


Idaho Department of Correction 	Standard Operating Procedure	Title: Honor Guard		Page: 1 of 6
		Control Number: 112.02.01.003	Version: 2.0	Adopted: 02-28-2014

Jefferey Zmuda, division chief, approved this document on 08/22/2016.

Open to the public: ☒ **Yes**

SCOPE

This standard operating procedure (SOP) applies to all Idaho Department of Correction (IDOC) honor guard members and staff involved in the selection, training, and supervision of honor guard activities.

Revision History	
Revision date (08/22/2016): version 2.0: Deleted application criteria regarding unscheduled absences, added eastern region team, and minor grammar edits to meet current SOP standards.	

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BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 112

Emergency Response and Specialty Teams

PURPOSE

The purpose of this SOP is to standardize the organization, training, equipment, and eligibility requirements for the IDOC honor guard.

RESPONSIBILITY

Prisons Division Chief (or designee)

The prisons division chief or designee is responsible for:

- Ensuring that this SOP is implemented and followed
- Selecting honor guard members

Facility Heads

Facility heads are responsible for:

- Facilitating the application process at respective facilities
- Managing facility staffing, employee specialty assignments, overtime, etc. to ensure that specialty team involvement does not compromise the safe and secure operation of the facility.

Prisons Division Emergency Coordinator

The prisons division emergency coordinator (emergency coordinator) is responsible for providing oversight, support, and instruction to the honor guard.

Honor Guard Commander

Each region has an honor guard commander (commander) who is responsible for supervising and coordinating honor guard activities.

STANDARD PROCEDURES

1. Honor Guard Mission Statement

IDOC honor guard is comprised of IDOC staff specifically selected, trained, and assigned to perform ceremonial duties.

The honor guard serves as ambassadors of the department at local, state, and national events. Members strive to represent the highest standards of integrity, professionalism, and dedication to duty. The honor guard provides ceremonial duties at parades, civic functions, and other special events. In addition, they render honors at funeral or memorial services for current or retired IDOC staff, law enforcement officers, local officials, and service members whenever possible.

2. Honor Guard Structure

The department will establish and maintain honor guard teams in the following regions:

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- Eastern Idaho Region: 12 staff (maximum-cap)
- Northern Idaho Region: 12 staff (maximum-cap)
- Southern Idaho Region: 12 staff (maximum-cap)

3. Honor Guard Activation

The emergency coordinator, in consultation with the prisons division chief and deputy director will establish guidelines for activations that are considered routine.

Requests for activation are made to the commander or the emergency coordinator. Activations considered as routine are approved and facilitated at the commander level pursuant to established activation guidelines. Activations that are not routine will require emergency coordinator approval. If any question or issue arises regarding activation or use, the IDOC deputy director, prisons division chief or designee will be the approval authority.

4. Honor Guard Configurations

The following configurations are used based on the type of ceremony.

Color Guard Detail

A color guard detail will consist of no less than four members: two carrying flags and two carrying rifles. The number of flag holders may vary depending on the number of flags appropriate to the occasion. The commander determines the number of people assigned to each deployment.

Firing Party Detail

A firing party consists of no less than three riflemen typically firing three volleys and one officer in charge, but could be as many as seven riflemen depending on the honors rendered. The commander determines the number of people assigned to each deployment.

Funeral Detail

The funeral detail consists of not less than two honor guard members at the burial of current and retired IDOC staff, law enforcement officers, local officials, or service members.

A family member of current or retired IDOC staff will be provided a United States flag. The funeral detail will fold and present a flag to the family.

Casket Guard Detail

The casket guard consists of two members to watch over the remains of the fallen during the viewing or wake. The emergency coordinator or deputy chief may authorize firearms-qualified team members to carry an IDOC-issued sidearm during ceremonies as deemed appropriate.

Pallbearers

- Pallbearers consist of at least six members who will carry the casket to the burial site.

Funeral Honors

- Funeral honors consist of any number or combination of the honor guard configurations.

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5. Honor Guard Applicant Criteria

Applicants must meet the following criteria:

- Permanent status as an IDOC employee
- No formal disciplinary action pending or within the last 12 months (see *Corrective and Disciplinary Action*, SOP 205.07.01.001)
- Most recent performance review must meet or exceed performance expectations (see *Performance Management*, SOP 222.07.01.001)

6. Selection Process

When selecting staff for honor guard, use the following steps:

Functional Roles and Responsibilities	Step	Tasks
Emergency Coordinator	1	Provide applicable facility heads and managers with an announcement that contains the following: <ul style="list-style-type: none"> • Deadline for application submission; • Honor guard applicant criteria.
Facility Heads	2	Within three working days: <ul style="list-style-type: none"> • Post the announcement (email, physically post, photocopies, etc.) • Inform those staff members who wish to apply to complete an, Specialty Team Application.
	3	Collect and review the applications, and forward the approved applications to the applicable commander.
Commander	4	In conjunction with the emergency coordinator: <ul style="list-style-type: none"> • Develop interview questions. • Select an interview panel. • Arrange interviews with applicants.
Interview Panel	5	Conduct the interviews, and submit recommendations to the prisons division chief or designee.
Prisons Division Chief or Designee	6	Review the recommendations, select members, and forward the applications to the emergency coordinator.
Emergency Coordinator	7	Forward the completed applications to the applicable commander.
Commander	8	Notify the applicants of their selection or non-selection, and file the photocopy of the application in each applicant's facility personnel file.

7. Roles and Responsibilities

This section describes the roles and responsibilities of honor guard team members.

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Commander

- Provides supervision and guidance related to honor guard responsibilities and activities
- Develops and schedules training
- Assigns honor guard members to approved ceremonies
- Coordinates logistics for functions
- Monitoring honor guard integrity related to selection, training, and professional image
- Determines appropriate attire for duties and travel
- Plans and trains approved activities
- Provides general administration and records keeping
- Reconciles discrepancies in the quarterly inventory
- Consults with the emergency coordinator, to determine the requirements for approved functions such as the services provided, work force needs, and equipment

Assistant Commander

- Assists the commander in the supervision, training, and guidance related to honor guard responsibilities and activities
- Assists the commander in assigned activities during ceremony or event
- Assumes command of the detail in the absence of the commander
- Completes a warning order for a ceremony or event after confirming the activation is approved

Quartermaster

- Maintains, issues, and returns individual and team equipment
- Maintains records and inventories
- Provides the commander with a complete quarterly inventory of individual and team equipment

8. Honor Guard Training

Following selection, new members must attend initial training as determined by the commander. The team members receive up to forty-eight hours of honor-guard specific training per calendar year. Staff must report training hours as work hours. Time spent in performance for an approved function or ceremony are not count toward training hours and are reported as work hours.

9. Honor Guard Uniforms

The department provides honor guard members with special uniforms, which consist of the following:

Training Uniform

- Shirt: blue polo embroidered with "Idaho Department of Correction Honor Guard"
- Pants: tan cargo pants

Dress Uniform

- Shirt: light blue, with long sleeves

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- Tie: navy, clip-on
- Silver badge: worn above the left breast pocket
- Nameplates: first initial and last name, worn centered on the right breast pocket flush with the top of the pocket of the jacket
- One IDOC patch on each shoulder
- One honor guard rocker above the IDOC patch on the left shoulder
- Coat: navy, dress coat, single-breasted, four-pocket (men's/women's)
- Braided silver shoulder cord worn on the right side under the right epaulet to the epaulet button
- Pants: navy, with 1" light blue stripe
- Belt: Sam Browne belt with leather shoulder strap, black high-gloss finish
- Headgear: navy, straw, four-dent double-brimmed campaign cover, IDOC badge on the front, and silver acorns around the brim
- Footwear: black high-gloss finish, low-quarter shoes with black socks
- White gloves

10. Honor Guard Retention

Applying for continuing participation in honor guard is voluntary, and not a condition of employment with IDOC.

Honor guard members serve at the discretion of the commander. The commander retains the responsibility to remove team members from active membership for performance issues conduct deemed unbecoming of an honor guard member, or other issues that makes service on the honor guard not possible. Any decision by the commander to remove members from the honor guard must be approved by the emergency coordinator, in consultation with the facility head.

DEFINITIONS

Warning Order: A preliminary notice of an upcoming order or action

REFERENCES

Form, [Specialty Team Application](#)

Standard Operating Procedure [206.07.01.001](#), *Attendance and Hours of Work*

Standard Operating Procedure [205.07.01.001](#), *Corrective and Disciplinary Action*

Standard Operating Procedure [206.07.01.002](#), *Paid Leaves*

Standard Operating Procedure [222.07.01.001](#), *Performance Management*

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