

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
363**

HONOR GUARD

Supersedes: AR 363 (Temporary, 02/29/12)
Effective Date: 06/17/12

AUTHORITY:

NRS 209.131

RESPONSIBILITY

One designated Warden from the northern region and one designated Warden from the southern region will be responsible to coordinate and monitor honor guard activities within their respective regions.

Honor Guard Commanders are responsible to ensure the highest professional standards are maintained; honor guard members are properly trained in their duties; and provide leadership to the honor guards.

Honor Guard members will be responsible to maintain a high standard of professionalism and project a positive image of the Department.

363.01 HONOR GUARD SERVICES

1. The Honor Guard shall be available to provide services at the following types of events and occasions:

A. Funerals;

(1) Upon learning of the death of a NDOC employee or former employee, the Warden/designee shall ask the family if it desires the Honor Guard to render honors.

(2) The Honor Guard may provide additional services such as acting as pallbearers, posting at the funeral service, folding the flag at the gravesite, and playing a recorded version of Taps.

(3) For employees who are killed in the line of duty, or for special circumstances as approved by the Director, the additional service of posting at the funeral home may be provided.

B. Wreath laying ceremonies;

C. Official Departmental functions, i.e., Training Academy graduations, promotion ceremonies, awards ceremonies;

D. Honor Guard competitions; and

E. Community events.

2. Requests for Honor Guard Ceremonies shall be submitted by the appropriate Warden and approved by the appropriate Deputy Director.

363.02 UNIT COMPOSITION

1. Commanding Officer

A. The Commanding Officer is chosen by the appropriate appointing authority based on experience, training, leadership ability, job performance, and dependability. Deputy Directors will review selection and approve proposed selections.

B. The Commanding Officer duties include, but are not limited to:

(1) Ensure that each member is assigned to perform tasks and duties commensurate with their training and experience.

(2) Provide guidance and support to unit members in order to foster their professional growth and development.

(3) Ensure that all equipment assigned to the Honor Guard Unit is inspected and maintained on a regular basis.

(4) The Commanding Officer shall ensure that an accurate inventory of equipment assigned to the Honor Guard is maintained.

2. Honor Guard Unit Members.

A. The Honor Guard Unit shall consist of 8 members and 4 alternates, divided into two teams, one in the Northern Region and one in the Southern Region. The members shall:

(1) Participate fully in all training and other unit activities;

- (2) Receive and execute all orders and commands relative to unit operations; and
- (3) Perform all assigned duties in a professional and courteous manner.

363.03 SELECTION CRITERIA

1. General

A. All non probationary Correctional Officers are eligible to serve with the Honor Guard.

B. Honor Guard functions shall be in addition to the officer's regular duties.

C. Correctional Officers shall submit their request in writing for positions with the Honor Guard Unit to the appropriate Warden.

2. Criteria for selection to the Honor Guard will include the following:

A. The applicant's Warden must recommend the applicant.

B. Applicants shall be free of sustained corrective and/or adverse action at the time of their request.

C. Applicants shall be physically capable of meeting strenuous physical demands, i.e., standing for long periods, marching, carrying flags and rifles, lifting and carrying caskets.

D. Applicants must commit to a minimum obligation of two years service to the Honor Guard Unit.

E. Applicants shall present a neat, clean-cut, professional appearance.

363.04 TRAINING

1. Honor Guard members shall be authorized four hours of on-duty training time each month. Training will be documented on the DOC-1520 OJT form and placed in the officer's training file.

2. The Commanding Officers shall maintain approved lesson plans, course outlines, evaluation procedures, and training standards for the Honor Guard teams.

3. Training that will result in the utilization of overtime shall be approved in advance by a Deputy Director.

4. Training locations and times shall be designated by the Commanding Officer.

5. Training shall include, but not be limited to, the following:

- A. Full and half step marching;
- B. Marking time;
- C. Facing movements;
- D. Attention;
- E. Manual of Arms; and
- F. Color Turns and Halting.

363.05 EQUIPMENT

1. The Deputy Director of Support Services (DDSS)/designee will coordinate fiscal expenditures. The supervising Warden will provide the DDSS information relating to the Honor Guard's fiscal expenditures.

2. Formal inventories shall be conducted monthly.

3. Honor Guard Uniform provided by the Department, shall consist of the following:

- A. Campaign Cover Headgear
- B. Pants
- C. Shirt
- D. Coat
- E. Belt
- F. Insignia

(1) All rank insignia shall be worn on the collar one inch from the bottom of the rank to the tip of the collar, centered.

(2) The Department of Corrections patch shall be attached to the left shirtsleeve one inch from the top shoulder seam and centered.

(3) The American flag shall be attached to the right short sleeve one inch from the top shoulder seam centered.

(4) The departmental badge shall be worn as on the regular duty uniform.

(5) A distinctive nametag bearing the surname of the wearer shall be worn on the right breast pocket flap centered between the top of the pocket flap seam and the top of the pocket button. The tag will have the words "HONOR GUARD" in capital letters inscribed above the officer's name. The nametag may be worn with the class A uniform when not performing Honor Guard duties.

G. Footwear

H. Accessories

363.06 GROOMING STANDARDS

1. Grooming standards are identical to those required in AR 350.01.

363.07 RETENTION CRITERIA

1. Sustained corrective or adverse action during their tenure with the Unit may be grounds for removal from the Honor Guard Unit under direction of the appropriate Warden.

A. Any removal or disciplinary matters shall be coordinated by the Commanding Officer in consultation with the designated Warden.

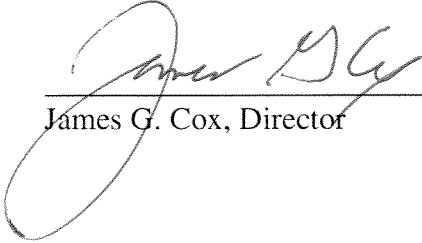
B. Honor Guard members shall continue to meet the physical requirements during their tenure with the Unit.

363.08 REQUESTING HONOR GUARD SERVICES

1. Requests for Honor Guard services shall be made to the designated regional Warden.
2. Under direction of the designated regional Warden, the Commanding Officer shall check the Honor Guard schedule to determine the availability.
3. If overtime is required to comply with a request for Honor Guard services, the Commanding Officer shall forward the request to the appropriate Deputy Director via the appropriate Warden, within 2 working days of receipt.

APPLICABILITY

1. This regulation does not require an Operational Procedure.
2. This regulation does not require an audit.



James G. Cox, Director

5/30/12
Date