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GOVERNOR

State of Alabama Alabama Department of Corrections

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COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 233

OPR: OPERATIONS

HONOR GUARD UNIT

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to describe the process for selection, training, and activation of the ADOC Honor Guard.

II. POLICY

It is the policy of the ADOC to maintain an Honor Guard Unit. The Honor Guard Unit will be activated to serve as pallbearers or as an honor unit at funerals/memorial services for deceased ADOC employees.

III. DEFINITION(S) AND ACRONYM(S)

- A. ADOC Honor Guard: A group assigned to perform a ceremonial duty such as a funeral, ground breaking, dedication, and community function.
- B. Honor Guard Commander: A member of the Honor Guard Unit at the rank of Captain or above selected to oversee administrative duties and coordination of the Honor Guard's activation.
- C. Aiguillette: An ornamental cord or braid worn on the shoulder of a uniform.

IV. RESPONSIBILITIES

- A. Wardens/designee are responsible for:
 - 1. Developing their institutional standard operating procedures (SOPs) as necessary for the implementation of AR 233, Honor Guard Unit.
 - 2. Granting the Honor Guard members time for training and activation.

- B. The Deputy Commissioner of Operations is responsible for appointing an Honor Guard Commander.
- C. The Honor Guard Commander will notify the Deputy Commissioner of Operations when the unit is activated.

V. **PROCEDURES**

A. Command Structure:

The Honor Guard Unit will consist of Correctional Emergency Response Team (CERT) members who will be overseen by a member of the team at the rank of Captain or above. The Honor Guard normally consists of seven members, including the Commander. Honor Guard duty is normally rotated among the members.

B. Criteria for Applicants:

1. CERT member
2. APOSTC Certified uniformed staff
3. Able to march two to three miles and be able to stand for long periods of time
4. Able to devote personal time to the team
5. Willing to commit themselves to the mission of the team
6. Available on short notice when called upon

C. Activation of the Honor Guard:

1. A minimum of eight hours notice is preferred when requesting services of the Honor Guard Unit.
2. Requests for Honor Guard attendance may be through the Commander or team members. Upon a request from a funeral director, family members, community agencies, or ADOC administrators, the Honor Guard Commander will notify members and activate the team.
3. Wardens/designee shall ensure members are relieved when the unit is activated.
4. The Honor Guard Commander shall determine the number of team members to be activated for the activity.

5. The Honor Guard Commander or designee shall attend each activity and will be responsible for the attendance of activated members.
6. Unit members shall be considered officially on duty and compensated accordingly if attendance at training, funerals, or other activities occur on a member's day off or during unscheduled shift hours.

D. Honor Guard Unit Uniform:

1. The members of the Honor Guard Unit shall be dressed in the issued Honor Guard uniform.
 - a. It will be the responsibility of the team members to maintain the uniform in a clean and presentable condition at all times.
 - b. The Honor Guard Unit uniform will consist of Law Enforcement Class A (LEA) uniform with navy black beret, white ascot, white aiguillette, white parade pistol belt with gold buckle, white gloves, and black boots with white shoe strings. Long sleeve shirts will be provided during winter months.
2. Funds will be allocated on an annual basis to be utilized for initial uniform purchase, uniform replacement pieces, equipment purchases, and purchase of State of Alabama flags for presentation to surviving family members.
3. The Honor Guard Commander will coordinate the ordering of all replacement uniform pieces and equipment for the Honor Guard Unit. The requests will be submitted to the Deputy Commissioner of Operations for approval.
4. The Honor Guard Commander will be responsible for storing and maintaining Honor Guard equipment. A current and accurate inventory will be submitted to the Deputy Commissioner of Operations annually, or when requested.

E. Training:

1. New CERT members will attend an initial training prior to their appointment to the Honor Guard as determined by the Honor Guard Commander.
2. Routine training for team members will be scheduled by the Honor Guard Commander

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

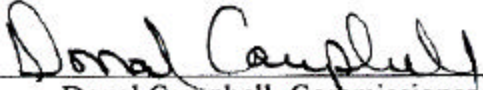
There are no forms prescribed in this regulation.

VIII. SUPERCEDES

This regulation being a new regulation does not supercede any other regulation at this time.

IX. PERFORMANCE

Code of Alabama 1975, Sections 14-1-1 and 14-1-2



Donal Campbell, Commissioner