

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 08/01/2019	NUMBER 02.04.112
	SUBJECT <b>HONOR GUARD</b>	
SUPERSEDES 02.04.112 (11/03/2008)		AUTHORITY MCL 791.203
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**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."
- C. At the close of each two-year fiscal period, the Honor Guard shall prepare a bi-annual financial report consisting of all profit and loss statements and balance sheets, including outstanding bills, prepared during the two-year fiscal period. Within two months of the close of the two-year fiscal period, the financial report shall be reviewed, at the Honor Guard's expense, by an independent certified public accountant to ensure the records are kept in accordance with generally accepted accounting principles. A copy of the financial report and the accountant's review shall be forwarded within 30 days after receipt of the accountant's review to the Deputy Director or Director/designee, as appropriate. The accountant or firm who conducted the review shall be clearly identified.

HONOR GUARD COORDINATOR

- D. The CFA Assistant Deputy Director (ADD) of Operations shall appoint 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. The Honor Guard Coordinator shall develop specialized training that Honor Guard members shall be required to attend and complete.
- E. 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

- F. The Honor Guard shall consist of a maximum of 32 members. Except for probationary employees, all Department staff are eligible to become members.
- G. 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.
- H. Honor Guard members shall be selected by a committee chaired by the Honor Guard Coordinator and

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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.

- I. 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.

#### PROCEDURES

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

#### AUDIT ELEMENTS

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

APPROVED: HEW 06/28/2019