



DISTRICT OF COLUMBIA  
DEPARTMENT OF CORRECTIONS

## POLICY AND PROCEDURE

**EFFECTIVE  
DATE:**

May 11, 2015

**Page 1 of 5**

**SUPERSEDES:**

1012.6E  
May 8, 2013

**OPI:**

DIRECTOR

**REVIEW DATE:**

May 11, 2016

**Approving  
Authority**

Thomas Faust  
Director

**SUBJECT:**

HONOR GUARD

**NUMBER:**

**1012.6F**

**Attachments:**

Attachment A - Honor Guard Application  
Attachment B – Honor Guard Candidate Evaluation  
Attachment C – Request for Honor Guard Services

### SUMMARY OF CHANGES:

Section	Change
	<i>No new revisions to policy.</i>

### APPROVED:

**Thomas Faust, Director**

5/11/2015

**Date Signed**

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		<b>REVIEW DATE:</b>	May 11, 2016	
<b>SUBJECT:</b>	<b>HONOR GUARD</b>			
<b>NUMBER:</b>	<b>1012.6F</b>			
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1. **PURPOSE AND SCOPE.** The purpose of this program statement is to establish procedures for the Honor Guard Unit within the DC Department of Corrections (DOC).
2. **POLICY.** It is DOC policy to activate the Honor Guard to serve as an honor unit at DOC and other District Government ceremonies and to represent the Department at Honor Guard competitions.
3. **APPLICABILITY.** This program statement applies to all DOC employees.
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-140.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. The DOC Honor Guard will be trained and equipped to represent the Department in a professional manner.
  - b. Honor Guard members will be selected based upon established criteria.
6. **DIRECTIVES AFFECTED**
  - a. **Directive Rescinded**  
PS 1012.6E Honor Guard (5/8/13)
  - b. **Directives Referenced.** None
7. **AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules.
8. **STANDARDS REFERENCED.** None

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## 9. HONOR GUARD SERVICES

a. The DOC Honor Guard Unit is an elite unit of DOC employees selected and trained to provide representation at ceremonial events. The Honor Guard shall be available to provide services at the following types of events and occasions:

1) *Funerals*

- a) Current employees, and
- b) Previous employees in good standing with twenty-five (25) years or more service with the D.C. Department of Corrections.

2) Wreath laying ceremonies;

3) Official Departmental functions( i.e., Training Academy graduations, promotion ceremonies, awards ceremonies);

4) Honor Guard competitions; and

5) Community events.

b. The Warden shall approve or disapprove requests for Honor Guard services.

10. **LEADERSHIP.** The Warden shall provide executive leadership and oversight and serve as the managerial chain-of-command to the Honor Guard Unit.

## 11. UNIT COMPOSITION

a. **Commanding Officer**

1) The Commanding Officer is the supervisory authority responsible for coordinating logistics, training, scheduling, record keeping and other related activities.

2) The Commanding Officer is the most qualified member of the unit based on experience, length of service in the unit, training, leadership ability, job performance and dependability.

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**b. Assistant Commanding Officer**

- 1) The Assistant Commanding Officer is the second most qualified member of the unit based on experience, length of service in the unit, training, leadership ability, job performance and dependability.
- 2) The Assistant Commanding Officer assists with the planning and execution of unit activities and assumes the role of Commanding Officer when the Commanding Officer is absent.

**c. Drill Instructor.** The Drill Instructor is the unit member appointed by the Commanding Officer to conduct training on marching techniques, facing moves, team formations and handling of weapons and flags.

**d. Honor Guard Unit Members.** The Honor Guard Unit shall consist of 12 members. The members shall:

- 1) Abide by all rules, regulations and procedures governing the DOC and the Honor Guard Unit;
- 2) Refrain from any action or activity that may bring discredit to the Honor Guard Unit, DOC or the District of Columbia Government;
- 3) Participate fully in all training and other unit activities;
- 4) Receive and execute all orders and commands relative to unit operations;  
and
- 5) Perform all assigned duties in a professional and courteous manner.

**12. SELECTION COMMITTEE**

- a. The Selection Committee shall be comprised of the Honor Guard's Commanding Officer, one DOC supervisor/manager, two correctional employees and a union representative. The Warden shall appoint the Selection Committee Chair.
- b. The Selection Committee shall submit their recommendations for the appointment of Honor Guard nominees to the Warden.
- c. The Warden shall recommend approval or disapproval to the Director for the appointment of Honor Guard nominees.

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- d. The Warden shall appoint the Honor Guard members.

### 13. EQUIPMENT

- a. The Commanding Officer shall ensure that all equipment assigned to the Honor Guard Unit is inspected and maintained on a regular basis.
- b. The Commanding Officer shall ensure that an accurate inventory of equipment assigned to the Honor Guard Unit is maintained. Formal inventories of Honor Guard equipment shall be conducted quarterly.

### 14. REQUESTING HONOR GUARD SERVICES

- a. Persons requesting the service of the Honor Guard Unit shall do so by contacting the Office of the Warden.
- b. Receiving a request for service, a staff member in the Office of the Warden shall complete the "Request for Honor Guard Services" Form (Attachment C).
- c. If the request cannot be honored, the reasons shall be noted on the form.
- d. If the Honor Guard is available and authorized to provide services, the Warden or designee shall approve the request form, sign it and forward a copy to the Commanding Officer.

#### Attachments

Attachment A – Honor Guard Application (Official Use Only)  
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**DOC/1012.6E/5/11/15**



District of Columbia  
Department of Corrections  
Central Detention Facility

**HONOR GUARD**

**APPLICATION**

**DATE:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
(Last First MI)

**Series/Grade:** \_\_\_\_\_ **LEI DATE:** \_\_\_\_\_ **EOD DATE:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_ **Shift:** \_\_\_\_\_ **Days Off:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Last Rating:** \_\_\_\_\_

**Telephone: (Work)** \_\_\_\_\_ **(Home)** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Pager:** \_\_\_\_\_

**Training:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Experience:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



District of Columbia  
Department of Corrections  
Central Detention Facility

**HONOR GUARD CANDIDATE EVALUATION FORM**

**To be Completed by the Candidates Supervisor**

\_\_\_\_\_  
(DATE)

NAME: \_\_\_\_\_ SHIFT: \_\_\_\_\_ DAYS OFF: \_\_\_\_\_

POST: \_\_\_\_\_ SHIFT: \_\_\_\_\_ DAYS OFF: \_\_\_\_\_

PERFORMANCE RATING | SICK CERT      TRANSPORTATION

Unsatisfactory            Yes            Yes     

Satisfactory            No            No     

Excellent     

Outstanding     

**CORRECTIVE/ADVERSE ACTIONS:**

\_\_\_\_\_  
COMMENTS: \_\_\_\_\_

RECOMMENDATION:      \_\_\_\_\_ Consider      \_\_\_\_\_ Don't Consider\*

Reason: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**To be completed by the Honor Guard Unit Selection Committee Only**

COMMENTS: \_\_\_\_\_

RECOMMENDATION:      \_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved

\_\_\_\_\_  
(Chairperson)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

**\*For Official Use Only\***



District of Columbia  
Department of Corrections  
Central Detention Facility



District of Columbia  
Department of Corrections  
Central Detention Facility

**REQUEST FOR HONOR GUARD SERVICES**

Name of Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Type of service requested:

- Funeral
- Wreath Laying Ceremony
- Official Department Function
- Honor Guard Competition
- Community Event
- Other \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_ Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Point of Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved  Disapproved  Reason: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)