
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 2.16	Effective Date 09/30/15	Page 1 of 4
	Supersedes Honor Guard, dated 10/31/2007		
Approved By:  Commissioner Scott Semple	Title Honor Guard		

1. Policy. The Department of Correction shall have an Honor Guard Unit which shall represent the Department at authorized functions. Members of the Honor Guard shall be exemplary in conduct and character as representatives of the Department.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. Administrative Directives 2.13, Employee Uniform, Personal Appearance and Identification; 2.14, Personnel Records; and, 3.9, Employee Travel and Use of Motor Vehicles.
3. Administrative Responsibility. Coordination and supervision of all Honor Guard activities and functions shall be the responsibility of the Director of Tactical Operations.
4. Unit Composition. The Honor Guard Unit shall consist of two (2) components, the Color Guard and the Bagpipe and Drum Band.
5. Unit Member Selection, Appointment and Retention Criteria. The Color Guard shall be comprised of a maximum of 14 members. The Bagpipe and Drum Band shall be comprised of a maximum of 8 members. Each candidate shall be appointed by the Deputy Commissioner of Operations and Rehabilitative Services upon the recommendations of the Unit Administrator and the Director of Tactical Operations. Appointment shall be based on the employee's maturity, employment history, good judgment, reliability, initiative, and ability to support the unit's mission and shall be subject to, but not limited to, the following selection criteria:
 - A. Color Guard. Selection to the Color Guard shall be based on the following standards:
 1. General Standards.
 - a. Unless exigent circumstances exist, no more than eight (8) days of sick leave within the 12-month period preceding application to the Honor Guard Unit, or any sick time use that exhibits a pattern.
 - b. Discipline free for the 12-month period preceding application to the Honor Guard Unit and shall remain discipline free while assigned to the Honor Guard Unit.
 - c. Not have exhibited a pattern of anger, conflict, aggression, emotional instability and/or any history of sexual harassment or excessive use of force.
 - d. Candidates shall have demonstrated a commitment to duty and have maintained a "good" or better service

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rating for the previous 3 years of service prior to application, if applicable.

2. Specific Standards.

- a. Any member of the Department with a minimum service of three (3) years shall be eligible.
- b. Candidates shall present a professional appearance in accordance with Section 6(C) of this Directive.

B. Bagpipe and Drum Band. Selection to the Bagpipe and Drum Band shall be based on the following standards:

1. General Standards.

- a. Unless exigent circumstances exist, no more than eight (8) days of sick leave within the 12-month period preceding application to the Honor Guard Unit, or any sick time use that exhibits a pattern.
- b. Discipline free for the 12-month period preceding application to the Honor Guard Unit and shall remain discipline free while assigned to the Honor Guard Unit.
- c. Not have exhibited a pattern of anger, conflict, aggression, emotional instability and/or any history of sexual harassment or excessive use of force.
- d. Candidates shall have demonstrated a commitment to duty and have maintained a "good" or better service rating for the previous 3 years of service prior to application, if applicable.

2. Specific Standards.

- a. Any member of the Department with a minimum service of one (1) year shall be eligible.
- b. Candidates shall pass an audition to the satisfaction of the Honor Guard Commander and the Bagpipe/Drum Coordinator.
- c. Candidates shall present a professional appearance in accordance with Section 6(C) of this Directive.

6. Appearance and Dress. The uniform requirements and grooming standards for the Department's Honor Guard shall be:

- A. Uniforms. The Honor Guard uniform shall be worn in accordance with Attachment A, Honor Guard Uniform - Specifications and Allotments.
- B. Instruments. Honor Guard members shall purchase the pipe and drum band instruments, however, the Department shall provide the base drum with the Department's seal on both drumheads. The Department shall also provide reasonable maintenance and repair parts for all instruments such as drumheads, drum sticks and pipe reeds.
- C. Grooming. Personal grooming shall be in accordance with Administrative Directive 2.13, Employee Uniform, Personal Appearance and Identification.

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7. Retention. Each member of the Honor Guard shall be reviewed annually by the Honor Guard Commander and the Director of Tactical Operations and may be recommended for a consecutive term of one (1) year.
8. Completion of Service. Members shall receive a certificate of service and an Honor Guard pin upon completion of a tour of duty. A copy of the certificate shall be placed in the employee's personnel file in accordance with Administrative Directive 2.14, Personnel Records.
9. Termination. Members may be removed from service for failure to maintain compliance with any of the standards listed in this Directive. An employee who has been removed from the Honor Guard Unit for failure to maintain one or more of the conditions as outlined in this Directive may reapply once the appropriate standard(s) has/have been met.

No member removed from service under the provisions of this section shall retain the Honor Guard pin authorized under Section 8 of this Directive.

10. Equipment and Uniform Turn-in. At the completion of their tour of service, members of the Honor Guard shall be required to turn in all equipment and uniforms to the Director of Tactical Operations. Those members who complete their tour of service shall retain the privilege of wearing the Honor Guard pin on the Class A uniform and the Honor Guard patch on the Class B uniform.

Employees separated from the Honor Guard Unit shall return all issued uniforms, equipment, weapons and other property belonging to the Honor Guard Unit without delay. Failure to return any item belonging to the Honor Guard Unit may subject the employee to disciplinary action, up to and including dismissal.

11. Request for Honor Guard Services. All requests for the services of the Honor Guard shall be forwarded to the Director of Tactical Operations for consideration. The Director of Tactical Operations shall ascertain all facts regarding the request and forward all information to the Honor Guard and shall make the necessary arrangements to have a detail in place as necessary.
12. Travel. State vehicles, when available, shall be used to transport Honor Guard members to and from authorized functions. In the event that State vehicles are unavailable and transportation must be conducted via personal vehicle, reimbursement for such travel shall be paid consistent with the provisions of Administrative Directive 3.9, Employee Travel and Use of Motor Vehicles.
13. Expenses. The cost of equipment and uniforms for the use of the Honor Guard shall be the responsibility of the Department. Honor Guard members shall be paid as appropriate by the member's facility when participating in Honor Guard activities.
14. Activities and Events. The Honor Guard Unit shall be the designated unit to represent the Department in an official capacity in accordance with this section.
 - A. Wakes and Funerals. Upon the death of an active or retired member of the Department, the Unit Administrator last employing the

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deceased member shall contact the deceased member's family to offer the services of the Department's Honor Guard. If the family requests the services of the Honor Guard, the Unit Administrator shall forward the request to the Director of Tactical Operations. Any member of the Department killed in the line of duty may receive the military style, 21-gun salute. This ceremony shall be performed only at the request of the deceased member's family. In those cases where the deceased member was a military veteran, the military Honor Guard shall perform this ceremony.

- B. Department Ceremonies. The Honor Guard shall represent the Department at official Department ceremonies.
 - C. Community Events and Ceremonies. The Honor Guard may represent the Department at official ceremonies, parades and community events as authorized by the Commissioner.
15. Training. All Honor Guard members shall receive a minimum of 32 hours of training annually.
16. Forms and Attachments. The following attachment is applicable to this Administrative Directive and shall be utilized for the intended function:
- A. Attachment A, Honor Guard Uniform - Specifications and Allotments.
17. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.