

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 11/03/08	NUMBER 02.04.112
	SUBJECT HONOR GUARD	
SUPERSEDES 02.04.112 (07/10/00)		AUTHORITY MCL 791.203
ACA STANDARDS NONE		PAGE 1 OF 2

POLICY STATEMENT:

The Department shall provide an Honor Guard at public functions to pay tribute to fallen Department and law enforcement personnel, improve staff morale, and enhance the image of the Department.

POLICY:

GENERAL INFORMATION

- A. The Honor Guard is a specially trained and equipped unit comprised of Department personnel selected to represent the Department at public functions, including funerals for Department and law enforcement personnel killed in the line of duty and government ceremonies. The Honor Guard shall be administered by the Deputy Director of Correctional Facilities Administration (CFA).
- B. All required costs for employee participation in the Honor Guard (e.g., uniforms, travel) shall be borne by the employee's work location. Administrative leave for Honor Guard assignments shall be authorized only as set forth in PD 02.02.101 "Administrative Leave".

HONOR GUARD COORDINATOR

- C. The Administrator of the CFA Operations Division shall serve as the Honor Guard Coordinator. The Honor Guard Coordinator shall be responsible for the assignment of members to Honor Guard functions and scheduling all Honor Guard activities, as approved by the CFA Deputy Director. In conjunction with the Office of New Employee Training and Professional Development in the Operations Support Administration, the Honor Guard Coordinator shall develop specialized training which Honor Guard members shall be required to attend and complete.
- D. Subject to the approval of the Director, the Honor Guard Coordinator shall maintain an Honor Guard Manual. The Manual shall provide current information on member selection, training, uniform requirements, and the responsibilities and duties of the Honor Guard.

HONOR GUARD MEMBERSHIP

- E. The Honor Guard shall consist of a maximum of 32 members. Except for probationary employees, all Department staff are eligible to become members.
- F. Only volunteers shall be selected to be members of the Honor Guard. To be considered, an employee must be nominated by a member of the Administrative Management Team or the facility head. All nominations shall be in writing and submitted to the Honor Guard Coordinator.
- G. Honor Guard members shall be selected by a committee chaired by the Honor Guard Coordinator and approved by the CFA Deputy Director. The committee shall consider the nominee's employment history and ability to participate in Honor Guard activities, including required travel, in making its selection.
- H. An Honor Guard member may withdraw from the Honor Guard at any time by notifying the Honor Guard Coordinator. An Honor Guard member may be removed at any time from the Honor Guard at the discretion of the CFA Deputy Director or designee.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 11/03/08	NUMBER 02.04.112	PAGE 2 OF 2
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PROCEDURES

- I. Procedures are not required for this policy directive.

AUDIT ELEMENTS

- J. There are no audit elements for this policy.

APPROVED: PLC 10/23/08