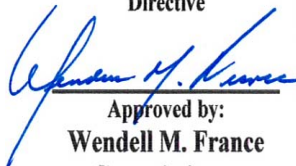




Division of Pretrial
Detention and Services
Directive


Approved by:
Wendell M. France
Commissioner

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| Title: Division Honor Guard Program | Directive Number: DPDS.020.0022 |
| Related Publications: The Department Honor Guard Program Manual, February 23, 2009 | Supersedes: DPDS.020.0022 titled Division Honor Guard Program and issued on May 25, 2009 |
| Related ACA Standards: N/A | Authorized by: Commissioner |
| Related MCCS Standards: N/A | Effective Date: December 30, 2010 Number of Pages: 2 |

.01 Purpose

- A. This directive authorizes a Division Honor Guard Program.
- B. This directive establishes responsibility for the management of the Division Honor Guard Program in compliance with Department guidelines.

.02 Scope.

This directive applies to all institutions of the Division.

.03 Policy.

Division honor guard services and/or membership in the Department Honor Guard Program shall be provided pursuant to approval from the commissioner.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Color guard" means a ceremonial escort for the United States, State, Department or Division flag performed individually or as a group.
- (2) "Honor guard"
 - (a) "Honor guard" means a contingent of individuals assigned specific responsibility for:
 - (i) Honoring deceased employees, current or retired; or
 - (ii) Representing the Department or Division at an official ceremony.
 - (b) "Honor guard" includes a color guard.

.05 Responsibility.

A. The commissioner shall be responsible to:

- (1) Provide membership in the Department Honor Guard Program upon request; and
- (2) Appoint a commander for the Division Honor Guard Program.

B. The commander shall be responsible to:

- (1) Manage the Division Honor Guard Program in compliance with the Department Honor Guard Manual;
- (2) Comply with all orders and authorizations for honor guard services from the commissioner or designee;
- (3) Receive, process and respond to all requests for Division Honor Guard service to include:
 - (a) The submission of all requests on a standardized form for the commissioner's determination; and
 - (b) Notification of approval or disapproval to the requestor with an appropriate and timely response.
- (4) Complete and submit all related requisitions time reports, etc. as required.

C. An officer who accrues overtime while serving on honor guard detail shall be responsible to submit a completed Daily Overtime/Compensatory Time Authorization and Request for Overtime by the end of the day.

.06 Attachment(s).

There is no attachment to this directive.

.07 History.

- A. This directive replaces DPDS.020.0022 titled Division Honor Guard Program and issued on May 25, 2009.
- B. This directive supersedes provisions of any other prior existing Division communication with which it may be in conflict.

