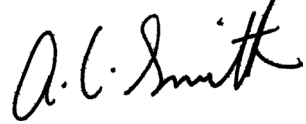


<b>SUBJECT:</b> <b>Ohio Department of Rehabilitation and Correction (DRC) Honor Guard</b>	PAGE <u>  1  </u> OF <u>  5  </u>
	NUMBER: <b>01-COM-10</b>
<b>ORC/OAC REFERENCE:</b> ORC 5120.01	<b>SUPERSEDES:</b> 01-COM-10 dated 07/29/2019
<b>RELATED ACA STANDARDS:</b>	<b>EFFECTIVE DATE:</b> <b>September 26, 2022</b>
	<b>APPROVED:</b> 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to standardize the organization, training, equipment and eligibility requirements for the Ohio Department of Rehabilitation and Correction (ODRC) Honor Guard. The ODRC Honor Guard is activated for selected events, ceremonies, and funerals.

## III. APPLICABILITY

This policy applies to all ODRC employees, especially those individuals serving on the ODRC Honor Guard.

## IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

### [Definitions Link](#)

- **Excused Absence**
- **Inactive Status**
- **Institutional Honor Guard Commander**
- **ODRC Statewide Honor Guard Commander**
- **Special Operations Commander**
- **Unexcused Absence**

## V. POLICY

It is the policy of the ODRC to have trained staff available for selected events, ceremonies, and funerals that occur in the ODRC at any given time. These teams shall be well organized and trained to bring proper reverence to the event or person being honored.

**VI. PROCEDURES****A. ODRC Honor Guard - (both Statewide and Institutional)**

1. There shall be an established Honor Guard for the ODRC. The team membership, organization and chain of command shall be established and maintained as outlined within this policy. The ODRC Honor Guard shall be comprised of members capable of serving in the Color Guard Unit, Rifle Unit, Casket Bearers, Piper, and Bugler (when possible). The ODRC Honor Guard may be activated as a whole or by individual unit, as deemed appropriate by the Special Operations commander in consultation with the ODRC Honor Guard commander.
2. Members representing the ODRC Statewide and Institutional Honor Guard shall be from a cross section of the entire department. Leadership for the ODRC Statewide Honor Guard shall be under the direction of the ODRC Statewide Honor Guard commander with administrative oversight provided by the Special Operations commander. The leadership for the Institutional Honor Guard shall be under the direction of the Institutional Honor Guard commander with the administrative oversight provided by the managing officer.
3. The ODRC Statewide Honor Guard commander shall be appointed by the Special Operations commander. The Institutional Honor Guard commander shall be appointed by the managing officer.
4. The ODRC Statewide Honor Guard commander, in consultation with the Special Operations commander, shall retain overall responsibility for ensuring the ODRC Honor Guard is staffed, trained, and functions in accordance with this policy.
5. The ODRC Honor Guard commander, institution managing officer/designee, and/or other appropriate ODRC administrator retain the authority to reject any applicant, place any member on inactive status, or dismiss any member from the ODRC Honor Guard for appropriate cause.

**B. Structure**

1. The ODRC Statewide Honor Guard team may have up to eighteen (18) members.
2. The Institutional Honor Guard team may have the appropriate number of members that the managing officer determines for their respective institution.
3. To the extent possible, ODRC Statewide Honor Guard training and active-duty status shall be scheduled as part of the member's 40-hour workweek. ODRC Statewide Honor Guard duties, including funeral details, which require overtime shall be requested/approved, in advance, through the Special Operations commander in consultation with the affected managing officer/designee.
4. To be considered for appointment to the ODRC Honor Guard, an employee must submit a Departmental Honor Guard Application (DRC1921) to the Honor Guard commander during a recruitment period. The managing officer/designee and Honor Guard

commander shall review the application and make appointments to the Honor Guard (both Statewide and Institutional).

5. Any new or current members (both Statewide and Institutional) must advise the ODRC Honor Guard commander, in writing, of any injury or medical condition which may impact upon their participation in training or actual activity.
6. Selection of members shall comply with the ODRC policy to maintain a working atmosphere free of any discrimination.

### **C. Training**

1. It is the responsibility of the ODRC Statewide and Institutional Honor Guard commander to conduct, coordinate and schedule the training of members to include preparing structured written agendas for each training session. The Honor Guard assistant commander shall maintain documented training reports for each team member for submission to the appropriate institutional training officer.
2. Prior to being selected to the Honor Guard team or being activated to an actual Honor Guard assignment, the applicant must meet the standards outlined in subsection VI.D of this policy.
3. ODRC Statewide Honor Guard members shall be expected to complete a minimum of eight (8) hours of training five (5) times per year. Institutional Honor Guard members shall be expected to complete a minimum of eight (8) hours of training four (4) times per year. Members who serve on both Statewide and Institutional teams are expected to complete a minimum of eight (8) hours of training five (5) times per year.
4. ODRC Statewide and Institutional Honor Guard members who fail to meet the expected standards, as outlined in this policy, may be placed on inactive status or removed from the team. ODRC Statewide and Institutional Honor Guard members shall be placed on inactive status for any formal discipline.
5. No ODRC Statewide or Institutional Honor Guard member shall be called to an assignment while on inactive status.
6. Any ODRC Statewide or Institutional Honor Guard member who obtains more than two (2) unexcused absences from training, activation, or other activity during any calendar year shall be removed from the ODRC Statewide or Institutional Honor Guard team by the ODRC Statewide or Institutional Honor Guard commander with approval by the Special Operations commander for ODRC Statewide Honor Guard and managing officer for the Institutional Honor Guard.
7. The ODRC Statewide Honor Guard commander, in consultation with the managing officer/designee and the Special Operations commander, may reinstate members placed on inactive status to active status after an appropriate review. The managing officer will maintain reinstatement for the Institutional Honor Guard.

**D. Standards for both the ODRC Statewide Honor Guard and Institutional Honor Guard**

1. Members shall exemplify the qualities of professionalism, integrity, self-discipline, and pride.
2. Members must be physically capable of maintaining the military position of attention for extended periods of time.
3. Members must be capable of marching for extended distances and periods of time.
4. Members shall maintain a high standard of personal hygiene and personal appearance, including a clean, pressed uniform.
5. Members must represent the ODRC in a positive manner.
6. ODRC Statewide Honor Guard may consist of members that are current members of an institutional Honor Guard Unit. Members must have a good employment record as determined by the managing officer and ODRC Statewide Honor Guard commander and/or Institutional Honor Guard commander, including, but not limited to, a review of the employee's attendance record, disciplinary record, leave usage, and overall job performance.
7. Members must be capable of learning and performing correctly, the unique skills required to carry out the mission of the ODRC Honor Guard such as, but not limited to, drill and ceremony.

**E. Uniforms**

1. ODRC Statewide and Institutional Honor Guard members shall sign for any uniform items received from the ODRC Statewide Honor Guard commander or the Institutional Honor Guard commander.
2. Members who leave the ODRC Statewide or Institutional Honor Guard for any reason shall return all state purchased items to the ODRC Statewide or Institutional Honor Guard commander, who shall sign for all items received. .
3. If any originally issued items are missing, said member shall be given a list, in writing, with a deadline to return the items no later than ten (10) business days after the notice. Should the team member be unable to produce the items issued to them, reimbursement to the State of Ohio shall be made by the team member.
4. The Special Operations commander shall be notified of anyone failing to meet this deadline and shall take the appropriate actions to obtain the missing items or seek reimbursement for missing issued items for the ODRC Statewide Honor Guard. The managing officer shall be notified of anyone failing to meet this deadline and shall take the appropriate actions to obtain the missing items or seek reimbursement for missing issued items for the Institutional Honor Guard.

**F. Events**

With advance approval from the Special Operations commander, members of the ODRC Statewide Honor Guard may be deployed for the following events:

1. Funeral/viewing ceremonies for fallen ODRC employees under current employment/in good standing or those ODRC employees that have received a full retirement and are in good standing. The ODRC Statewide Honor Guard may be deployed for funeral/viewing ceremonies for fallen Operations Support Center staff, for fallen Adult Parole Authority staff, or for those institutions that do not have an Institutional Honor Guard team to perform the funeral/viewing ceremony,
2. Memorial ceremonies, or
3. To present and retire the colors for Criminal Justice professional organization meetings/conferences, or
4. Other events identified as appropriate and approved by the Special Operations commander.

All events must be approved by the Special Operations commander utilizing the State Honor Guard Request for Service Application (DRC1250).

**G. With advance approval from the managing officer, members of the Institutional Honor Guard may be deployed for the following events:**

1. Funeral/viewing ceremonies for fallen ODRC employees under current employment/in good standing or those ODRC employees that have received a full retirement and are in good standing within their respective institutions. An Institutional Honor Guard may also assist another institution if the institution does not have an Honor Guard and the managing officers agree,
2. Memorial ceremonies, or
3. To present and retire the colors for Criminal Justice professional organization meetings/conference; or
4. Other events identified as appropriate and approved by the managing officer.

All events must be approved by the Special Operations Commander utilizing the State Honor Guard Request for Service Application (DRC1250).

**Referenced Forms:**

State Honor Guard Request for Service Application  
Departmental Honor Guard Application

DRC1250  
DRC1921