

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: Charles L. Ryan, Director

DATE: March 3, 2010

SUBJECT: Director's Instruction # 280, **Special Ceremonies Unit**

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order 521, Employee Assistance and Support Program. This Director's Instruction supersedes applicable sections of Department Order 521, Employee Assistance and Support Program, as follows:

1.0 PURPOSE

1.1 The Arizona Department of Corrections (ADC) utilizes specially-trained staff to render honors to our fallen staff and those of our sister agencies, participate in parades and special ceremonies. The Special Ceremonies Unit is comprised of two components:

1.1.1 The ADC Honor Guard is designed to provide the Department with a centrally-located, specially trained ceremonial team to render honors, preserve tradition, stimulate esprit-de-corps and instill pride. The Honor Guard accomplishes this by providing guidance and uniformity in the conduct of ceremonies and by establishing a specific sequence of events during those ceremonies. The unit also provides a highly trained, specially uniformed group of 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 (NROD).

1.1.2 ADC Color Guard Details are comprised of trained staff at each prison complex. Color Guards render honors and conduct ceremonial functions at on and off duty deaths of current ADC staff and deaths of retired staff (in accordance with the wishes of the family) or special ceremonial events with approval of the NROD.

2.0 PROCEDURE

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 NROD shall determine the appropriate level of service and activate the appropriate element on the Director's behalf.

- 1.2 **Services** - Upon request of the family, and subject to approval, budget and availability, the following services may be provided:
 - 1.2.1 **Line of Duty Death (LODD)** – Are attended by the ADC Honor Guard, who may carry out the following functions:
 - 1.2.1.1 Honor Watch at funeral home and chapel or service venue
 - 1.2.1.2 Vehicle escort from funeral home/chapel to place of interment
 - 1.2.1.3 Honor Guard pallbearers
 - 1.2.1.4 Six person flag folding detail
 - 1.2.1.5 Rifle salute
 - 1.2.1.6 Taps
 - 1.2.1.7 Last Call
 - 1.2.2 **On Duty, Off Duty/Retiree Deaths** - Are attended by the applicable ADC Color Guard, who may carry out the following functions:
 - 1.2.2.1 Vehicle escort from funeral home/chapel to place of interment
 - 1.2.2.2 Color Guard pallbearers
 - 1.2.2.3 3 person flag folding detail
 - 1.2.2.4 Last Call
- 1.3 **Suicide** - No ceremonial honors will be rendered. Assistance will be offered in accordance with DO 521, Employee Assistance and Support Program.
- 1.4 **Technical Manual** - The Offender Operations Division shall develop a Technical Manual within 90 days from the effective date of this instruction, detailing the specific protocols, equipment, personnel, and training employed in the Special Ceremonial Unit.

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 their job. This may include heart attack, stroke or other “natural” causes.

Off-duty death – An employee death that occurs while employee is off duty

Incapacitating injury – Any injury that threatens the life of the employee and/or renders the employee unable to participate in treatment, notification of family or other necessary life functions. This may include a staff member being held as a hostage.

Suicide – The deliberate and cognizant taking of one's own life, confirmed through investigation.

Family – Emergency contact, next of kin, beneficiaries and/or significant other 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}