## SUMMARY OF CHANGES:

<table>
<thead>
<tr>
<th>Section</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minor changes made.</td>
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## APPROVED:

Thomas Faust, Director

3-28-2022

Date Signed
1. **PURPOSE AND SCOPE.** The purpose of this policy 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 policy applies to all DOC employees.

4. **NOTICE OF NON-DISCRIMINATION**

   In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. 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   a. **Directive Rescinded**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 1012.6G Honor Guard (12/19/16)

   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 ceremonials 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) Former employees in good standing with 25 years or more service with DOC.

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.
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 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:

1) Control and accountability of equipment and uniforms;

2) Formal inventories of equipment and uniforms are conducted quarterly;

3) All inventories are submitted to the Commander;
4) The condition of equipment is documented, and the commander/designee is notified;

5) All assigned equipment is signed by officer;

6) Any lost, stolen or mutated equipment is documented and reported to the Commander; and

7) All equipment assigned to the Honor Guard is well-maintained and inspected monthly, and prior to and after 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.

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.
<table>
<thead>
<tr>
<th>Subject:</th>
<th>HONOR GUARD</th>
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<tbody>
<tr>
<td>Number:</td>
<td>1012.6H</td>
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</tbody>
</table>
| 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  |

DOC/1012.6H/3/28/2022/OPP
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: ______________ Cell: ______________

Training: __________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Experience: _________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
HONOR GUARD CANDIDATE EVALUATION FORM

To be Completed by the Candidates Supervisor

(Date)

Name: ____________________  Shift: ______  Days Off: ______________

Post: ____________________  __________  ______________

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:  _____ Approve  _____ Disapprove

(Chairperson)  (Member)  (Member)

*For Official Use Only*
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
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Approve _____   Disapprove_________ Reason___________________________
__________________________________________________________________

Comments
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Signature _______________________________________