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June 26, 2023

ADMINISTRATIVE REGULATION
NUMBER 233

OPR: MEN'S AND WOMEN'S
SERVICES

HONOR GUARD UNIT

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the selection, training, and activation of the ADOC Honor Guard.

II. POLICY

It is the policy of the ADOC to use an Honor Guard Unit to conduct certain ceremonial duties at funerals/memorial services for deceased ADOC employees and to represent the ADOC in other ceremonial duties.

III. DEFINITIONS AND ACRONYMS

- A. Aiguillette: An ornamental cord or braid worn on the shoulder of a uniform.
- B. ADOC Honor Guard Unit: A group of correctional security staff assigned to perform a ceremonial duty on behalf of the ADOC, such as at a funeral, ground-breaking, dedication, or other community function.
- C. Honor Guard Unit Commander: A member of the Honor Guard Unit at the rank of Captain or above, who is selected to oversee the administrative duties and coordination of the Honor Guard Unit's activation.

IV. RESPONSIBILITIES

- A. The Deputy Commissioner(s) of Men's and Women's Services/Designees in consultation with the Director of CERT are responsible for appointing an Honor Guard Unit Commander.

- B. The Warden/Designee is responsible for:
 - 1. Developing their institutional standard operating procedures (SOPs) as necessary for the implementation of this AR.
 - 2. Granting the Honor Guard members time for training and activation.
- C. The Honor Guard Unit Commander is responsible for notifying the Director of CERT when the Honor Guard Unit is activated.

V. **PROCEDURES**

A. Command Structure:

The Honor Guard Unit will consist of Officers who will be overseen by a member of the team at the rank of Captain or above. The Honor Guard Unit normally consists of seven members, including the Commander. Honor Guard Unit duty is normally rotated among the members.

B. Criteria for Applicants:

- 1. APOSTC Certified uniformed staff;
- 2. No corrective action within previous 12 months;
- 3. Able to stand for long periods of time;
- 4. Willing to work different days and hours;
- 5. Available on short notice when called upon, and willing to travel;
- 6. Must comply with AR 217, *Dress Code*, Class A Uniform compliant.

C. Activation of the Honor Guard Unit:

- 1. A minimum of eight hours' notice is preferred when requesting services of the Honor Guard Unit.
- 2. Requests for Honor Guard Unit attendance may be made through the Honor Guard Unit Commander.
- 3. Upon a request from a funeral director, family members, community agencies, or ADOC administrators, the Honor Guard Commander will notify the Director of CERT. The Director of CERT will notify the Deputy Commissioner(s) of Men's and Women's Services that the Honor Guard is being activated.

4. The Warden/Designee shall ensure that Honor Guard Unit members who are currently on duty are relieved when the unit is activated.
5. The Honor Guard Unit Commander shall determine the number of team members to be activated for the activity.
6. The Honor Guard Unit Commander or designee shall attend each activity and will be responsible for the attendance of activated members.
7. Honor Guard Unit members shall be considered officially on duty and compensated accordingly if attendance at training, funerals, or other activities occur on a member's day off or during unscheduled shift hours.

D. Honor Guard Unit Uniform:

1. The members of the Honor Guard Unit shall be dressed in the issued Honor Guard Unit uniform.
 - a. The Honor Guard Unit uniform will consist of a Law Enforcement Class A (LEA) uniform with blue beret, white ascot, white aiguillette, white parade pistol belt with gold buckle, white gloves, and black boots with white shoestrings. Long sleeve shirts will be provided during winter months.
 - b. It will be the responsibility of the team members to always maintain the uniform in a clean and presentable condition.
2. Funds will be allocated on an annual basis for the purchase of uniforms, uniform replacement pieces, equipment, and State of Alabama flags for presentation to surviving family members.
3. The Honor Guard Unit Commander will coordinate the ordering of all replacement uniform pieces and equipment for the Honor Guard Unit. The requests will be submitted to the Deputy Commissioner(s) of Men's and Women's Services/Designees for approval.
4. The Honor Guard Unit Commander will be responsible for storing and maintaining Honor Guard Unit equipment. A current and accurate inventory will be submitted to the Deputy Commissioner(s) of Men's and Women's Services/Designees annually or upon request.

E. Training:

1. Honor Guard Unit members will attend routine trainings as scheduled by the Honor Guard Unit Commander.

2. New CERT members may be required by the Honor Guard Unit Commander to attend an initial training prior to their appointment to the Honor Guard Unit.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS


There are no forms prescribed in this regulation.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 233, *Honor Guard Unit*, dated September 20, 2005, and any changes.

IX. PERFORMANCE

Code of Alabama 1975 § 14-1-1.1 *et seq.*



John Q. Hamm
Commissioner