provided
- ii. All issued items shall remain the property of SDFD
- iii. Lost, stolen, or broken equipment must be reported to the Program Manager immediately
- iv. Upon leaving or being dismissed from the band, all issued items must be returned to the P&D Logistics Officer within 1 month, unless extended by the Program Manager
 - a) Issued items not returned will be charged to personnel

F. Training

- i. The Department will provide initial and ongoing training
 - a) Required monthly training consisting of a minimum of four hours will be set by the Pipe Major or designee and approved by the Program Manager
 - b) A P&D Academy will be provided in conjunction with the Honor Guard Academy
 - c) Attire for training will be the Class B uniform unless otherwise specified by the Pipe Major or designee

G. Event Assignment

- i. The Program Manager will coordinate all event requests with the Fire Chief or their designee
- ii. The Pipe Major, or designee, will make the necessary assignments and arrangements in advance to ensure the event is adequately staffed and the members understand and execute the event program
 - a) Priority staffing should be given to off-duty personnel first
- iii. A Staffing Memo or Department-approved electronic documentation will be utilized for P&D training and event staffing in accordance with the applicable Division staffing policies.