

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.42	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 04/07/14	<b>New Effective Date:</b> 06/18/18
	<b>Supersedes:</b> 300.00.42	<b>Dated:</b> 04/07/14
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> 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

**PROCEDURE****I. Honor Guard Members**

- A. Shall be employed as a full-time Supervising Officer 2, Supervising Officer 1, Correctional Sergeant, Correctional Officer, former employee as requested by surviving family or other staff authorized by the Warden/designee.
- B. Be limited to funerals in the State of Wisconsin, unless otherwise approved.
- C. May be called to assist other facilities for funerals.
- D. May be used for ceremonies or other assignments as designated by the Warden/designee or DAI.

**II.** Staff members interested in serving as an honor guard shall submit a letter of interest to a designated supervisor, who shall maintain a record of letters submitted. The designated supervisor shall review candidates and make a recommendation to the Warden/designee. The Warden/designee shall approve honor guard members.

**III.** 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.

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- D. Serve as pallbearers.
- E. Presentation of the State or American Flag
- IV.** Honor Guard uniforms shall be cleaned and pressed. Uniforms shall consist of:
  - A. DOC regulation long sleeve shirt.
  - B. DOC uniform pants, solid or striped, with professional appearance as approved by Warden.
  - C. White cloth gloves.
  - D. Black duty belt.
  - E. Shoulder cord.
  - F. Ascot (gold with blue shirt, white with white shirt) or black tie.
  - G. Headgear as approved by Warden and DAI Administrator.
  - H. Badge for hat
    - 1. Gold for Supervising Officer 1 & 2.
    - 2. Silver for Sergeants/Officers or designated staff members
  - I. Cord for hat.
  - J. Belt badge with elastic mourning band.
  - K. Black dress boots/shoes.
- V.** The facility shall provide and maintain honor guard nametag, belt, cord, ascot or tie, badges, gloves, shirts, pants and hat for all participating staff members.
- VI. Warden/designee shall:**
  - A. Approve all honor guard members.
  - B. Inform the DAI Administrator of all employee/retired employee deaths.
  - C. Approve what services the honor guard shall participate in.
  - D. Determine scheduled hours of duty.
  - E. Ensure Honor Guard members receive training.

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**VII. 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.

**VIII. 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**

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. In this case, the flag would be that which was flown over the facility the staff member represented.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Honor Guard Following Employee Death		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

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

**RESPONSIBILITY**

- I. Staff
- II. Inmate
- III. Other