



State of Indiana
Indiana Department of Correction

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| 9/1/2018 | 16 | 02-03-111 |

**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedures

Title
HONOR GUARDS

| Legal References (includes but is not limited to) | Related Policies/Procedures (includes but is not limited to) | Other References (includes but is not limited to) |
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| IC 11-8-2-5(a)(1) IC 11-8-2-5(a)(8) | 02-03-104 04-03-105 | N/A |

I. PURPOSE

This policy and administrative procedure establishes the use of Honor Guards and their members, the duties Honor Guards are to perform, and guidelines as to the selection process, training requirements and wearing of the uniform.

II. POLICY STATEMENT:

The Department of Correction shall establish Honor Guard Squads in order to represent the Department at various functions, such as at funerals, chapel services and parades. The Commissioner shall designate the Division of Emergency Response Operations to maintain the Honor Guard Squads and the training that staff persons serving in the squads shall undergo. The operation of Honor Guard Squads shall be under the direction of the Executive Director of the Division of Emergency Response Operations.

The Executive Director of the Division of Emergency Response Operations shall select those staff persons who are to be utilized as members of the Department’s Honor Guard. The staff selected shall represent the Indiana Department of Correction in a professional manner at all functions in which they participate.

Honor Guard Squad members shall be neat, clean, well-groomed, and present a professional appearance. Dress and grooming standards for Honor Guard members shall be based upon:

- A. The projection of a dignified and professional image that will foster confidence and respect by the public in the Department of Correction; and,
- B. The achievement of discipline, order, self-respect, confidence, efficiency, and morale among Department of Correction Staff.

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III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. CEREMONIES: A formal act or set of acts performed as prescribed by ritual, custom, or etiquette.
- B. COLOR GUARD: A guard of honor for the colors of an organization.
- C. EMPLOYEE/STAFF MEMBER: Any and all persons employed by the Department, including contractors and volunteers.
- D. HONOR GUARD: Staff specially trained to represent the Department in parades, funerals, color guard, etc.
- E. HONOR GUARD SQUAD LEADER: The staff person in charge of an Honor Guard Squad. Leads and directs squad actions / activities, issues orders to Honor Guard Team Leaders and receives orders / assignments from the Executive Director of the Division of Emergency Response Operations.
- F. HONOR GUARD TEAM LEADER: The staff person in charge of an Honor Guard Team. Leads and directs a team within the Honor Guard organizational structure and receives orders through the Chain of Command.
- G. HONOR GUARD TEAM MEMBER: The staff person serving as a member of an Honor Guard Team. Receives and acts on orders through the Chain of Command.

IV. UTILIZATION OF THE HONOR GUARD:

- A. The Facility Head shall request approval from the Executive Director of Emergency Response Operations for the use of an Honor Guard Squad prior to the activation of the Honor Guard Squad. Whenever an Honor Guard Squad is activated, the “Honor Guard Activation” form (Attachment I) shall be completed and forwarded to the Division of Emergency Response Operations within forty-eight (48) hours after the activation.

The Division of Emergency Response Operations shall develop an Honor Guard Squad to perform required duties as appropriate for:

- 1. Special occasions (i.e. Color Guard, employee appreciation week, Department ceremonies, approved events);

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2. Chapel services for deceased staff persons or retirees;

3. Funerals for deceased staff persons and retirees; and,

4. Parades.

B. Requests for the use of the Honor Guard for special consideration shall be made to the Commissioner through the chain of command beginning with the Executive Director of Emergency Response Operations.

C. The Facility Staff Emergency Liaison may request the assistance of the Regional Honor Guard Squad Leader to explain any or all portions of services provided. Variations of duties not covered in this policy or approved lesson plans must be referred to the Executive Director of Emergency Response Operations. Based upon the requested variation the Director may approve or forward the request as stated in "B" above.

D. Chapel and funeral services may consist of:

1. Honor Guard at casket/urn;
2. Pall Bearers;
3. Grave side services; and,
4. Presentation of flag to family member(s)

Part or all of these services may be offered to family members.

E. The Commissioner may deny all or part of these services based on recommendation of the Executive Director of Emergency Response Operations if circumstances warrant the denial of the services. Circumstances for denial of services must be documented for approval / denial through the appropriate chain of command.

V. HONOR GUARD STRUCTURE:

The IDOC Honor Guard shall be organized into two (2) regional squads. Staff from any of the Department's facilities / district offices may apply for a position on Honor Guard.

A. The IDOC Honor Guard shall consist of:

1. Two (2) squads for a total of twenty-six (26) members.
2. Each Squad shall consist of thirteen (13) members:

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- One (1) Squad Leader
- Two (2) Team Leaders
- Ten (10) Team Members

B. Squad – 1 serves:

LaPorte Juvenile Correctional Facility, Gary District Parole Office, Indiana State Prison, South Bend Community Re-Entry Facility, South Bend District Parole Office, Miami Correctional Facility, Chain O' Lakes Correctional Facility, Fort Wayne District Parole Office, Logansport Juvenile Facility, New Castle Correctional Facility, New Castle District Parole Office, Pendleton Juvenile Correctional Facility, Correctional Industrial Facility and Pendleton Correctional Facility.

C. Squad – 2 serves:

Central Office, Indiana Women's Prison, Indianapolis District Parole Office, Plainfield Correctional Facility, Reception Diagnostic Center, Bloomington District Parole Office, Putnamville Correctional Facility, Rockville Correctional Facility, Terre Haute Parole District Office, Wabash Valley Correctional Facility, Branchville Correctional Facility, Evansville District Parole Office and Madison Correctional Facility.

VI. HONOR GUARD CHAIN OF COMMAND:

The chain of command for the IDOC Honor Guard is as follows:

- Executive Director of Emergency Response Operations
- Regional Squad Leader
- Team Leader

VII. HONOR GUARD SQUAD / TEAM LEADER RESPONSIBILITIES:

A. Squad Leader

1. Responsible to the Executive Director of Emergency Response Operations for insuring the constant readiness and competency of the assigned squad.
2. Coordinates the activities of the honor guard team.
3. Assures that the scheduled training is completed to meet the needs of the Department.

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4. Maintains the team in a high state of morale and operational readiness, and must be able to respond quickly and effectively in any situation.
5. Assures accuracy of team equipment inventory and submits copies to the Executive Director of Emergency Response Operations as needed / directed.
6. Ensures preparation and retention of all required reports and submits copies to the Executive Director of Emergency Response Operations.
7. It is the responsibility of the Regional Squad Leader and/or designee to ensure that copies of all training minutes for Honor Guard are forwarded to the Division of Emergency Response Operations as well as changes in status of Honor Guard members to include:
 - Team Resignations
 - Termination of employment
 - Short / Long term disability
 - Family Medical Leave (FML)

B. Team Leader:

1. Responsible to the Honor Guard Squad Leader for coordinating team training, acquisition, maintenance, issuance, and collection of supplies and equipment.
2. Assumes responsibility for the squad in the absence of the Squad Leader.

VIII. GUIDELINES:

Guidelines for Honor Guard activities are to be in accordance with this policy and administrative procedure, Division of Emergency Response Operations Lesson Plans and the desire of the family concerned.

IX. MEMBER SELECTION:

A. Criteria for selection of Honor Guard Squad Members are as follows:

1. Minimum of one (1) year in the Department;
2. Have satisfactory or above performance evaluations;
3. No disciplinary actions above a written reprimand in the last twelve (12) months;
4. Must be able to work beyond regular hours without advance notice and be on call;
5. May retain membership on E-Squad, K-9, SITCON or CISM;

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6. Meet the Department's grooming standards;
7. Height and weight to be in proportion to body build;
8. Appearance and bearing is to be considered important; and
9. All Honor Guard Applicants must be interviewed by an Honor Guard Interview Board.
 - a. The Honor Guard Interview Board shall consist of an Honor Guard Squad Leader, an Honor Guard Team Leader and one (1) Emergency Response Operations representative to serve as the board chairman.
 - b. The Division of Emergency Response Operations shall arrange an interview date for potential applicants.
 - c. Applicants must receive a unanimous vote of approval from the Honor Guard Interview Board.
 - d. Upon completion of the initial evaluation and interview the Honor Guard Interview Board shall forward a recommendation to the Executive Director of Emergency Response Operations.
 - e. All documentation shall be attached to the application and submitted for recommendation, review, and approval to the Executive Director of the Division of Emergency Response Operations.

B. Criteria for selection of an Honor Guard Team Leader are as follows:

1. Shall meet the same requirements as a team member;
2. Expresses a desire to be team leader;
3. Must have a minimum of six (6) months continuous active member status on Honor Guard;
4. Has demonstrated the ability to lead others;
5. Proven ability to accurately, expeditiously, and efficiently give and carry out orders;
6. Has demonstrated the ability to adapt to changing situations; and
7. Must be approved by the Executive Director of Emergency Response Operations.

C. Criteria for selection of an Honor Guard Squad Leader are as follows:

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1. Shall meet the same requirements as an Honor Guard Team Leader;
2. Expresses a desire to be a squad leader;
3. Must have a minimum of eighteen (18) months continuous active member status on Honor Guard;
4. Must have held the position of Honor Guard Team Leader for a minimum of six (6) continuous months; and
5. Must be approved by the Executive Director of Emergency Response Operations.

D. The membership selection, participation, retention and removal of Honor Guard members shall be at the discretion of the Executive Director of Emergency Response Operations.

X. HONOR GUARD APPLICATION PROCESS:

A. The application process for Honor Guard shall occur in the following order:

1. The applicant shall request an Honor Guard Application (Attachment IV) from the Division of Emergency Response Operations using the following email address emergencyoperations@idoc.in.gov.
2. Upon receipt of the application the applicant shall:
 - Complete the Honor Guard Application (Attachment IV)
 - Complete the Standard Medical Screening (Attachment VII)
 - Complete the Standard Health Questionnaire (Attachment VIII)
 - Undergo a Urinalysis Test (to be conducted at applicant's facility / district.)
3. Upon completion the above listed documentation shall be forwarded, by the applicant, to the Warden / District Supervisor for review.
4. After the application has been reviewed and signed by the Warden / District Supervisor the application and attached medical documentation shall be forwarded to the Executive Director of Emergency Response Operations using the following email address emergencyoperations@idoc.in.gov.

B. The Executive Director of Emergency Response Operations shall review all applications for consistency with Honor Guard goals and needs.

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- C. Once all applications have been reviewed, the Division of Emergency Response Operations shall schedule the applicants for an Honor Guard Interview Board.
- D. The Executive Director of Emergency Response Operations shall appoint a Division of Emergency Response Operations representative, an Honor Guard Squad Leader and an Honor Guard Team Leader to interview applicants.
- E. The Executive Director of Emergency Response Operations shall review and approve all Honor Guard applicants prior to assignment to a Regional Squad.

XI. HONOR GUARD RETENTION:

Continued participation, as an Honor Guard Team member is not automatic. Members may be required by the Executive Director of Emergency Response Operations to pass a urine drug screen at any time without notice.

A. Honor Guard Team Member Medical Restriction:

1. If an Active Honor Guard team member is placed on medical restriction and has written documentation from a physician showing such restriction, the Honor Guard team member must be placed on “In-Active” Team Member Status.
2. While on restriction the Honor Guard team member cannot participate in any Honor Guard training, and cannot be activated or participate in any other Honor Guard function.
3. Once the Honor Guard team member has been medically cleared by a physician and provides proper documentation showing that the member has been cleared to return to normal duty free of restrictions, that team member must complete the Standard Medical Screening prior to being placed back on the “Active Team Member Status.”

B. Honor Guard Team Member Resignation:

1. When an Active team member resigns for any reason from Honor Guard and has a lapse in service of less than twelve (12) months, the Executive Director of Emergency Response Operations may reinstate that team member.
2. The team member must submit, in writing, a request for reinstatement to the Honor Guard Squad Leader who shall forward the request up the Chain of Command to the Executive Director of Emergency Operations along with recommendations.

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3. The Honor Guard team member requesting reinstatement must complete the Standard Medical Screening prior to being reinstated and placed back on the “Active Team Member Status.”
4. If a Honor Guard team member is absent for more than twelve (12) months and requests to be reinstated as a team member, he/she must go through the entire application process as follows:
 - Re-submit an application
 - Successfully complete a Medical Screening / Assessment / Urinalysis
 - Appear before an Honor Guard Interview Board and receive a unanimous vote for reinstatement
 - Interview Board recommendations shall be forwarded to the Executive Director of Emergency Operations for review and the final decision on reinstatement.

C. Honor Guard Team Member Removal:

1. In the event that an Active team member is removed from Honor Guard, for any reason, that member may request in writing for reinstatement after six (6) months from removal date to the Honor Guard Squad Leader who shall forward the request to the Executive Director of Emergency Operations along with recommendations.
2. Prior to reinstatement the team member must complete the standard Medical Assessment Screening.
3. If the team member is absent for more than twelve (12) months and requests to be reinstated, he/she must go through the entire application process as explained above.
4. It is the responsibility of each team member to attend scheduled training sessions. Failure to participate in required training shall be cause for removal from Honor Guard.
5. Every effort shall be made to retain Honor Guard members when transferring from one facility to another. The sending region’s Honor Guard Squad Leader shall contact the Executive Director of Emergency Response Operations with the date of the transfer. The sending Honor Guard Squad Leader shall also contact the regional Honor Guard Squad Leader where the team member is transferring to along with a summary of skills and assignments and an overall evaluation.

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6. Any disciplinary action or formal investigation involving an Honor Guard member may be cause for temporary assignment of the member to inactive status, pending the outcome of the investigation or the seriousness of the disciplinary action.
7. The Executive Director of Emergency Response Operations shall be responsible for determining the team status of an Honor Guard member who has been subject of a request for disciplinary action. It is the responsibility of the Facility Head of the facility or district office where the team member is employed to notify the Executive Director of Emergency Response Operations when any form of disciplinary action is being considered against an Honor Guard member at the facility / district office.
8. The Executive Director of Emergency Response Operations shall review the resignation or removal of any Honor Guard member. Final authority for team membership rests with the Executive Director of Emergency Response Operations.
9. Honor Guard member's conduct may be monitored on- and off-duty and any incidents, which would reflect unfavorably upon Honor Guard, or the Department may be grounds for removal from the team.
10. An Active member shall be immediately removed from Honor Guard for the following reasons:
 - Arrest for a felony offense,
 - Arrest or conviction of a misdemeanor offense involving a firearm or domestic violence,
11. An Active member may also be removed from Honor Guard for the following reasons:
 - Receives any Disciplinary action (Letter of Reprimand or higher),
 - Receives an un-satisfactory evaluation.

XII. TRAINING FOR HONOR GUARD:

- A. The Division of Emergency Response Operations shall be responsible for developing a training curriculum for Honor Guard.
- B. The Division of Emergency Response Operations shall be responsible for conducting an Honor Guard Selection Academy for potential Honor Guard members as needed / directed.

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- C. Each of the regional Honor Guard Squad Leaders and Team Leaders shall be designated as Honor Guard instructors. These designated instructors shall be required to attend the Division of Emergency Response Operations Honor Guard Instructors Academy.
- D. Honor Guard Members shall train a minimum of once per month, for a total of four (4) hours per month.
- E. Honor Guard Squad Leaders shall be responsible for developing an annual training schedule and conducting monthly Honor Guard training.
- F. In addition to the monthly training an annual eight (8) hour In-Service event for all team members will be scheduled and conducted by the Division of Emergency Response Operations.
- G. The Division of Emergency Response Operations shall be responsible for approval and monitoring of the training as well as periodically observing and evaluating the performance of an activated Honor Guard. A schedule of training dates shall be forwarded to Emergency Response Operations to allow for monitoring and review.
- H. If a stated training date or time needs to be changed for any reason; the Squad Leader shall notify the Division of Emergency Response Operations at least two (2) days prior to the original date and time.
- I. The monthly training shall be scheduled as follows:
 - 1. January: Formal uniform inspection, pallbearer procedure dress rehearsal, folding flag and presentation to family.
 - 2. February: Honor Guard Policy review, positions of attention and facing movements.
 - 3. March: Chapel service, body viewing, changing of the Guard.
 - 4. April: Basic drill and ceremony (positions of attention, facing movements & marching.)
 - 5. May: Parades, posting colors / retiring colors.
 - 6. June: Basic drill and ceremony (positions of attention, facing movements & marching.)
 - 7. July: Formal uniform inspection, pallbearer procedure dress rehearsal, folding flag and presentation to family.

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8. August: Honor Guard Policy review, positions of attention and facing movements.

9. September: Chapel service, body viewing, changing of the Guard.

10. October: Basic drill and ceremony (positions of attention, facing movements & marching.)

11. November: Parades, posting colors / retiring colors.

12. December: Basic drill and ceremony (positions of attention, facing movements & marching.)

J. Each Honor Guard Squad Leader shall submit an Honor Guard Monthly Training Report (Attachment II) to the Division of Emergency Response Operations by the 10th day of the following month via SharePoint.

K. In addition to the monthly training report the Squad Leader shall update an "Honor Guard Strength Report" Attachment III monthly and post an "Honor Guard Activation Report" Attachment I (as needed) via SharePoint.

L. The training the Honor Guard receives shall consist of the following:

1. Basic drill and ceremony;
2. Posting colors;
3. Funeral detail to include cremation;
4. Chapel service;
5. Parades;
6. Presenting flag to family; and,
7. Ethnic protocol.

M. A copy of the detailed lesson plans shall be furnished to the Squad Leaders of the respective Honor Guards.

XIII. RESPONSIBILITIES OF THE FACILITY:

The Facility Head or designee of each facility / district office shall have the responsibility of notifying the deceased staff member's family as to the availability of the Honor Guard and offering its services, in accordance with Policy and Administrative Procedure 04-03-105, "Response to Staff Emergencies."

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Each facility shall purchase a 5' x 9' cotton United States flag to be presented to the immediate family whenever services are provided at a funeral or chapel service.

XIV. UNIFORMS:

The Honor Guard uniform shall be the Class "D" uniform. Rank shall not be designated anywhere on the Honor Guard uniform.

A. Each Honor Guard member shall be issued the following uniform that shall consist of:

- One (1) Hat, Campaign, Felt, Winter, Dark Navy Blue
- One (1) Hat, Campaign, Straw, Summer, Dark Navy Blue
- One (1) Hat Protector, Clear, Vinyl, Rain Bonnet to Fit Campaign Hat.
- One (1) Cord, Campaign Hat, Gold, to Fit Campaign Hat
- One (1) Shirt, Uniform Long Sleeve w/Emblem, LAPD Blue
- One (1) Shirt, Uniform Short Sleeve w/Emblem, LAPD Blue
- One (1) Tie, Dark Navy Blue
- One (1) Tie Clip, Gold
- One (1) Name Plate, Gold
- One (1) Shoulder cord: parade white
- One (1) Sam Browne Shoulder Strap, W/ D Rings, High Gloss Black, Plain Hardware Brass
- One (1) Pants, Uniform Navy Blue w/Grey Stripe matching the jacket trim (un-bloused, hemmed)
- One (1) Belt, Web, Trouser, Velcro Closure, Black
- One (1) Belt, High gloss Sam Browne leather military style;
- One (1) Pair Shoe, High gloss leather Black
- One (1) Pair Gloves, Parade, white;
- One (1) Overcoat, Uniform, Navy Blue, w/Emblems
- One (1) Blouse, Jacket, Uniform, LAPD Navy Blue, w/Emblems, Grey arm strip and Epaulets

B. Proper wearing of the uniform shall be in accordance with the Division of Emergency Response Operations training and Policy and Administrative Procedure 02-03-104, "Dress Standards for Uniformed Custody Staff."

A Department uniform, either in total or in part, shall not be worn while consuming, handling, purchasing, or otherwise possessing alcoholic beverages or tobacco products. The uniform shall not be worn in a package liquor store, bar, nightclub, or lounge.

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XV. EQUIPMENT:

The following equipment shall be purchased by the Division of Emergency Response Operations and maintained for Honor Guard:

- A. United States Internment Flag: 5' x 9', cotton with embroidered stars and brass grommets. (Funerals only) Each team shall maintain a stock of five (5) flags in this size. During funerals or chapel services, one (1) flag of this size will be used to drape over the casket and later presented to the immediate family.
- B. United States Outdoor Flag: 4' x 6' nylon flag with grommets, embroidered stars and sewn stripes for use in parades and posting of colors.
- C. Indiana State Flag: 4' x 6' nylon flag for use in parades and posting of colors.
- D. Flag Pole: Gold aluminum tele-kite, adjustment 6' to 10' and 1 ¼" diameter. The Division of Emergency Response Operations shall purchase two (2) of these flag poles to be used for parades and posting of colors.
- E. Pole Caps: 8" gold plated, 8" round spear to place on flag poles and use at parades and posting of colors. It is necessary to have two (2) pole caps, one for the United States flag and one for the Indiana flag.
- F. Pedestals: Gilt finish-gold, 11.5" base and 1.00" to 1.25" bore diameter. Pedestal can be sand filled. The pedestal is used for the flag poles in posting of colors. The Division of Emergency Response Operations shall purchase two (2) pedestals, one for the United States flag and one for the Indiana flag.
- G. Flag Rain Cover: Brown vinyl 8" x 7" to accommodate the flag and flag pole with pole cap.
- H. Flag Carrying Belt: White leather double strap belt.

XVI. SPECIFICATIONS:

- A. All uniforms and uniform parts must be in accordance with specifications established for departmental uniforms and approved by the Deputy Commissioner of Operations and in compliance with Policy and Administrative Procedure 02-03-104, "Dress Standards for Uniformed Custody Staff."

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B. Copies of the departmental specifications for uniforms and uniform parts are available through the Office of the Deputy Commissioner of Operations.

XVII. STAFF NOTIFICATIONS:

Facility Heads / District Supervisors shall ensure that these procedures are available for review by all uniformed Custody staff and shall ensure that all appropriate staff persons are made aware of changes to these procedures.

XVIII. APPLICABILITY:

This policy and administrative procedure is applicable to all Department of Correction facilities and staff.

signature on file
Robert E. Carter, Jr.
Commissioner

Date