



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: DD
Number: 1012.6D
Date: April 18, 2012
Supersedes: PS 1012.6C (12/15/05)
Subject: Honor Guard

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. **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.
5. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 2-1401.01 et seq., (hereinafter, "the 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 intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
6. **DIRECTIVES AFFECTED**
 - a. **Directive Rescinded**
 - 1) PS 1012.6C Honor Guard (12/15/05)
 - b. **Directives Referenced.** None

7. **AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules.
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 (must be a current or previous employee of the 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.
 - 3) The Commanding Officer shall:
 - a) Ensure that each member is assigned to perform tasks and duties commensurate with his/her training and experience;
 - b) Provide guidance and support to unit members in order to foster their professional growth and development; and

- c) Conduct semi-annual evaluations of the performance of the unit and each individual unit member and submit the evaluations to the Warden for review.
- 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 roll 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 consider the following factors; at a minimum:
 - 1) Application and medical certification;
 - 2) Interview performance, personal appearance and demeanor;

- 3) Professional achievements,(i.e., related specialized training, recommendations from superiors, awards);
 - 4) Length of service;
 - 5) Performance Evaluation;
 - 6) Corrective/adverse action; and
 - 7) Attendance and dependability.
- c. The Selection Committee shall submit their recommendations for the appointment of Honor Guard nominees to the Warden.
 - d. The Warden shall recommend approval or disapproval to the Director for the appointment of Honor Guard nominees.
 - e. The Warden shall appoint the Honor Guard members.

15. **TRAINING**

- a. In order to maintain a high level of proficiency and professionalism, the Honor Guard Unit shall be authorized four (4) hours of on-duty training time each month.
- b. The Commanding Officer, in conjunction with the Training Administrator, shall ensure that an Honor Guard Unit training manual is developed. The manual shall contain lesson plans, course outlines, evaluation procedures and training standards for the Honor Guard Unit.
- c. Training that will result in the utilization of overtime shall be approved in advance by the Warden.
- d. Training locations and times shall be designated by the Commanding Officer.
- e. Training shall include, but not be limited to, the following:
 - 1) Full and half step marching;
 - 2) Mark time;
 - 3) Facing moves;
 - 4) Attention;
 - 5) Manual of Arms; and
 - 6) Color Turns and Halt.

16. EQUIPMENT

- a. The Warden shall budget sufficient funds for the purchase and upkeep of the Honor Guard Unit equipment.
- b. The Commanding Officer shall ensure that all equipment assigned to the Honor Guard Unit is inspected and maintained on a regular basis.
- c. 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.

17. RETENTION CRITERIA

- d. **Performance Rating.** Honor Guard members shall maintain an "Excellent" or "Outstanding" performance rating during their tenure with the Unit.
- e. **Corrective/Adverse Action.** Sustained corrective and/or adverse action during their tenure with the Unit shall be grounds for removal from the Honor Guard Unit.
- f. **Physical Condition.** Honor Guard members shall continue to meet the physical requirements during their tenure with the Unit.

18. 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. Upon 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), contact the Commanding Officer, and provide him/her with the date, time, nature of the request and any other relevant information.
- c. The Commanding Officer shall check the Honor Guard schedule, determine the availability of unit members, and determine if honoring the request will require overtime. If overtime is required, the Commanding Officer shall forward a recommendation to the Office of the Warden within eight (8) hours of receiving the request.
- d. If the request cannot be honored, the reasons shall be noted on the form.
- e. If the Honor Guard is available and authorized to provide services, the Warden or designee shall check the "approved" box on the form, sign it and forward a copy to the Commanding Officer.

A handwritten signature in black ink, appearing to read "Thomas Faust". The signature is stylized with a large initial "T" and "F".

Thomas Faust
Director

Attachments

Attachment A – Honor Guard Application

Attachment B – Honor Guard Candidate Evaluation Form

Attachment C – Request for Honor Guard Services