

OP-22.31, "Color Guard/Honor Guard," October 1, 2007

SCDC POLICY/PROCEDURE

NUMBER: OP-22.31

TITLE: COLOR GUARD/HONOR GUARD

ISSUE DATE: OCTOBER 1, 2007

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-22.31 (August 1, 2003)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS:NONE

STATE/FEDERAL STATUTES: NONE

PURPOSE: To establish guidelines governing the utilization of the SCDC Color Guard.

POLICY STATEMENT: The South Carolina Department of Corrections (SCDC) recognizes that there are special occasions for which a Color Guard/Honor Guard detail may be appropriate.

SPECIFIC PROCEDURES:

1. The Director of Operations/Designee will be responsible for approval of the use of SCDC Color/Honor Guard at funerals, ceremonies, and/or parades. Security needs will be taken into consideration prior to Color/Honor Guard activation. All requests for the use of the SCDC Color/Honor Guard must be addressed to the Director of Operations/designee. Requests for the Color/Honor Guard to perform at funerals may be made by a Warden or Division Director, or a family member of a current or retired SCDC employee, or by a governmental official. Requests for the Color/Honor Guard to perform at ceremonies and/or parades may be made by the organization or official responsible for such functions.
2. The Special Operations Response Teams (SORT)/Rapid Response Teams (RRT)Team Major will be responsible for training and supervising the Color/Honor Guard. During all events, the SCDC Color/Honor Guard will maintain a level of professional decorum and integrity enhancing the image of the Agency.
3. No fees will be assessed for Color Guard/Honor Guard services. Officers serving on the Color Guard/Honor Guard will perform the duty on a voluntary basis. Assigned SORT/RRT vehicles may be used

to transport the Color Guard/Honor Guard or team members may elect to use their personally owned vehicles, however team members will not be reimbursed for mileage or other travel expenses. Color Guard/Honor Guard services are normally restricted to in-state service functions. An exception may be approved by the Agency Director.

4. DEFINITIONS:

Color Guard/Honor Guard refers to personnel assigned to the Special Operations Response Teams (SORT)/Rapid Response Teams (RRT).

SIGNATURE ON FILE

-

s/ Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.