

CHAPTER: 200

Public/Public Access

DEPARTMENT ORDER:

208 – Special Ceremonies and Honors

OFFICE OF PRIMARY
RESPONSIBILITY:

OPS

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Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell".

Ryan Thornell, Director

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PURPOSE

The Arizona Department of Corrections, Rehabilitation and Reentry (Department) participates in various activities to honor the agency, employees, partners, and local communities. This includes honoring current Department employees who die on-duty 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 and the appropriate Assistant Directors are responsible to ensure staff members comply with this Department Order.

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, stimulate esprit-de-corps, and instill pride by providing, with dignity and uniformity, a prescribed sequence of events during special ceremonies. The Special Ceremonies 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 Correctional Officer Training Academy (COTA) Commander, in concurrence with the Assistant Director of Prison Operations.

1.1.1 Honor Guard staff shall be dressed in specialty ceremonial formal uniforms, including campaign hats and white parade gloves, for all approved ceremonies and honors.

1.2 Color Guard Details shall be comprised of trained probationary status Honor Guard. Color Guards may render honors and conduct ceremonial functions, for both active and retired employees (in accordance with the wishes of the family).

1.2.1 Color Guard staff shall be dressed in Department “Class A” uniforms, in accordance with Department Order 503, Employee Grooming and Dress, as well as a yellow braided cord (fourragère) over the left shoulder and white parade gloves, to distinguish them from general line staff during approved ceremonies and honors.

2.0 MEMORIAL AND FUNERAL SERVICES

2.1 Wardens/Bureau Administrators requesting Special Ceremonies Unit services shall contact the COTA Commander, through the Deputy Assistant Director of Prison Operations, with the 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 and Color 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 Echo 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 Deaths (which may include deaths arising by suicide) – 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 Honor Guard and/or 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 United States or Arizona flag presentation
 - 2.1.1.3 Retiree Deaths
- 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 the Honor Guard Commander, Honor Guard Deputy Commander, and other Color Guard Command 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 Guard 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 Guard 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.

3.1.1.1 Staff may request in writing that flags be posted at half-staff through their local complex chain of command to the Director's Office.

3.1.2 Whenever the Governor's Press Office issues a News Release directing all flags at state buildings are to be flown at half-staff, Media Affairs 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 Chief Executive Officer for Arizona Correctional Industries, and the Assistant Director for Training and Personnel, 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 in Arizona.

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.

5.0 SPECIAL FUNCTIONS

- 5.1 Wardens/Bureau Administrators may also request the mobilization of the Special Ceremonies Unit for other ADCRR sponsored special functions, in consultation with the Deputy Assistant Director of Prison Operations.
- 5.2 Upon approval of the Deputy Assistant Director of Prison Operations, Wardens/Bureau Administrators shall contact the COTA Commander, with the 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.
 - 5.2.1 Special functions venues may include:
 - 5.2.1.1 Agency sponsored venues (i.e., statewide employee awards)
 - 5.2.1.2 Participation in multi-agency venues (i.e., Peace Officers Memorial, Veterans Day)
 - 5.2.1.3 Other ADCRR venues as deemed appropriate

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms to the following:

- Family Member (Personnel)
- In the Line of Duty Death
- Off-Duty Death
- On-Duty Death
- Suicide