

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 147.00

EFFECTIVE DATE: 16 May 2022

SUBJECT: HONOR GUARD

POLICY DIRECTIVE

PURPOSE:

To establish procedures regarding the West Virginia Division of Corrections and Rehabilitation Honor Guard.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DJS Policy 600.00, dated 01 April 2012; and RJA Policy 4004, dated 13 December 2016.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. The Division of Corrections and Rehabilitation (DCR) Honor Guard is a volunteer position. The positions are open to all full-time permanent employees who have successfully completed their probationary period and Basic Training.

- A. When a position becomes available, a memorandum will be forwarded to all Superintendents, and work unit supervisors or directors as appropriate, advising of the vacant position(s).
 - B. All personnel desiring to be a member of the Honor Guard will be required to submit a written request.
 - C. Positions will be filled by utilizing an interview process with final selection by the Director of Security Services or designee.
- II. The Honor Guard represents the entire agency and the State of West Virginia, therefore only those best suited for this detail will be chosen for duty. Personal appearance and bearing are considered paramount for selection to the Honor Guard.
- A. Past disciplinary action will be a consideration for selection to the Honor Guard.
 - B. Any member who receives disciplinary action after being appointed to the Honor Guard must report said discipline to the Honor Guard Commander and may be released from further service as a member of the Honor Guard.
 - C. Any Honor Guard member whose conduct either on or off duty brings discredit upon him or herself or the agency may be released from further services in the Honor Guard.
- III. Honor Guard uniforms, footwear, headgear, etc. are issued for the express purpose of Honor Guard duties and will not be worn for any other purpose.
- A. Each Honor Guard member is responsible for ensuring that the uniform and all required equipment are clean, serviceable, in a high state of repair and ready for use at all times.
 - B. The agency will be financially responsible for having each uniform professionally dry-cleaned once per calendar year.
- IV. Honor Guard members will attend training as required.
- V. Even though the Honor Guard is on a volunteer basis, each Honor Guard member will receive compensation for hours worked in accordance with DCR Policy Directive 129.06.
- VI. Requests for utilization of the Honor Guard will be directed to the Director of Security Services who has approval authority.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:


Betsy C. Jividen, Commissioner

4-27-22
Date