

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.42	Page 1 of 4
	Original Effective Date: 04/07/14	New Effective Date: 06/09/23
	Supersedes: 300.00.42	Dated: 05/17/21
	Administrator's Approval: Sarah Cooper, Administrator – 5/19/23	
Required Posting or Restricted:		
<input type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Honor Guard Following Employee Death		

POLICY

The Division of Adult Institutions shall offer an honor guard to the surviving family in the event of a death of a current or retired Division of Adult Institutions staff member.

REFERENCES

DOC Human Resources Policy 200.30.010B – Professional Appearance Standards – Uniformed Staff

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

PIOC – Persons in Our Care

PROCEDURE**I. General Guidelines**

- A. Honor guard members shall be employed as a full-time Supervising Officer 2, Supervising Officer 1, Correctional Sergeant, Correctional Officer and former employee as requested by surviving family or other staff authorized by the Warden/designee.
- B. Honor guard services shall be limited to funerals in the State of Wisconsin, unless otherwise approved by the DOC Secretary's Office.
- C. Honor guard members may be called to assist other facilities for funerals.
- D. Honor guard members may be utilized for ceremonies or other assignments as designated by the Warden/designee or DAI.
- E. Staff members interested in serving as an honor guard member shall submit a letter of interest to a designated supervisor, who shall maintain a record of letters submitted.
 1. The designated supervisor shall review candidates and make a recommendation to the Warden/designee.
 2. The Warden/designee shall approve honor guard members.

DAI Policy #: 300.00.42	New Effective Date: 06/09/23	Page 2 of 4
Chapter: 300 Administrative		
Subject: Honor Guard Following Employee Death		

II. Funeral duties may include, but are not limited to:

- A. Post at the front entrance.
- B. Post at the casket.
- C. Formation at the gravesite.
- D. Serve as pallbearers.
- E. Presentation of the State or American Flag.

III. Honor Guard Uniforms

- A. Uniforms shall be cleaned and pressed.
- B. Uniforms shall consist of:
 - 1. DOC regulation long-sleeved shirt.
 - 2. DOC uniform pants, solid or striped, with professional appearance as approved by Warden/designee.
 - 3. White cloth gloves.
 - 4. Black duty belt.
 - 5. Shoulder cord (white with blue shirt, gold with white shirt).
 - 6. Ascot (white with blue shirt, gold with white shirt) or black tie.
 - 7. Belt badge with elastic mourning band.
 - 8. Black dress boots/shoes.
- C. Headgear as approved by Warden and DAI Administrator.
 - 1. Badge for hat.
 - a. Gold for Supervising Officer 1 & 2.
 - b. Silver for Sergeants/Officers or designated staff members.
 - 2. Cord for hat (silver with blue shirt, gold with white shirt).
- D. The facility shall provide and maintain honor guard nametag, duty belt, cord, ascot or tie, badges, gloves, shirts, pants and hat for all participating staff members.

IV. Warden/designee shall:

- A. Approve all honor guard members.
- B. Inform the DAI Administrator of all employee/retired employee deaths.
- C. Approve specific services the honor guard shall participate in.
- D. Determine scheduled hours of duty.
- E. Ensure honor guard members receive training.

DAI Policy #: 300.00.42	New Effective Date: 06/09/23	Page 3 of 4
Chapter: 300 Administrative		
Subject: Honor Guard Following Employee Death		

V. Designated Staff Shall:

- A. Contact the surviving family of deceased staff members.
- B. Maintain a standing honor guard list.
- C. Maintain facility honor guard equipment and ensure it is readily available for issuance.
- D. Supervise training of honor guard members.

VI. Honor Guard Members Shall:

- A. Conduct themselves in a sensitive, professional and courteous manner as they represent the facilities, DOC and the State of Wisconsin.
- B. Present uniform in a professional manner.
- C. Dress and grooming in accordance with DOC Human Resources Policy 200.30.010B standards.

IX. Flag Presentation

- A. The United States flag may be presented to family members of the DAI staff who were employed with DAI at the time of their death.
- B. The United States flag presented would be one that was flown over the facility where the staff member was employed.
- C. The United States flag may be presented to the family of retired staff upon request.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility:		
Original Effective Date: 00/00/00	DAI Policy Number: 300.00.42	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Honor Guard Following Employee Death		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other