
	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE: December 19, 2016	Page 1 of 6
	POLICY AND PROCEDURE		SUPERSEDES: 1012.6F May 11, 2015	
			OPI: DIRECTOR	
			REVIEW DATE: December 19, 2016	
			Approving Authority: Quincy L. Booth Interim Director	
	SUBJECT:	HONOR GUARD		
NUMBER:	1012.6G			
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:



Quincy L. Booth, Interim Director

12/19/16

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	December 19, 2016	Page 2 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1012.6F May 11, 2015	
		REVIEW DATE:	December 19, 2016	
SUBJECT:	HONOR GUARD			
NUMBER:	1012.6G			
Attachments:	Attachment A - Honor Guard Application (Official Use Only) Attachment B – Honor Guard Candidate Evaluation Form (Official Use Only) Attachment C – Request for Honor Guard Services			

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**
PP 1012.6F Honor Guard (5/11/15)
 - b. **Directives Referenced.** None
7. **AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	December 19, 2016	Page 3 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1012.6F May 11, 2015	
		REVIEW DATE:	December 19, 2016	
SUBJECT:	HONOR GUARD			
NUMBER:	1012.6G			
Attachments:	Attachment A - Honor Guard Application (Official Use Only) Attachment B – Honor Guard Candidate Evaluation Form (Official Use Only) Attachment C – Request for Honor Guard Services			

8. STANDARDS REFERENCED. None

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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	December 19, 2016	Page 4 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1012.6F May 11, 2015	
		REVIEW DATE:	December 19, 2016	
SUBJECT:	HONOR GUARD			
NUMBER:	1012.6G			
Attachments:	Attachment A - Honor Guard Application (Official Use Only) Attachment B – Honor Guard Candidate Evaluation Form (Official Use Only) Attachment C – Request for Honor Guard Services			

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 16 members and two (2) alternates. 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.
- 6) Failure by a unit member to abide by requirements 1 through 5 will result in the Commander making a recommendation to the Warden for removal of that unit member from the Honor Guard.

e. **Equipment Manager.** The Equipment Manager shall ensure the following:

- 1) That there is control and accountability of equipment and uniforms.
- 2) Shall keep an inventory of all equipment and uniforms. Formal inventories of equipment and uniforms shall be conducted quarterly.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	December 19, 2016	Page 5 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1012.6F May 11, 2015	
		REVIEW DATE:	December 19, 2016	
SUBJECT:	HONOR GUARD			
NUMBER:	1012.6G			
Attachments:	Attachment A - Honor Guard Application (Official Use Only) Attachment B – Honor Guard Candidate Evaluation Form (Official Use Only) Attachment C – Request for Honor Guard Services			

- 3) All inventories shall be submitted to the Commander.
 - 4) Shall notify the commander or designee and document the condition of equipment.
 - 5) Ensure all assigned equipment is signed by officer.
 - 6) Any lost, stolen or mutated equipment shall be documented and reported to the Commander
 - 7) Ensure all equipment assigned to the Honor Guard is inspected and maintained routinely and prior to events.
- f. **Photographer.** Shall take photographs and document events and assist with team duties as needed.

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 Commander.
- c. The Warden shall make the final approval and appoint the Honor Guard members.

13. 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	December 19, 2016	Page 6 of 6
POLICY AND PROCEDURE		SUPERSEDES:	1012.6F May 11, 2015	
		REVIEW DATE:	December 19, 2016	
SUBJECT:	HONOR GUARD			
NUMBER:	1012.6G			
Attachments:	Attachment A - Honor Guard Application (Official Use Only) Attachment B – Honor Guard Candidate Evaluation Form (Official Use Only) Attachment C – Request for Honor Guard Services			

- 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.

DOC/1012.6F/12/19/16



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)