


Executive Directive



Title: Department Honor Guard Program	Executive Directive Number: OPS.020.0022
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: Secretary's Department Directive DPSCS.020.0022 dated 02/23/09
Related ACA Standards: N/A	Responsible Authority:  EXECUTIVE DIRECTOR – Field Support Services
Related MCCS Standards: N/A	Effective Date: June 19, 2015 Number of Pages: 3



Stephen T. Moyer
Secretary



Wendell M. France
Deputy Secretary
for Operations

.01 Purpose.

- A. This directive continues policy and assigns responsibilities for the Department of Public Safety and Correctional Services (Department) Honor Guard Program.
- B. This directive authorizes the Department Honor Guard Program Manual (Manual).

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

The Department shall provide honor guard services at a ceremony approved by the Secretary or ordered by the Governor.

.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 agency flag performed individually or as a group.
 - (2) Honor Guard.
 - (a) “Honor guard” means a contingent of individuals assigned specific responsibilities for:
 - (i) Honoring a deceased employee or other federal, state, or local government official; or

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(ii) Representing the Department or a unit at an official federal, state, Department, or local government ceremony.

(b) “Honor guard” includes a color guard.

.05 Responsibility/Procedures.

- A. The Commissioner of Correction, Commissioner of Pretrial Detention and Services, the Director of Patuxent Institution, and Director of Parole and Probation shall coordinate personnel resources to provide membership in the Department Honor Guard Program (DHGP).
- B. The Executive Director, Field Support Services (Executive Director), or a designee, is responsible for oversight of the DHGP.
- C. The Executive Director shall recommend for the Deputy Secretary for Operations approval an individual DHGP member as Commander of the DHGP (Commander), who is responsible for:
- (1) Establishing quality control standards for the DHGP;
 - (2) Approving and documenting DHGP training protocols and scheduling DHGP Statewide training;
 - (3) Chairing and selecting members for a:
 - (a) DHGP selection committee; and
 - (b) Review board to review and determine removal of a member from the DHGP;
 - (4) Receiving and processing requests for DHGP services;
 - (5) Obtaining authority for and making DHGP assignments;
 - (6) Maintaining a master list of current DHGP members and assignments;
 - (7) Maintaining a master list of DHGP equipment and assignments;
 - (8) Documenting and maintaining records of DHGP administrative and operational activities; and
 - (9) Establishing and maintaining a Department Honor Guard Program Manual.
- D. Annual Color Guard Competition.
- (1) The Commander is responsible for coordinating an annual color guard competition to identify:
 - (a) A Regional (East, West, Baltimore) Color Guard Unit from color guard units in a region to represent the region at functions deserving, in the Commander’s opinion, regional representation; and
 - (b) A Department Color Guard Unit from Regional Color Guard Units to represent the Department at all functions deserving, in the Commander’s opinion, Department representation.

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- (2) The Commander shall develop criteria for use during the annual color guard competition to judge and identify the Department Color Guard Unit and the Regional Color Guard Units.

.06 Attachment(s).

There are no attachments to this directive.

.07 History.

- A. This directive supersedes DPSCS.020.0022 dated February 23, 2009 updating style and format requirements and addressing Department re-alignment.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
L
S — Color Guard members.