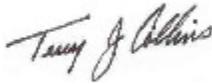


STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>5</u>
Departmental Honor Guard	NUMBER: 01-COM-10
RULE/CODE REFERENCE:	SUPERSEDES: 01-COM-10 dated 10/5/07
RELATED ACA STANDARDS:	EFFECTIVE DATE: October 9, 2009
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director the authority to manage all aspects of the Ohio Department of Rehabilitation and Correction and to establish such rules and regulations as he prescribes.

II. PURPOSE

The purpose of this policy is to standardize the organization, training, equipment and eligibility requirements for the Ohio Department of Rehabilitation and Correction Honor Guard. The Honor Guard is activated for selected events, ceremonies, and funerals.

III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation and Correction employees, especially those individuals serving on the Departmental Honor Guard.

IV. DEFINITIONS

Central Office Liaison - Individual assigned by the Director to administer the general coordination and control of the Honor Guard. The Central Office Liaison will also serve as the initial point of contact for individuals or organizations requesting the services of the Honor Guard or its sub-units. The Central Office Liaison will directly supervise the Honor Guard Commander in his/her role as the Honor Guard Commander. The Central Office Liaison will maintain close communication with Wardens and other administrators whose employees serve as Honor Guard members.

Commander – The Commander, in consultation with the Central Office Liaison, shall retain overall responsibility for ensuring that the Honor Guard is staffed, trained, and functions in accordance with this policy. In his/her absence, the assistant commander (then team leader) shall serve as Commander.

Excused Absence - An absence by an Honor Guard member from Honor Guard activation, training or other team functions which has been authorized by the Honor Guard Commander.

Inactive Status - The status which prohibits an Honor Guard member from participating in Honor Guard activation, training, or other team functions due to an ongoing investigation of possible violations

of the Employee Rules of Conduct, extended medical leave, or other circumstances which impact on the employee's performance on the Honor Guard.

Unexcused Absence - An absence by an Honor Guard member from Honor Guard activation, training, or other Honor Guard functions which has not been authorized by the Honor Guard Commander.

V. **POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to have trained staff available for selected events, ceremonies, and funerals that occurs in the Department at any given time. This team shall be well organized and trained so as to bring proper reverence to the event or person being honored.

VI. **PROCEDURES**

A. **Departmental Honor Guard**

1. There shall be an established Honor Guard for the Department of Rehabilitation and Correction. The team membership, organization, and chain of command will be established and maintained as outlined within this policy. The Honor Guard will be comprised of members capable of serving in the Color Guard Unit, Rifle Unit, Casket Bearers and Bugler (when possible). The Honor Guard may be activated as a whole or by individual unit, as deemed appropriate by the Central Office Liaison in consultation with the Commander.
2. Members representing the Honor Guard will be from a cross section of the entire department. Leadership for the Honor Guard will be under the direction of the Honor Guard Commander with administrative oversight provided by the Central Office Liaison.
3. The Honor Guard Commander shall be appointed by the Central Office Liaison.
4. The Honor Guard Commander, in consultation with the Central Office Liaison, shall retain overall responsibility for ensuring that the Honor Guard is staffed, trained, and functions in accordance with this policy.
5. The Honor Guard Commander and the individual institution Wardens or appropriate administrator retain the authority to reject any applicant, place any member on inactive status, or dismiss any member from the Honor Guard for appropriate cause.

B. **Structure**

1. The Honor Guard team may have up to 27 members.
2. To the extent possible, Honor Guard training and active duty status will be scheduled as part of the member's 40-hour workweek. Honor Guard duties, including funeral details, which require overtime shall be approved in advance through the Central Office Liaison in consultation with the affected institution Warden or appropriate administrator.

3. In order to be considered for appointment to the Honor Guard, an employee must submit a Departmental Honor Guard Application (DRC1921) to the Honor Guard Commander during a recruitment period. The Warden or appropriate administrator and Honor Guard Commander shall review the application and make selections to the Honor Guard.
4. Any new or current members must advise the Honor Guard Commander in writing of any injury or medical condition which may impact upon his/her participation in training or actual activity.
5. Selection of members shall comply with the Ohio Department of Rehabilitation and Correction policy to maintain a working atmosphere free of any discrimination on the basis of age, sex, race, color, religion, or national origin.

C. Training

1. It is the responsibility of the Honor Guard Commander to conduct, coordinate, and schedule the training of members to include preparing structured written agenda's for each training session. The Honor Guard Assistant Commander shall maintain and must submit documented training reports for each team member to the appropriate institutional training officer.
2. Prior to being selected to the Honor Guard Team or being activated to an actual Honor Guard assignment, the applicant must meet the standards outlined in Section D of this policy.
3. Honor Guard members may be expected to complete a minimum of eight (8) hours of training six times per year.
4. Honor Guard members who fail to maintain the expected standards, as outlined in this policy, may be placed on inactive status or removed from the team. Honor Guard members shall be placed on inactive status for any formal discipline.
5. No Honor Guard member shall be called to an assignment while on inactive status.
6. Any Honor Guard member who obtains more than two (2) unexcused absences from training, activation, or other activity during any calendar year shall be removed from the Honor Guard team by the Commander after consultation with and the approval of the Central Office Liaison.
7. The Honor Guard Commander, in consultation with the Warden or appropriate administrator and the Central Office Liaison, may reinstate members placed on inactive status to active status after an appropriate review.

D. Standards

1. Members shall exemplify the qualities of professionalism, integrity, self discipline, and pride.

2. Members must be physically capable of maintaining the military position of attention for extended periods of time.
3. Members must be capable of marching for extended distances and periods of time.
4. Members shall maintain a high standard of personal hygiene and personal appearance, including a clean, pressed uniform.
5. Members must represent the Department of Rehabilitation and Correction in a positive manner.
6. Members may be a current member of an institutional Honor Guard Unit. Members must have a good employment record as determined by the Warden and Honor Guard Commander, including, but not limited to, a review of the employee's attendance record, disciplinary record, leave usage, and overall job performance.
7. Members must be capable of learning and performing correctly, the unique skills required to carry out the mission of the Honor Guard such as, but not limited to, drill and ceremony.

E. Uniforms

1. DRC Honor Guard members shall sign for any uniform items received from the commander.
2. Members who leave the Honor Guard for any reason shall return all state purchased items to the Commander, who shall sign for all items received. Reimbursement for any missing items shall be made by the member to the State of Ohio.
3. If any originally issued items are missing said member shall be given a list in writing, with a deadline to return the items no later than 10 business days after the notice. Should the team member be unable to produce the items issued to them, reimbursement to the State of Ohio shall be made by the team member.
4. The Central Office Liaison shall be notified of anyone failing to meet this deadline and shall take the appropriate actions to obtain the missing items.

F. Events

With advance approval from the Central Office Liaison, members of the Departmental Honor Guard may be deployed for the following events:

1. Funeral/viewing ceremonies for fallen departmental employees; or
2. Memorial ceremonies; or
3. To present and retire the colors for Criminal Justice professional organization meetings/conferences; or
4. Other events identified as appropriate by the Central Office Liaison.

Related Department Forms

Departmental Honor Guard Application DRC1921