

CHAPTER: 200

Public/Public Access

DEPARTMENT ORDER:

208 – Special Ceremonies and Honors

**OFFICE OF PRIMARY
RESPONSIBILITY:**

OPS

Effective Date:

May 5, 2021

Amendment:

N/A

Supersedes:

DO 208 (9/23/17)

Scheduled Review Date:

July 1, 2023

ACCESS

Contains Restricted Section(s)

Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to be "David Shinn", written over a horizontal line.

David Shinn, Director

TABLE OF CONTENTS

PURPOSE	1
RESPONSIBILITY	1
PROCEDURES	1
1.0 SPECIAL CEREMONIES UNIT	1
2.0 MEMORIAL AND FUNERAL SERVICES	1
3.0 FLAG DISPLAY	3
4.0 BADGE SHROUDS	3
DEFINITIONS/GLOSSARY	4

PURPOSE

The Arizona Department of Corrections, Rehabilitation and Reentry (Department) participates in various activities to honor current Department employees who die on- or off-duty, retired Department employees who have died, and law enforcement employees from sister criminal justice agencies who die in the line of duty. Similarly, the Department participates in local and national flag tributes to political figures, as well as parades and other public functions. This Department Order establishes guidelines for such special ceremonies and honors.

RESPONSIBILITY

The Deputy Directors and the appropriate Assistant Directors are responsible to ensure staff members comply with this Department Order. The Director's Office shall serve as the Office of Primary Responsibility, and will be supported by the Prison Operations Division, which shall establish and implement specific operational procedures and practices.

PROCEDURES

1.0 SPECIAL CEREMONIES UNIT – The Department shall maintain a Special Ceremonies Unit staffed by specially trained employees in two components:

- 1.1 The Honor Guard is a centrally-located, specially-trained ceremonial team that will render honor, preserve tradition, stimulates esprit-de-corps, and instill pride by providing, with dignity and uniformity, a prescribed sequence of events during special ceremonies. The unit shall be comprised of highly trained, specially-uniformed, motivated Correctional Series personnel to perform the particulars of those ceremonies. Honor Guard services are normally reserved for line of duty or approved high profile deaths (in accordance with the wishes of the family) and special ceremonial events as approved by the Assistant Director of Prison Operations.
- 1.2 Color Guard Details shall be comprised of trained staff at each prison complex. Color Guards may render honors and conduct ceremonial functions, for both active and retired employees (in accordance with the wishes of the family).

2.0 MEMORIAL AND FUNERAL SERVICES

- 2.1 Wardens/Bureau Administrators requesting Special Ceremonies Unit services shall contact the Correctional Officer Training Academy (COTA) Commander through the Regional Operations Director with circumstances, time and date of the requested service, and any special requests associated with the function. The COTA Commander shall determine the appropriate level of service and activate the appropriate Unit.
 - 2.1.1 Upon request of the family and subject to approval, budget, and availability, the following services may be provided.
 - 2.1.1.1 Line of Duty Death – Attended by the Department's Honor Guard, which may carry out the following functions:
 - 2.1.1.1.1 Honor Watch at funeral home, chapel, and/or service venue
 - 2.1.1.1.2 Vehicle escort from funeral home/chapel to place of interment

- 2.1.1.1.3 Honor Guard pallbearers
- 2.1.1.1.4 Motorcade
- 2.1.1.1.5 Six person flag folding detail
- 2.1.1.1.6 Rifle salute
- 2.1.1.1.7 Rider-less horse
- 2.1.1.1.8 Taps
- 2.1.1.1.9 Pipes and drums
- 2.1.1.1.10 Aircraft flyover
- 2.1.1.1.11 Last Call
- 2.1.1.1.12 United States and Arizona flag presentations
- 2.1.1.2 On-Duty and Off-Duty Employee/Retiree Deaths – Attended by the applicable Department Color Guard, which may carry out the following functions:
 - 2.1.1.2.1 Vehicle escort from funeral home/chapel to place of interment
 - 2.1.1.2.2 Color Guard pallbearers
 - 2.1.1.2.3 Three person flag folding detail
 - 2.1.1.2.4 Taps
 - 2.1.1.2.5 Pipes and drums
 - 2.1.1.2.6 U.S. and Arizona flag presentation
- 2.1.2 For deaths arising by suicide, assistance will be offered as appropriate to family members who are state employees in accordance with Department Order #521, Employee Assistance Program.
- 2.2 Staff may request other types of memorials or tributes through their chain of command to their Warden, Administrator, or Bureau Administrator which are subject to approval, budget, and availability locally.
- 2.3 When the Department is notified by another law enforcement or criminal justice agency of the death of an officer or criminal justice employee killed in the line of duty from an Arizona Law Enforcement agency, the Department shall provide representation at official activities recognizing the death. The Warden, Deputy Warden of Operations, Administrator, Bureau Administrator, or designee of the facility closest to the location of the designated memorial activities shall:

2.3.1 Coordinate response activities through the Family Assistance Team and Critical Incident Response Team (CIRT) to avoid conflict or duplication of efforts. The Director or designee shall inform staff when it is appropriate to shroud their badges and provide notification on funeral services.

2.3.2 Appoint a uniformed/non-uniformed supervisor and other staff, as appropriate, to represent the Department. The staff members shall be considered in an on-duty status while representing the Department and shall be provided a state vehicle.

3.0 FLAG DISPLAY – Honor and Color Guard Units may present and retire the colors at criminal justice professional meetings, conferences or similar events.

3.1 Upon order of President of the United States or the Governor of the State of Arizona, flags at Department facilities may be flown at half-staff. Honor and Color Guard Units may assist with flag display.

3.1.1 If appropriate, the Director may request permission for the lowering of flags at Department state facilities or other buildings through appropriate staff in the Governor's Office. Emailed confirmation of approval is required prior to lowering of flags.

3.1.2 Staff may request in writing that flags be posted at half-staff through their local complex chain of command.

3.1.3 Whenever the Governor's Press Office issues a News Release directing all flags at state buildings are to be flown at half-staff, the Central Office Communication Center will receive a confirmation email from Arizona Department of Administration and will email half-staff notification to the Executive Notification Group, the COTA Commander, the Arizona Correctional Industries General Manager, and the Human Services Bureau Administrator within required timeframes.

3.2 Upon receipt of half-staff notification approval, the senior ranking staff member on duty at the time of the notification is responsible to ensure all flags at that location are immediately lowered to half-staff by assigned staff.

4.0 BADGE SHROUDS – Department employees are authorized to shroud their badges/identification cards immediately to show respect for staff who died in the line of duty and for law enforcement officers from other agencies who are killed in the line of duty.

4.1 With the Director's approval, employees throughout the Department may be authorized to shroud their badges/identification cards in memory of others for whom this honor is requested.

4.2 A shroud consists of a black, 1/2 inch wide elastic band worn horizontally across the badge or identification card.

4.3 The period for shrouding of badges shall be for seven days from the time of the death or until interment (whichever time period is greater). In the event a funeral/memorial service does not occur, the shroud may be worn for seven days following the time of death.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms