



**DEPARTMENT OF CORRECTIONS  
Administration**



<b>Title:</b> Honor Guard	<b>DOC Policy:</b> 10.1.5
<b>Effective:</b> 1/1/08	<b>Supersedes:</b> 10/9/00
<b>Applicability:</b> All employees	
<b>Directives Cross-Reference:</b> Code of Ethics, #20.1.2 Code of Conduct, #20.1.3	
<b>Attachments:</b> None	

**I. PURPOSE**

The purpose of the Oregon Department of Corrections Honor Guard is to provide formally trained employees to perform ceremonial duties as prescribed by the Director or Deputy Director. The Honor Guard consists of two twelve-member units with an Honor Guard commander for each unit under one Statewide Honor Guard Administrator. One unit will consist of sworn correctional officers, corporals or sergeants from the western Oregon institutions. The second will consist of sworn correctional officers, corporals or sergeants from eastern Oregon institutions. The Cascade Range is the division line for eastern and western institutions.

**II. POLICY**

**A. Honor Guard Command Structure**

- Director/Deputy Director
- Institutions Administrator
- Statewide Honor Guard Administrator
- Honor Guard Commanders East/West
- Honor Guard Squad Members

**B. Statewide Honor Guard Administrator**

1. The Statewide Honor Guard Administrator will be appointed by the Director in consultation with the Deputy Director and Institutions Administrator. The Statewide Honor Guard Administrator will report directly to the Institutions Administrator.
2. The Statewide Honor Guard Administrator duties include, but are not limited to, the following:
  - a. Approval of all Honor Guard functions, when necessary in consultation with the Institutions Administrator.
  - b. Department liaison for all issues concerning the Honor Guard.

- c. In consultation with the Institutions Administrator, selecting and appointing the two Honor Guard Commanders East/West.
- d. Recruiting and training new members with the assistance of the Honor Guard Commanders (East/West).
- e. Other duties as assigned by the Director, Deputy Director and Institutions Administrator.

**C. Honor Guard Commanders East/West**

- 1. The Honor Guard Commanders shall hold the rank of sergeant or lieutenant. The Honor Guard Commanders report directly to the Statewide Honor Guard Administrator.
- 2. The Honor Guard Commander's duties include, but are not limited to, the following:
  - a. Assigning Honor Guard personnel to approved functions;
  - b. Logistics for all functions concerning their perspective squads; e.g., transportation coordination, travel, lodging, per diem, etc.);
  - c. Determination of appropriate attire for duties and travel;
  - d. Training, planning and scheduling of all approved ceremonial activities;
  - e. General administrative/records keeping;
  - f. Determination of needs for approved functions; e.g., services to be provided, manpower needs, equipment; etc., in consultation with the Statewide Honor Guard Administrator; and
  - g. Other duties as assigned by the Statewide Honor Guard Administrator.

**D. Request for Services**

All requests for services of the Oregon Department of Corrections Honor Guard shall be referred to the Statewide Honor Guard Administrator for consideration and approval, except under unusual circumstances; e.g., immediate funeral ceremonies. Seven or more days notice for scheduled activities is required for other requests.

**E. Selection Process**

- 1. Employees requesting to participate on the Honor Guard team will submit a signed memorandum of interest to the respective Honor Guard Commanders East/West noting their desire to become a member of the team and their qualifications for this assignment. Employees must have approval from their

security manager to participate. Employee participation is voluntary. No special compensation or pay differential is offered or implied.

2. Selection process for the Honor Guard will include advance knowledge and skill of the following requirements:
  - a. Permanent, full time DPSST certified correctional officer employed by the department;
  - b. No disciplinary actions recorded within the employee's personnel file;
  - c. The ability to perform close order drill;
  - d. The ability to perform Manual of Arms - Rifle;
  - e. The ability to perform professional composure and bearing;
  - f. Present good uniform appearance (proportionate height and weight); and
  - g. Gain knowledge of ceremonial protocol.

#### **E. Rules of Conduct**

Honor Guard members shall adhere to all policy regarding conduct as set forth by the department's policies on **Code of Ethics** and **Code of Conduct**. Honor Guard members will support the department's mission, vision and core values.

#### **F. Complaint and Disciplinary Procedures**

Complaints received shall be in writing and referred to the Honor Guard Commanders East/West, who will then consult with the Statewide Honor Guard Administrator. Issues regarding alleged employee misconduct shall be handled in compliance with established Human Resources policies and applicable labor contracts.

#### **G. Availability and Commitment**

1. Honor Guard members shall be expected to commit themselves, on short notice, to active roles in functions where the Honor Guard is assigned. Functional unit managers are expected to provide the necessary time to their Honor Guard members to allow participation as required. Honor Guard training and functions will receive high priority. Functional unit managers will assign other duty schedules with the exception of emergencies, to other institution resources. Honor Guard assignments will be considered the employee's assigned work for that day.
2. Honor Guard members are expected to attend scheduled training exercises, unless otherwise excused by competent authority (Honor Guard commander, etc.). Repeated absenteeism and lack of commitment to Honor

Guard activities may result in the removal of that member from the Honor Guard. Continued involvement in the Honor Guard shall be determined by the Statewide Honor Guard Administrator.

3. The Honor Guard Commanders shall record all unexcused training and function absences. When a third absence is recorded, the Honor Guard Commanders, in consultation with the Statewide Honor Guard Administrator, may remove the member through notification of the functional unit security manager to which that member is assigned.

#### **H. Tenure**

Normally, due to the expense of outfitting and training of Honor Guard members, a three year minimum commitment is desired from employees requesting participation in Honor Guard activities. This requirement does not preclude early resignation (in writing) where circumstances prevent continued membership (promotion, transfer, etc.).

#### **I. Required Uniforms and Equipment**

1. Official functions - The uniform of the day for all official functions shall be the Honor Guard dress uniform, unless otherwise specified.
2. Travel - The uniform of the day, while traveling, shall be pre-determined by the Honor Guard Commanders.
3. Training - The uniform of the day for training will be the Class "A" uniform to include a long sleeve shirt with tie and ball cap, unless otherwise directed.

#### **J. Grooming**

1. All Honor Guard members shall have a fresh hair cut (no hair touching the collar for females and no hair touching the ears or the collar for males) for each function.
2. Males shall be clean shaven, with the exception of a neatly trimmed mustache not extending below the corners of the mouth.
3. Jewelry shall be limited to a wedding band. Female Honor Guard members may wear one pair of post earrings. No other jewelry, including watches, is permitted.

#### **K. Approval of Expenses**

Functional units providing Honor Guard members shall pay travel and per-diem expenses as authorized and approved by the Honor Guard Commanders in consultation with the Statewide Honor Guard Administrator. Each functional unit will purchase Honor Guard uniforms for their members. Cleaning expenses of the uniform after each function will be reimbursed to the member.

**L. Uniform Return**

Upon termination/resignation from the Honor Guard, all Honor Guard members will report to their respective Honor Guard Commander for disposition of uniform items.

**III. IMPLEMENTATION**

This policy will be adopted immediately without further modification.