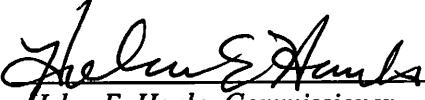


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to RSA 21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER 1064.00
SUBJECT: HONOR GUARD PROPONENT: <u>Director of Personnel & Information</u> <i>Position/Title</i> <u>Commissioner's Office</u> <u>271-5603</u> <i>Office</i> <i>Phone #</i>	EFFECTIVE DATE <u>11/01/2022</u> REVIEW DATE <u>11/01/2025</u> SUPERSEDES PPD# <u>5.48</u>
ISSUING OFFICER:  <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

(a) PURPOSE:

The purpose of this policy is to establish and maintain an Honor Guard to represent the New Hampshire Department of Corrections at ceremonies and special occasions to include parades, large public relations events, and funerals.

(b) APPLICABILITY:

To all active or separated staff members in good standing, and their immediate family members.

(c) POLICY:

- (1) It is the policy of the New Hampshire Department of Corrections to establish and maintain an Honor Guard comprised of specially selected, trained, and equipped personnel. This team will be an integral part of the Department of Corrections.
- (2) The Honor Guard shall be prepared to respond when requested by the Commissioner or designee.
- (3) Honor Guard members shall be neat, clean, well-groomed, and present a professional appearance always. Dress and grooming standards for the Honor Guard members shall be based upon:
 - a. The projection of a dignified and professional image that will foster confidence and respect by the public in the Department of Corrections; and
 - b. The achievement of unity, self-respect, confidence, teamwork, and morale among Department staff.

(d) PROCEDURE:

Once a request is made or as directed, the Honor Guard Commander will assign a team member to contact the requesting part, complete the Honor Guard Request Form (attachment 1), and forward the completed form to the Director of Personnel & Information prior to the activation of the Honor Guard.

(1) HONOR GUARD DETAILS:

- a. **SPECIAL OCCASIONS:** An Honor Guard detail may be requested or assigned as needed by the Commissioner or designee to attend formal events that include, but are not limited to, parades, academy graduations, correctional employee week, employee recruitments, etc. The number of Honor Guard members utilized for special occasions, shall be determined by the Commissioner or designee in consultation with the Honor Guard Commander for each specific event to maintain consistency and achieve the Department's goals.
- b. **CASKET GUARD:** A Casket Guard shall consist of a minimum of two (2) members of the Honor Guard for Category I, II & III funerals. The employment of a Casket Guard shall conform to the standards set forth in this policy.
- c. **CASKET BEARERS:** An Honor Guard Casket Bearer detail shall consist of no less than two (2) members and will only be utilized at the request of the family of the deceased.
- d. **FUNERALS:** An Honor Guard detail may be requested or assigned by the Commissioner or designee for the purpose of showing the highest level of respect for a deceased staff member or member of their immediate family. The presence and level of attendance of the Honor Guard at a funeral shall be determined by the category to which the decedent's death is classified.

(2) CLASSIFICATION OF DECEDENTS:

- a. **Uniform/Sworn:** full and part-time certified correctional officers and probation and parole officers.
- b. **Civilian:** full and part-time staff members who work for the Department in a capacity other than a certified correctional officer or probation and parole officers.
- c. **Retired:** a retired member who is in good standing and fully separated from the Department.
- d. ***Separated from Service: full-time staff member who separated service in good standing from the Department after reaching vested status.***
- e. **Immediate Family Members:** spouse, children/legal dependents, stepchildren, parents, stepparents, and siblings of all staff member classifications.

(3) CLASSIFICATION OF EVENTS:

Funeral protocols shall be separated into categories that will determine the level of Honor Guard participation for each classification of death. The Department shall not deviate from the protocols outlined in this policy unless ordered by the Commissioner or designee, to have a consistent response to a request for Honor Guard participation.

- a. **Category I:** A member of the Department who is actively employed or in an authorized capacity, who suffers a fatal injury or illness while taking any action that the member is authorized or obligated to perform by law, rule, regulation, or condition of employment or service while on duty.
- b. **Category II:** A member of the Department who is actively employed or in an authorized capacity, who suffers a fatal injury or illness while off-duty.

- c. Category III: A retired member of the Department who, at the time of their death, separated service in good standing either through completing years of service, or disability.
 - d. ***Category IV: A member of the Department who, at the time of their death, separated service in good standing after reaching vested retirement status.***
 - e. Category V: Death of an active or retired employee's immediate family member.
- (4) FUNERAL PROTOCOLS:
- a. Category I: Line of Duty
 1. The Honor Guard Dress Uniform shall be worn by all Honor Guard Members.
 2. The national flag shall be flown above the active member's currently assigned facility and lowered during a flag folding ceremony conducted by the Honor Guard. The national flag will be presented by the Commissioner to the immediate family of the decedent during the graveside ceremony. If the member did not work at a facility, a national flag shall be flown over the facility chosen by the Commissioner or designee.
 3. The decedent's casket shall be draped with the national colors and placed in such a manner that when the casket is closed, the blue field is positioned at the head of the casket and over the decedent's left shoulder. If the casket is open during visitation the flag shall be drawn down in thirteen (13) folds. Upon the rendering of honors, the colors will be folded and presented to the decedent's surviving family members. If the decedent is cremated, a folded national flag shall be positioned near the urn in a respectful and appropriate manner.
 4. The employment of a Casket Guard detail shall consist of two (2) guards to be positioned at either end of the casket. The Casket Guard shall be changed at 15–30-minute intervals unless otherwise directed by the Honor Guard Commander or detail OIC.
 5. In the event the decedent's family wishes the Honor Guard to be responsible for the movement of the casket, the detail will consist of no less than two (2) Honor Guard members. The Honor Guard Commander or detail OIC will be responsible for determining whether a flag folding detail will be performed at the gravesite
 6. An Honor Guard detail shall be posted and render honors at any point in time the casket is moved.
 7. When the casket is moved from the funeral home, place of worship, or other location to the burial site, the funeral coach shall be escorted by a marked NHDOC cruiser.
 - b. Category II: Active Duty
 1. The Honor Guard Dress Uniform shall be worn by all Honor Guard members.
 2. The national flag shall be flown above the active member's currently assigned facility and lowered during a flag folding ceremony conducted by the Honor Guard. The national flag will be presented by the Commissioner to the immediate family of the decedent during the graveside ceremony. If the member did not work at a facility, a national flag shall be flown over the facility chosen by the Commissioner or designee.
 3. The employment of a Casket Guard detail shall consist of two (2) guards to be positioned at either end of the casket. The Casket Guard shall be changed at 15–30-minute intervals unless otherwise directed by the Honor Guard Commander or detail OIC.

4. In the event the decedent's family wishes the Honor Guard to assist with the movement of the casket, the detail will consist of no less than two (2) Honor Guard members.
 5. An Honor Guard detail shall be posted and render honors at any point in time the casket is moved.
 6. *When the casket is moved from the funeral home, place of worship, or other location to the burial site, the funeral coach shall be escorted by a marked NHDOC cruiser.*
- c. Category III: Retired from Service
1. The Honor Guard Dress Uniform shall be worn by all Honor Guard Members.
 2. A Casket Guard detail is authorized, and the number of team members present shall be determined by the Honor Guard Commander or detail OIC based on location limitations.
 3. An Honor Guard detail shall be posted at the entrance doors of the funeral home and the entrance to the viewing room. A minimum of one (1) Honor Guard member shall be posted at each entrance and shall be changed at 15–30-minute intervals unless otherwise directed by the Honor Guard Commander or detail OIC.
- d. Category IV: Separated from Service
1. The Honor Guard Dress Uniform shall be worn by all Honor Guard Members.
 2. No Casket Guard is authorized for a Category IV funeral.
 3. An Honor Guard detail shall be posted at the entrance doors of the funeral home and the entrance to the viewing room. A minimum of one (1) Honor Guard member shall be posted at each entrance and shall be changed at 15–30-minute intervals unless otherwise directed by the Honor Guard Commander or detail OIC.
- e. Category V: Immediate Family Member
1. The Honor Guard Dress Uniform shall be worn by all honor Guard Members.
 2. No Casket Guard is authorized for a Category V funeral.
 3. An Honor Guard detail shall be posted at the entrance doors of the funeral home and the entrance to the viewing room. A minimum of one (1) Honor Guard member shall be posted at each entrance and shall be changed at 15–30-minute intervals unless otherwise directed by the Honor Guard Commander or detail OIC.
- (5) SELECTION AND RETENTION OF PERSONNEL:
- The Honor Guard will be comprised of corrections staff members who have volunteered, meet the standards set forth herein and *demonstrate the professionalism, good moral conduct, motivation, and ability to meet the needs and expectations of the Department and the team. Selection, training, and retention of Honor Guard members in all designated positions are critical to the team's ability to accomplish assigned details. Participation in approved Honor Guard details and training shall supersede a team member's regularly assigned duties*
- a. One year of employment with the NH Department of Corrections is mandatory for each team member considered for the Honor Guard.
 - b. Selection will be by an application (Attachment 2) and interview process. Applicants shall be interviewed by a board of at least three Honor Guard members approved by the commissioner or designee;
 - c. Applicants must receive a unanimous vote of approval from the board members;
 - d. If the board's recommendation is not unanimous the dissenting member(s) shall write down their objections and submit it to the Commissioner or designee along with the other

recommendations. Upon completion of the initial evaluation and interview, the board shall forward a recommendation to the Commissioner. The Commissioner or designee shall then review the board's recommendation, and confirm or deny the recommendation;

- e. ***All newly recruited Honor Guard members will be on a probationary status for one (1) year to assure a good fit for the team and a good representation of the Department. If at any time during the probationary period the team as a whole or Department feels that the new member does not fit the team standards or represents the Department in a professional way, they may be removed from the team, with the approval of the Commissioner or designee;***
- f. ***Continued participation, as a member of the Honor Guard will not be automatic. Members are expected to maintain themselves at an acceptable fitness level that allows them to perform all necessary movements and procedures associated with honor guard details. Members shall continue to maintain a high level of professionalism and good moral conduct that is expected of all employees. Failure to do so may result in suspension or removal from the team at the discretion of the Commissioner or designee.***
- g. Any team member receiving disciplinary action against them will notify the Director of Personnel & Information, and the team commander immediately. The Director of Personnel & Information will notify the Commissioner who will make the decision on suspension or removal from the team.

(6) TRAINING:

- a. The Division of Personnel & Information shall be responsible for coordinating a training curriculum for the Honor Guard;
- b. ***The Honor Guard team shall have eight (8) hours of training time available every other month. See Attachment 3.***
- c. The Director of Personnel & Information shall be responsible for monitoring the training as well as periodically observing and evaluating the performance of the Honor Guard team when activated.
- d. The Honor Guard shall submit a tentative training schedule to the Director of Personnel & Information no later than the end of May every year.
- e. All Honor Guard team members shall complete required in-service training as defined in PPD 1290 "Department of Corrections Training Program".

(7) UNIFORMS:

- a. The Honor Guard uniform shall consist of:

Item	New
Campaign hat, straw w/cover, (Black)	1
Rain cover, black	1
Name bar w/seal, metal, 3 inches by 5/8-inch. silver and last name	1
Badge – Honor Guard	1
Single breasted blouse, uniform, (Silver), w/shoulder patches and	1
Shoulder cord, (Silver)	1
Pants, uniform black with gray stripe, (un-bloused and hemmed)	1

Duty belt, black, high gloss leather	1
Shoulder strap, black, high gloss	1
Belt, black leather, high gloss	1
Pistol holster, black, high gloss	1
Magazine pouch, black, high gloss leather	1
Handcuff pouch, black, high gloss leather	1
Shoes or boots, black, high gloss leather	1
Gloves, parade, white leather	1
Polo shirt, black w/HG Badge and name embroidered in silver	1
Cargo pants, grey	1
Belt, black nylon	1
Uniform boots, black	1

- b. *A Department issued uniform, either in whole or in part, shall not be worn while consuming, handling, or otherwise possessing alcoholic beverages or tobacco products. The uniform shall not be worn in a location considered to be inappropriate, questionable, or that may portray the department or the officer in an unprofessional or negative manner.*
- c. At the expense of the Department, Honor Guard uniforms shall be cleaned quarterly or as needed depending upon use.

(8) EQUIPMENT:

The following equipment shall be purchased by the *Department* and maintained for the Honor Guard:

- a. United States internment flag: 5' x 9', cotton with embroidered stars and brass grommets (Funerals only). The team shall maintain a stock of five (5) flags in this size. During funerals or chapel services, one (1) flag of this size will be used to drape over the casket and later presented to the immediate family.
- b. United States outdoor flag: 4' x 6', nylon flag with grommets, embroidered stars, and sewn stripes for use in parades and posting of colors. It is necessary for the team to purchase only one (1) flag of this type.
- c. Prisoner of War (POW) flag: 4' x 6', nylon flag for use in parades and any other event that it is requested.
- d. New Hampshire Department of Corrections banner: 3' x 6', for escorting the Honor Guard during parades.
- e. New Hampshire State flag: 4' x 6', nylon flag for use in parades and posting of colors.
- f. Flagpole: Chrome plated aluminum tele-kite, adjustment 6' to 10' and 1" width diameter. The team shall purchase four (4) of these flagpoles to be used in parades and posting of colors.
- g. Pole caps: Chrome plated, globe, eagle, and spear for use in parades and posting of colors. It is necessary to have three (3) pole caps, one (1) for the United States flag, one (1) for the New Hampshire State flag, and one (1) for the Prisoner Of War (POW) flag.
- h. Pedestals: Gilt finish-gold, 11.5" base and 1" to 1.25" bore diameter. Pedestal may be sand filled and is used for the flagpoles in posting of colors. The team shall purchase two (2) pedestals, one (1) for the United States flag, and one (1) for the New Hampshire State flag.

- i. Flag carrying belt: Black clarino leather with double strap belt used for parades.

REFERENCES:

RSA mentioned in PPD (RSA 21G-11)

Admin Rule mentioned in PPD (COR 301.2)

Other PPDs mentioned in PPD (PPD 1.02, 5.19)

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

ATTACHMENTS:

Attachment 1 *Honor Guard Request Form*

Attachment 2 *Honor Guard Application*

Attachment 3 *Honor Guard Training*

Reed/jb