

Department of Public Safety and Correctional Services



Department Honor Guard Program Manual

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.01 Introduction.

This Manual establishes administrative and operational procedures for the Department of Public Safety and Correctional Services (Department) Honor Guard Program according to requirements under Department Directive DPSCS.020.0022 — *Department Honor Guard Program*.

.02 References.

- A. Correctional Services Article §2-103, Annotated Code of Maryland.
- B. Department Directive, DPSCS.020.0022, *Department Honor Guard Program*.

.03 Definitions.

- A. In this manual, 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
 - (ii) Representing the Department or an agency at an official federal, state, Department, or local government ceremony.
 - (b) “Honor guard” includes a color guard.
 - (3) “Managing official” means a Department employee with overall responsibility for administrative and operational activities at a facility.

.04 Responsibilities.

- A. The Deputy Secretary of Operations and Regional Executive Directors shall coordinate personnel resources to provide membership in the Department Honor Guard Program (DHGP).
- B. The Director of Security Operations for DPSCS, or a designee approved by the Secretary, is responsible for oversight of the DHGP.

.05 Organization.

- A. The Director of Security Operations shall recommend for the Secretary's approval an individual DHGP member as Commander of the DHGP (DPSCS Honor Guard 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) Receiving and processing requests for DHGP services;
 - (4) Obtaining authority for and making DHGP assignments;
 - (5) Maintaining a master list of current DHGP members and assignments;
 - (6) Maintaining a master list of DHGP equipment and assignments;
 - (7) Coordinating an annual honor guard competition to identify a Department Honor Guard Unit to represent the Department at functions deserving, in the Commander's opinion, Department presentation; and
 - (8) Developing criteria for use during the annual honor guard competition to judge and identify the Department Honor Guard Unit.
- B. A managing official shall recommend for approval by the DPSCS Honor Guard Commander, a DHGP member from the managing official's facility as the DHGP Unit Commander (Facility Honor Guard Commander) for the correctional facility. The Facility Honor Guard Commander is responsible for:
 - (1) Facility compliance with DHGP quality control requirements;
 - (2) Recruiting members from the facility to meet facility DHGP membership requirements;
 - (3) Coordinating DHGP activities within the facility;
 - (4) Ensuring facility DHGP training is conducted;
 - (5) Maintaining a list of DHGP members assigned to the facility; and
 - (6) Maintaining a list of DHGP uniforms and equipment assigned to the facility.
- C. At the time an honor guard is assigned to a ceremony, the Facility Honor Guard Commander shall designate a Detail Commander who is responsible for:

- (1) On-site management of a DHGP detail;
- (2) Issuing commands for DHGP movement during a ceremony;
- (3) Ensuring that DHGP members assigned to a ceremony are notified of the:
 - (a) Date, time, and location of the assignment;
 - (b) Required equipment; and
 - (c) Time and location of the staging area for the DHGP detail;
- (4) Before the date of the ceremony, coordinating with the individual organizing the ceremony or a family member to ensure the interests are properly represented by the DHGP;
- (5) Conducting a pre-ceremony briefing and inspection of members and equipment;
- (6) Before the ceremony, ensuring that assigned DHGP members are briefed and able to perform specific assignments during the ceremony; and
- (7) Reporting to the DPSCS Honor Guard Commander completion of the DHGP assignment and, if applicable, details of issues that occurred during the ceremony concerning DHGP performance.

D. A Facility Honor Guard Commander shall strive to ensure that there are a minimum of 7 DHGP members at their facility available to staff the following positions of a minimum honor guard detail:

- (1) One bugler;
- (2) Three flag bearers (United States, State, and Department);
- (3) Two rifle bearers;
- (4) One bagpiper (optional); and
- (5) One Detail Commander.

.06 Department Honor Guard Program Members.

A. Minimum Requirements for DHGP Membership.

- (1) Membership in the DHGP is voluntary.
- (2) At a minimum, a member shall:

- (a) Have at least 1 year of service, including the initial probation period, with the Department;
- (b) Be available for short notice call-to-duty for participation in an honor guard detail;
- (c) Possess a high level of integrity and job proficiency determined by the members of the selection committee based on information contained in:
 - (i) The employee's personal performance appraisal;
 - (ii) The DHGP application; and
 - (iii) Other related information known to the committee;
- (d) Be physically able to:
 - (i) Stand at attention or parade rest (common in a military formation) for extended periods; and
 - (ii) Professionally perform DHGP ceremonial movements and protocols established by the Commander;
- (e) Meet and maintain training and certification requirements for the employment position the employee holds; and
- (f) Have and maintain a personal appearance that promotes confidence and a professional image consistent with the DHGP purpose and determined by the DPSCS Honor Guard Commander. A member:
 - (i) Shall maintain body weight in proportion to height;
 - (ii) May have facial hair consistent with established policy for facial hair;
 - (iii) May not have braided hair; and
 - (iv) May not wear earrings (male members only).
- (3) A DHGP member shall ensure that the member's Facility Honor Guard Commander has current home and work telephone contact information. A Facility Honor Guard Commander shall ensure that the DPSCS Honor Guard Commander has the Facility Honor Guard's current home and work telephone contact information.
- (4) Except under mitigating circumstances, once notified of a DHGP assignment, a member shall report for the DHGP assignment.

B. An individual applying for membership in the DHGP shall:

- (1) Complete an Honor Guard Application (Attachment A);
- (2) Include in the application:
 - (a) An explanation why the employee is qualified to be a member of the DHGP; and
 - (b) A statement that the employee meets the minimum requirements for membership in the DHGP established by this manual; and
- (3) Submit the application to the individual's Facility Honor Guard Commander.
- (4) When the Facility Honor Guard Commander receives an application under §06B(3) of this manual, the Facility Honor Guard Commander shall:
 - (a) Convene a committee to review the application and interview the individual submitting the application that, at a minimum, consists of:
 - (i) The Facility Honor Guard Commander (Chair); and
 - (ii) Two other members of the Facility Honor Guard Unit.
 - (b) Schedule the interview;
 - (c) Notify the individual submitting the application of the date, time, and location of the interview;
 - (d) Ensure that a decision on the application is based, at a minimum, on:
 - (i) The individual meeting the minimum requirements for membership in the DHGP established by this manual; and
 - (ii) The recommendation made by the committee.

.07 Department Honor Guard Program Training.

- A. Each calendar year, the DPSCS Honor Guard Commander shall schedule and conduct two statewide 8-hour training sessions (spring and fall) for all DHGP members.
- B. A Facility Honor Guard Commander shall schedule and conduct a minimum of 8 hours of training each month for DHGP members at the facility.
- C. Initial training for a new member to the DHGP shall begin with the next scheduled facility training session for the new member's facility.
- D. Training schedules shall be developed and presented to the managing officials in order to adjust staffing patterns to accommodate training and minimize overtime.

- E. Training for members of the DHGP is considered official business of the Department and part of the participating members' job duties and functions.
- F. At a minimum, a training session shall include:
 - (1) Practicing required DHGP protocols and movements;
 - (2) Inspection of DHGP uniforms and equipment maintained at the respective levels; and
 - (3) Written documentation on forms or in a format established by the DPSCS Honor Guard Commander including:
 - (a) Attendance;
 - (b) Equipment condition;
 - (c) Equipment deficiencies; and
 - (d) Other issues impacting DHGP performance.
- G. The DPSCS Honor Guard Commander and Facility Honor Guard Commander shall maintain records of training conducted at the respective level according to an approved facility records retention schedule.
- H. A DHGP member may not miss, without mitigating circumstances, more than three monthly training sessions in a 12-month period.
- I. A DHGP member under suspension from participating in DHGP activities may not be:
 - (1) Required to attend training scheduled during the period of suspension; and
 - (2) Penalized for not attending training taking place during the suspension.

.08 Annual Honor Guard Competition.

- A. The DPSCS Honor Guard Commander is responsible for coordinating an annual honor guard competition to identify a Department Honor Guard Unit from Facility Honor Guard Units to represent the Department at functions deserving, in the Commander's opinion, Department representation.
- B. The DPSCS Honor Guard Commander shall develop criteria for use during the annual honor guard competition to judge and select the Department Honor Guard Unit.
- C. The Department Honor Guard Unit shall retain that distinction until a new honor guard is awarded the honor during the next annual competition.

.09 DHGP Uniforms and Equipment.

- A. The Department shall provide uniforms and equipment necessary to perform DHGP responsibilities.
 - (1) The managing official of a DHGP member is responsible for acquisition of DHGP personal uniforms listed under §.09C of this manual.
 - (2) The managing official is responsible for acquisition and storage of DHGP equipment listed under §§.09D and E of this manual.
- B. The DPSCS Honor Guard Commander, with concurrence by the Director of Security Operations, shall approve uniforms and equipment used by the DHGP.
- C. The uniform for a DHGP member consists of:
 - (1) Headgear:
 - (a) Navy blue in color, round top, Pershing hat;
 - (b) Gold-colored headband affixed to the brim at the base of the round top;
 - (c) Department emblem affixed vertically and centered on the front of the round top; and
 - (d) Rain cap cover.
 - (2) Blazer:
 - (a) Department-approved, poly, single-breasted dress coat;
 - (b) Navy blue in color;
 - (c) Department shoulder patch on the left sleeve sewn vertically, centered at the top of the sleeve just below the shoulder seam;
 - (d) One Honor Guard Tab affixed to the right shoulder ½ inch down from the shoulder seam; and
 - (e) 1/4 inch gold-colored band sewn 4 inches up from the bottom edge of each sleeve;
 - (3) Trousers:
 - (a) Department approved, poly, trouser;
 - (b) Navy blue in color;
 - (c) West Point hem; and

- (d) One-inch gold-colored band sewn vertically on the outside of each leg covering the seam from the waist to the hem of the leg;
- (4) Shirt:
 - (a) White;
 - (b) Long sleeve; and
 - (c) Rank insignia pin may be affixed to the collar;
- (5) Tie:
 - (a) Department issue; and
 - (b) Navy blue in color;
- (6) Shoes:
 - (a) Black patent leather finish;
 - (b) Black shoe laces;
 - (c) Low-quarter; and
 - (d) Side taps;
- (7) Department-issued name plate, worn according to established procedures;
- (8) Honor Guard – related pin, worn according to established procedures;
- (9) The honor guard unit selected as the Department Honor Guard Unit shall wear an Honor Guard Shield, worn according to established procedures;
- (10) White sure-grip honor guard gloves, worn according to established procedures or as directed by the Detail Commander;
- (11) White shoulder cord with brass tips worn on the left shoulder; and
- (12) Raincoat.

D. Ordnance and Ordnance-Related Equipment.

- (1) Replica rifles:
 - (a) Replica Department-issued rifle; and

- (b) Applicable dual rifle carrying case;
- (2) Black clarino leather:
 - (a) Sam Brown utility belt with shoulder strap; and
 - (b) Dual magazine holder.

E. Flags and Flag-related Equipment.

- (1) United States Flag:
 - (a) One 3' x 5' ceremonial flag;
 - (b) One polished wood flag pole;
 - (c) One brass-plated gold eagle for top of flag the pole;
 - (d) One gold-colored cord and tassels;
 - (e) One black clarino flag harness; and
 - (f) One liberty floor stand;
- (2) State Flag:
 - (a) One 3' x 5' ceremonial flag;
 - (b) One polished wood flag pole;
 - (c) One gold-colored Cross Botonee for top of the flag pole;
 - (d) One gold-colored cord and tassels;
 - (e) One black clarino flag harness; and
 - (f) One liberty floor stand; and
- (3) Department Flag:
 - (a) One 3' x 5' ceremonial flag;
 - (b) One polished wood flag pole;
 - (c) One brass-plated military spear for top of the flag pole;
 - (d) One gold-colored cord and tassels;

(e) One black clarino flag harness; and

(f) One liberty floor stand.

F. Flag Folding Instructions are outlined in Attachment B.

G. A DHGP member shall properly safeguard and maintain DHGP uniforms and equipment to prevent loss, damage, or other conditions that would create an unfavorable appearance.

.10 Requesting DHGP Services.

A. Except for §.10B of this manual, an individual requesting assignment of an honor guard detail shall:

- (1) Submit the request in writing on a form or in a format determined by the DPSCS Honor Guard Commander;
- (2) Include in the request, at a minimum, the:
 - (a) Date, time, and location of the ceremony;
 - (b) Name, address, and telephone number of the person to contact related to organization of the ceremony;
 - (c) Type or purpose of the ceremony; and
 - (d) Nature of the services that the DHGP is expected to provide; and
- (3) Submit the request so it is received by the DPSCS Honor Guard Commander as far in advance of the date of the ceremony as possible, but not less than 20 calendar days before the date of the ceremony.

B. If the request for DHGP services is related to a funeral or other exigent circumstances prohibiting compliance with time requirements under §.10A(3) of this manual, the individual requesting DHGP services shall contact the DPSCS Honor Guard Commander by the most expeditious method available and as far in advance of the ceremony as possible.

.11 Authorizing DHGP Services.

A. Upon receipt of a request for DHGP services, the DPSCS Honor Guard Commander shall prepare a recommendation for the Director of Security Operations, or a designee.

B. The Director of Security Operations, or a designee, shall approve or disapprove a request for DHGP services and notify the DPSCS Honor Guard Commander of the decision.

C. If DHGP services are:

- (1) Approved, the DPSCS Honor Guard Commander shall notify the appropriate Facility Honor Guard Commander to make arrangements for providing DHGP services; or
 - (2) Declined, the DPSCS Honor Guard Commander shall notify, in writing, the:
 - (a) Individual making the request;
 - (b) Appropriate Facility Honor Guard Commander.
- D. If a request for DHGP services is related to a non-duty related death of a current or former employee, DHGP services may be approved if, at the time of death, the employee had an acceptable service record with the Department (based on available personnel records).
- E. If a request for DHGP services is related to a non-duty related death of a current or former employee and the conditions under §.11D of this manual are not met, the Director of Security Operations, or designee, may authorize limited DHGP services, posting and retiring of the flags, appropriate to the circumstances of the employee's employment with the Department.
- F. The Secretary shall authorize appropriate DHGP services for a non-Department related ceremony based on:
- (1) Direction of the Governor;
 - (2) A request by a federal agency;
 - (3) A request of another State agency;
 - (4) A request of a local government agency; or
 - (5) Other circumstances that would best serve the State, the Department, an agency, or an employee.
- G. All approved DHGP services are considered official business of the Department and part of the participating members' job duties and functions.

.12 Sanctions.

- A. A DHGP member may be removed from the DHGP for:
- (1) Not meeting requirements established in this manual;
 - (2) A substantiated violation of the Department Standards of Conduct; or
 - (3) Other actions that negatively reflect on the State, Department, agency, or DHGP.

- B. A Facility Honor Guard Commander is responsible for gathering information concerning an allegation against a DHGP member that may be cause for removal from the DHGP.
 - (1) The Facility Honor Guard Commander and other designees shall conduct an interview with the affected DHGP member, limiting discussion to information, testimony, and documentation directly related to the impact of the allegation on the member's ability to perform DHGP responsibilities and the DHGP member's response to the inquiry.
 - (2) The Facility Honor Guard Commander and other designees shall base a decision on the information presented during the interview.
- C. If a decision is made to remove the DHGP member, the Facility Honor Guard Commander shall:
 - (1) Document the decision to remove the DHGP member explaining the reason for the decision and provide a copy of the decision to the DHGP member;
 - (2) Obtain from the member all DHGP-related uniforms and equipment assigned to the member; and
 - (3) Submit a report of the investigation and copy of the decision to the DPSCS Honor Guard Commander.
- D. The DPSCS Honor Guard Commander shall maintain records related to a DHGP member for three years from the date:
 - (1) Of a final decision removing the employee from the DHGP; or
 - (2) That an employee leaves the DHGP for reasons other than removal.

.13 Attachments.

Attachment A: Honor Guard Application

Attachment B: Flag Folding Instructions

.14 History.

- A. This manual updates the Department Honor Guard Program Manual dated February 23, 2009 addressing changes in responsibilities due to Department re-organization.
- B. This manual supersedes provisions of any other prior existing Department communication with which it may be in conflict.

Department of Public Safety and Correctional Services
Honor Guard Application

Applicant Name: _____

Rank: _____ Facility: _____

Telephone: Work _____ Home _____ Cellular _____

DPSCS Work History:

Facility: _____

From: _____ To: _____

Rank: _____

Positions Held: _____

Qualifications: _____

Flag Folding Instructions

Step 1



To properly fold the flag, begin by holding it waist-high that its surface is parallel to the ground.

Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

Step 3



Fold the flag again lengthwise with the blue field on the outside.

Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.