

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 200</p> <p>PUBLIC/PUBLIC ACCESS</p>	<p>OPR:</p> <p>DIR</p>
	<p>DEPARTMENT ORDER: 208</p> <p><b><i>SPECIAL CEREMONIES AND HONORS</i></b></p>	<p>SUPERSEDES:</p> <p>DI 280 (3/3/10) DO 521 (4/23/10) – Sections 521.07 and 521.08</p>
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## PURPOSE

The Department of Corrections 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 Director, Division Directors, and the Assistant Director are responsible to ensure staff complies with this Department Order. The Director's Office serves as the Office of Primary Responsibility, supported by the Offender Operations Division, which shall establish and implement specific operational procedures and practices.

## PROCEDURES

**208.01 SPECIAL CEREMONIES UNIT** - The Arizona Department of Corrections (ADC) maintains a Special Ceremonies Unit staffed by specially trained employees in two components:

- 1.1 The ADC Honor Guard is a centrally-located, specially-trained ceremonial team that renders honor, preserves tradition, stimulates esprit-de-corps, and instills pride by providing, with dignity and uniformity, a prescribed sequence of events during special ceremonies. The unit comprises highly trained, specially-uniformed, motivated Officers 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 Northern Region Operations Director.
- 1.2 ADC Color Guard Details comprise trained staff at each prison complex. Color Guards render honors and conduct ceremonial functions for on- and off-duty deaths of current ADC employee and deaths of retired staff (in accordance with the wishes of the family) or special ceremonial events with approval of the Northern Region Operations Director.

**208.02 MEMORIAL AND FUNERAL SERVICES**

- 1.1 Wardens/Bureau Administrators requesting Special Ceremonies Unit services shall contact the Northern Region Operations Director with circumstances, time and date of the requested service, and any special requests associated with the function. The Northern Region Operations Director shall determine the appropriate level of service and activate the appropriate Unit on the Director's behalf.
  - 1.1.1 Upon request of the family and subject to approval, budget, and availability, the following services may be provided.
    - 1.1.1.1 Line of Duty Death – Attended by the ADC Honor Guard, which may carry out the following functions:
      - 1.1.1.1.1 Honor Watch at funeral home, chapel, and/or service venue.

- 1.1.1.1.2 Vehicle escort from funeral home/chapel to place of interment.
- 1.1.1.1.3 Honor Guard pallbearers.
- 1.1.1.1.4 Motorcade.
- 1.1.1.1.5 Six person flag folding detail.
- 1.1.1.1.6 Rifle salute.
- 1.1.1.1.7 Rider-less horse.
- 1.1.1.1.8 Taps.
- 1.1.1.1.9 Pipes and drums.
- 1.1.1.1.10 Aircraft flyover.
- 1.1.1.1.11 Last Call.
- 1.1.1.1.12 United States and Arizona flag presentations.
- 1.1.1.2 On-Duty and Off-Duty Employee/Retiree Deaths - Attended by the applicable ADC Color Guard, which may carry out the following functions:
  - 1.1.1.2.1 Vehicle escort from funeral home/chapel to place of interment.
  - 1.1.1.2.2 Color Guard pallbearers.
  - 1.1.1.2.3 Three person flag folding detail.
  - 1.1.1.2.4 Taps.
  - 1.1.1.2.5 Pipes and drums.
  - 1.1.1.2.6 U.S. and Arizona flag presentation.
- 1.1.2 If a death was the result of suicide, no ceremonial honors will be rendered. Assistance will be offered as appropriate to family members who are state employees in accordance with Department Order #521, Employee Assistance Program.
- 1.2 Staff may request other types of memorials or tributes through their chain of command to the Director, who has sole discretion for approval.

1.3 When the Department is notified by another law enforcement or criminal justice agency of the death of an officer or criminal justice employee who died in the line of duty from that agency in Arizona, 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:

1.3.1 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.

1.3.2 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.

**208.03 FLAG DISPLAY** - ADC Honor and Color Guard Units may present and retire the colors at criminal justice professional meetings, conferences or similar events.

1.1 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. ADC Honor and Color Guard Units may assist with flag display.

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

1.1.2 Staff may request in writing that flags be posted at half-staff through the chain of command as outlined in the Special Ceremonies and Honors Technical Manual.

1.1.3 When the Governor's Press Office issues a News Release that 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 Correctional Officer Training Academy Commander, the Arizona Correctional Industries General Manager, and the Human Services Bureau Administrator within required timeframes.

1.2 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, as described in Federal regulations outlined in the Special Ceremonies and Honors Technical Manual.

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

1.1 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.

- 1.2 A shroud consists of a black, 1/2 inch wide elastic band worn horizontally across the badge or identification card.
- 1.3 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.

## IMPLEMENTATION

The Offender Operations Division shall develop a Technical Manual within 90 calendar days from the effective date of this Order, detailing the specific protocols, equipment, personnel, and training employed in the Special Ceremonial Unit as well as Federal guidelines related to proper flag posting protocols.

## DEFINITIONS

**IN THE LINE OF DUTY DEATH** – An employee death that occurs while the employee is on duty or is the result of performing any function in an official Department capacity. Final determination of whether a death is in the line of duty shall be made by the Director.

**ON-DUTY DEATH** – An employee death that occurs while the employee is on duty, but does not result from performing his/her job. This may include death by heart attack, stroke, or other “natural” causes.

**OFF-DUTY DEATH** – An employee death that occurs while employee is off duty.

**SUICIDE** – The deliberate and cognizant taking of one’s own life, confirmed through investigation.

**FAMILY** – Emergency contact, next of kin, beneficiaries, and/or significant others as specified in personnel records or as identified by the staff member. In the event that the designated next of kin is charged in the death of the employee, a neutral family member will be designated.

{Original Signature on File}

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Charles L. Ryan  
Director

## CROSS-REFERENCE INDEX

Department Order #521, Employee Assistance Program