



**DEPARTMENT OF CORRECTIONS
Administration**



Title:	Honor Guard	DOC Policy: 10.1.5
Effective:	5/1/15	Supersedes: 1/1/08
Applicability:	All employees	
Directives Cross-Reference: Code of Ethics, #20.1.2 Code of Conduct, #20.1.3		
Attachments: 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 squad leader for each unit with oversight by the Honor Guard Commander 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
- Assistant Director of Operations
- Statewide Honor Guard Administrator
- Honor Guard Commander
- Honor Guard Squad Leaders East/West
- Honor Guard Squad Members

B. Statewide Honor Guard Administrator

1. The Statewide Honor Guard Administrator shall be appointed by the Director in consultation with the Deputy Director and Assistant Director of Operations. The Statewide Honor Guard Administrator will report directly to the Assistant Director of Operations.
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 Assistant Director of Operations;

- b. Department liaison for all issues concerning the Honor Guard;
- c. In consultation with the Assistant Director of Operations, selecting and appointing the Honor Guard Commander and two Honor Guard Squad Leaders (East/West);
- d. In consultation with Assistant Director of Operations and East/West side Administrators, selecting and appointing new team members;
- e. Recruiting and training new members with the assistance of the Honor Guard Commander and Squad Leaders (East/West); and
- f. Other duties as assigned by the Director, Deputy Director, and Assistant Director of Operations.

C. Honor Guard Commander

- 1. The Honor Guard Commander will be appointed by the Statewide Honor Guard Administrator in consultation with the Assistant Director of Operations. The Honor Guard Commander will report directly to the Statewide Honor Guard Administrator.
- 2. The Honor Guard Commander's duties include, but are not limited to, the following:
 - a. Honor Guard technical advisor;
 - b. Recruiting and recommending approval of new team members to the Statewide Honor Guard Administrator with the assistance of the Honor Guard Squad Leaders;
 - c. Training new members with the assistance of the Honor Guard Squad Leaders;
 - d. Approving recommendation from Squad Leaders for Honor Guard members to attend approved functions;
 - e. Oversight/command of approved functions; and
 - f. Other duties as assigned by the Statewide Honor Guard Administrator.

D. Honor Guard Squad Leaders (East/West)

- 1. The Honor Guard Squad Leaders shall hold the rank of sergeant or lieutenant. The Honor Guard Squad Leaders report directly to the Honor Guard Commander.
- 2. The Honor Guard Squad Leader'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 Honor Guard Commander; and
- g. Other duties as assigned by the Statewide Honor Guard Administrator or Commander.

E. 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.

F. Selection Process

1. Employees requesting to participate on the Honor Guard team will submit a signed memorandum of interest to the Statewide Honor Guard Administrator 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 physically maintain the military position of attention for extended periods of time;
 - f. The ability to march for extended distances and period of times;

- e. The ability to perform professional composure and bearing;
- f. Maintain physical appearance and decorum which promotes confidence and projects a professional public image; and
- g. Gain knowledge of ceremonial protocol.

G. 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.

H. Complaint and Disciplinary Procedures

Complaints received shall be in writing and referred to the Honor Guard Commander who will then consult with the Statewide Honor Guard Administrator. Issues regarding alleged employee misconduct, in consultation with the member's immediate supervisor, shall be handled in compliance with established Human Resources policies and applicable labor contracts.

I. Suspension/Removal

Members who receive disciplinary action (letter of reprimand, monetary sanction, suspension) from their functional unit may receive a one year suspension up to and including removal from the Honor Guard. More than one disciplinary action in a three year period may result in removal from the team.

J. 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 Administrator, 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 Squad Leaders shall record all unexcused training and function absences. When a third absence is recorded, the Honor Guard Squad Leaders will communicate with the Honor Guard Commander. The Honor Guard Commander, in consultation with the Statewide Honor Guard Administrator, may

remove the member through notification of the functional unit Assistant Superintendent Security or Security Manager to which that member is assigned.

K. Tenure

1. 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.).
2. Current Honor Guard members promoting to the rank of Lieutenant may remain active team members. There will be no more than two Lieutenants on the East/West side teams.
3. Regardless of rank of an Honor Guard member's regular position, members will follow the Honor Guard rank structure.

L. 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 Commander/Squad Leaders.
3. Training - The uniform of the day for training will be the Class "A" uniform dress pants, Honor Guard polo shirt, and ball cap, unless otherwise directed.

M. 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.

N. Approval of Expenses

Functional units providing Honor Guard members shall pay travel and per-diem expenses as authorized and approved by the Honor Guard Commander/Squad Leaders 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.

O. Uniform Return

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

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Kim Brockamp, Deputy Director