

State of Iowa Department of Corrections

Policy and Procedures

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Responsibility: Nick Lamb

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1. PURPOSE

To establish guidelines for the use of an Honor Guard which represents the Iowa Department of Corrections during local and regional events to include funerals, parades, special events, and other ceremonial events as designated by the Director, Deputy Director of Institutions, Warden, or designee.

2. POLICY

This Policy will establish guidelines for selection, training, and deployment of the Honor Guard.

3. DEFINITIONS - As used in this document:

- A. Honor Guard: A group of personnel who represent the Iowa Department of Corrections at formal functions. The primary purpose of the Honor Guard is to render honors to those active-duty employees who have made the ultimate sacrifice.
- B. Honor Guard Member: An IDOC employee, which is selected without regard to rank by the Warden or designee.
- C. Honor Guard Uniform: A uniform chosen to professionally represent the Iowa Department of Corrections utilizing historical reference as a model.
- D. Honor Guard Commander: IDOC Deputy Director of Institutions/Designee.
- E. Unit Commander: An Associate Warden of Security, as designated by the Deputy Director of Institutions/Designee.
- F. Team Coordinator (OIC): A member of the facilities Honor Guard, appointed by the Honor Guard Unit Commander, who acts as the contact person for Honor Guard requests and mobilizes sufficient staff members for a specific activity. Approval to attend an event will be granted or directed by the IDOC Director, or Deputy Director of Institutions/Designee.
- G. Detail Coordinator (OIC): A member of the Honor Guard appointed by the Team OIC to command or direct a specific Honor Guard detail, i.e. Color Guard, Firing Team, etc.
- H. Quartermaster: A member of the Honor Guard, appointed by the Honor Guard Commander or designee, who is in charge of procurement, storage, and distribution of Honor Guard uniforms, leather gear, regalia, and materials associated with the running of the statewide Honor Guard team.

4. PROCEDURES

A. Selection Process

1. The number of members on the facility's Honor Guard will be determined by the Warden/Designee.
2. When an opening on the Honor Guard occurs the Honor Guard Unit Commander/Designee shall notify staff of said vacancy. Personnel interested in becoming a member of the Honor Guard team shall submit a letter of intent to the Honor Guard Unit Commander.

3. Honor Guard members will be selected based on the following criteria:
 - a. Time in service (employee's with less than 1 year of service are excluded from eligibility unless specific approval is granted by the facilities Warden)
 - b. Professionalism and maturity
 - c. Ability to dedicate time to the Unit
 - d. Ability to work within a team
 - e. Ability to march two to three miles and stand for long periods of time
 - f. Additional considerations brought forth by the candidate
4. Upon receiving the letters of intent, the Honor Guard Unit Commander/ designee and facility Honor Guard members will discuss the various qualifications of the Candidates. In conjunction with the Honor Guard members the Honor Guard Unit Commander will make final recommendation to the Warden.

B. Conditions of Service

1. All chosen members will accept appointment for no less than three years (barring exigent circumstances).
2. All members of the Honor Guard team shall represent the IDOC in an exemplary manner. Members will maintain a high standard of professionalism, appearance, decorum, and courtesy.
3. Honor Guard members shall be required to maintain all issued equipment and uniforms to the highest standards.
4. All Honor Guard uniforms and equipment will be maintained in such a manner that they are available for immediate use in the event that a formal function arises with little notice, and in a manner that prevents undue soiling/damage.

5. Honor Guard members are expected to attend all training and formal functions unless otherwise excused by the Honor Guard Commander/Designee.

6. Removal from team

Any removal or disciplinary matters will be reviewed on a case-by-case basis by the Warden and Honor Guard Commander. Reasons for removal may consist of, but not limited to the following:

- a. Failure to attend 2 training sessions without prior approval
- b. Unsatisfactory Work Evaluations
- c. Letters of reprimand and/or suspension for:
 - 1) Ethics violations
 - 2) Excessive Use of Force
 - 3) Sick Leave abuse

7. At the end of tenure of duty (3 year min.), or upon bona fide retirement as defined by IPERS, the following shall remain in the custody of the employee (as fitting is custom to the individual): Jacket with patches/insignia, pants, trench coat, boots, Sam Brown leather belt, Sam Brown leather cross strap, hat, name bar with serving since bar, award bars, whistle/holder/chain, facemask, and gloves. The badge, hat badge, shoulder cord, and collar brass shall be made available for purchase to the employee. The cuff case, magazine case, holster and garment bag may also be offered for purchase. If purchase is declined the leather gear and brass regalia shall be returned for reissue. Handcuffs shall be returned for re-issue.

C. Honor Guard Details

1. Formal functions may require the use of a variety of Honor Guard details. At times presence at a formal function may only require the attendance of Honor Guard members. When assigning Honor Guard details, the team coordinator shall assign members as qualified.
 - a. Color Guard: A color Guard shall consist of a minimum of four Honor Guard members. The color Guard will carry the National

and State standards at a minimum. Two guards shall escort the colors.

- b. Casket Guard: A Casket Guard shall consist of a minimum of two members of the Honor Guard for Level I funerals. The Casket Guard shall conform to standards as set forth in Section VIII of this policy.
- c. Casket Bearers: An Honor Guard Casket Bearer detail shall consist of eight members. This detail will only be utilized at the request of the family members of the deceased.
- d. Firing Party: A Firing Party shall consist of seven riflemen and one detail OIC. Blank cartridges shall be employed for utilization with the M1 Garand rifles from the Civilian Marksmanship Program (CMP) which have been distributed to several IDOC facilities' armory for storage.

The ASP Armorer has been designated to be the Honor Guard Armorer and maintains the location and serial numbers of each firearm on permanent loan from the CMP.

- e. Funeral Liaison: An Honor Guard member designated to coordinate Honor Guard functions with the deceased's family, COPS program, funeral home representatives, clergy, department administration, etc.

D. Honor Guard Uniform and Appearance

- 1. Black high collar dress jacket with silver trim.
 - a. IDOC or IDOC K9 patch on right sleeve – Blk/Sil. (See Fig. 1). The top of the IDOC/IDOC K9 patch to be located ½" below shoulder seam, and centered on sleeve.
 - b. Facility Patch on left sleeve – Blk/Sil. (See Fig. 1) The center line (horizontal) of the facility patch shall be even with the horizontal center line of the IDOC/IDOC K9 patch.
 - c. The tip of rank insignia for Sgt. or below shall be located ½" under the IDOC/IDOC K9 patch on the right sleeve, with the tip of the insignia on the left sleeve even along the horizontal line as the tip on the right sleeve (See Fig. 1)

- d. Lt. Rank or above to be worn on epaulets (high polish nickel finish) 1" from outer seam. (See Fig. 2)
- e. Service stripes – each stripe = 3 yrs. service to be worn on the lower left sleeve – Blk/Sil. Bottom most tip of angled stripe to be 4" from cuff and centered along sleeve. (See Fig. 1)
- f. Nickel collar brass of institution monograms shall be placed on the collar centerline of brass matching centerline of collar, with each monogram placed 1" away from collar opening on either side (See Fig. 3).
- g. Name plate with "serving since..." bar shall be centered on the right breast pocket with the name plate sitting along the top edge of the pocket and the "serving since..." bar overlapping the top edge of the pocket (See Fig. 4)
- h. Special insignia ribbons (enamel bars) may only be worn in accordance with this policy. (See Fig 4)
 - 1) The approved ribbons (enamel bars) as described in section IX, shall be placed from left to right, top to bottom, with no more than 3 awards in a single row, rows shorter than 3 will be on the bottom most row, and will be centered with the right breast pocket, and the bottom most row placed 1/4" above the nameplate.
 - 2) Order of awards (from left to right, top to bottom):
 - a) Current work group: i.e. Officer, Support Staff, Nurse, K9, etc.
 - b) Any former work group.
 - c) Special recognition by IDOC (in following order):
 - 1) Valor
 - 2) Bravery
 - 3) Merit
 - 4) Honor

- d) Ancillary duties, in following order:
 - 1) Honor Guard
 - 2) Tactical Team
 - 3) Field Training Officer
 - 4) Instructor (following order for multiple discipline)
 - (a) Instructor – General
 - (b) Firearms Instructor
 - (c) Personal Safety Instructor
 - (d) Chemical Agent Instructor
 - (e) Electronic Devices Instructor
 - (f) Riot Control/Baton Instructor
- e) Investigator
 - 1) Narcotics Investigator
 - 2) Gang Investigator
- f) Educational achievement (AA, BA, MA)
- g) Military service recognition. Currently serving, or formerly serving with honorable separation from USMC, USMC reserves, US Army, US Army Reserves, Army National Guard, US Navy, US Naval Reserves, US Air Force, Air National Guard, US Coast Guard, US Space Force.
- h) Voluntary community position (Firefighter, EMT)
- i) Thin Gray Line

- i. Badge – polish nickel. Badge on left coat breast affixed with pin through pre-sewn badge tab holes. (See Fig. 6)
 - j. Whistle Hook (nickel finish) shall be placed on the right breast pocket flap centered with the buttonhole vertically, and horizontally centered between the outside pocket flap edge and the outside edge of the pocket button (see Fig. 5)
 - k. Whistle chain (nickel finish) shall be worn on the right side with end affixed to epaulet via button holder or epaulet hook, and should transverse the right breast of the jacket, crossing under any special recognition insignia and along the outside seam of the right breast pocket with the whistle/chain secured to the whistle hook.
 - l. Gray parade dress braid (Aiguillette) worn on the left shoulder, passing under the epaulet and affixed by the epaulet button. Tassels should hang straight down to the front. Main braid passes under the arm with the two ancillary braids passing to the outside of the shoulder. (See Fig 6).
- 2. Black dress pant with silver trim. Pant leg shall be 2" off the floor at heel.
 - 3. Black high gloss dress boot.
 - 4. Black round style police hat, plain nickel button, silver hat braid.
 - 5. Hat Badge – polish nickel. If worn with rain cover the hat badge should be external to the cover affixed through the pre-sewn hole.
 - 6. High shine leather gear – all snaps polished nickel:
 - a. Holster
 - b. Handcuff case
 - c. Magazine pouch
 - d. Sam Browne belt
 - e. Sam Brown shoulder strap
 - f. Sliding dee

7. A T-Shirt (black) shall be worn under the uniform jacket. Long/short sleeve are both allowable as long as nothing protrudes from the jacket sleeve.
8. Training Uniform - Class A style Uniform, or other similar type uniform is encouraged as much of the training will be off grounds due to the parade rifle's use. The type and style will be at the discretion of the institution's management, but preference should be given to trying to match other institutions for a uniform appearance amongst the statewide team. If utilized, the Uniform will be clean, neat, and in good repair as the member may be in view of the public during training sessions.
9. Trench Coat
 - a. IDOC or IDOC K9 patch on right sleeve – Blk/Sil. (Placement the same as on Jacket)
 - b. Facility patch on left sleeve – Blk/Sil. (Placement the same as on Jacket)
 - c. Rank insignia (Placement the same as on Jacket)
10. Black parade glove (summer and winter weight).
11. Prescription glasses will complement the uniform. Black or silver frame recommended. Sunglasses shall not be worn with the Honor Guard uniform when indoors (prescription transition lenses will be the exception). Sunglasses shall be of the aviator type with black or silver frames, smoke/blackened lens.
12. Hair standards
 - a. Males – Hair shall be kept trimmed at all times. It will not extend more than two inches from the top of the head. In addition, the hair on the sides of the head shall be gradually tapered and must not protrude beyond the top of the ear and shall not extend beyond the jacket collar.
 - b. Females - Hair will be styled wherein the uniform's hat fits properly, and the ears are exposed the entire time that the Honor Guard uniform is worn. There are several styles that can be worn that will ensure compliance. Hair may be styled in an upward sweep or bun or reflect other current conservative hair styling. Hair clasps or barrettes worn must correspond with the hair color.

At no time, will ponytails or other hairstyles be worn that extend beyond the shirt collar, taking away from the military appearance. Hairstyles should complement the appearance of the uniform.

- c. Sideburns – Shall not extend below the tip of the lower lobe of the ear. The maximum width of the sideburns shall not exceed 1- $\frac{3}{4}$ inches.
 - d. Facial hair is allowed; however, beards/mustache hair length shall not exceed 1" in length, and should be worn in a fashion that is complementary to the Uniform.
13. Fingernails – Fingernails shall not extend over the end of the finger for more than one-half ($\frac{1}{2}$) of an inch. Fingernails will be rounded, kept clean, and free of stick-on or painted-on decorations. Female officers will not use fluorescent or multicolored nail polish and will adhere to standard colors of fingernail polish.
14. Jewelry - Wedding rings, engagement rings are permissible. No other jewelry shall adorn the fingers while in Uniform. Females may wear one pair of stud type earrings that are deemed complimentary to the Uniform. Earrings are not permissible for males while in Uniform. Watches, bracelets, necklaces should not be worn, except for religious necklaces that can be worn under the uniform jacket, or medical information necklaces/bracelets.
15. While in uniform, no member shall smoke cigarettes or cigars, nor chew tobacco or gum.

E. Funeral Levels

1. Level I Funeral – Line of Duty Death

- a. Level I funeral protocols are reserved for any current member of the IDOC, sworn or non-sworn, who become deceased as the direct result of any action, or action of others, taken while in the performance of their duties.
- b. Level I Protocols
 - 1) The Wearing of the Honor Guard dress uniform shall be worn by all Honor Guard Members.

- 2) The employment of a Casket Detail shall consist of two guards. If the utilization of a guard from another facility/agency is necessary, an Honor Guard member of the deceased employee's facility will be posted at the head of the casket. The Casket Guard shall be changed at 10-15 minute intervals unless otherwise altered by the Honor Guard detail OIC.
- 3) The decedent's casket shall be draped with the national colors. The national flag shall be placed in such a position that when the casket is closed the blue field is positioned at the head of the casket and over the decedent's left shoulder. If the casket is open during visitation the flag shall be drawn down in 13 folds. Upon the rendering of honors, the colors will be folded and presented to the decedent's surviving family members. If the decedent is cremated a folded national flag placed on a small easel next to the decedent's picture or urn is appropriate.
- 4) In the event that the decedent's family wishes that the Honor Guard become responsible for the movement of the casket the detail will consist of eight Honor Guard members. The Honor Guard OIC will be responsible for determining whether or not this detail also serves as the flag folding detail at the graveside.
- 5) When the casket is moved from the funeral home, place of worship, or other location to the burial site the funeral coach shall be escorted by marked IDOC vehicles (K9 or HRU).
- 6) A Color Guard detail shall be utilized and render honors at any point in time that the casket is moved.
- 7) A firing Party shall be posted at an appropriate location to render honors, typically at graveside services. The firing Party will consist of eight Honor Guard members. One Firing Party OIC and seven riflemen. Upon command each rifleman will fire their rifle for a total of three volleys followed by the playing of taps (either by bugler or audio recording)

The OIC of the Firing Party shall secure the shell casings and present them to the Honor Guard OIC. The shell casings may be presented to the family members, friends, or co-workers of the deceased at an appropriate time.

2. Level II Funeral - Employee Death

Level II funeral protocols are reserved for any current member of the IDOC, sworn or non-sworn, who become deceased by any means other than action(s) directly related to the performance of their duties.

- a. The Wearing of the Honor Guard dress uniform shall be worn by all Honor Guard members.
- b. The employment of a Casket Detail shall consist of at least two guards. If the utilization of a guard from another facility/agency is necessary an Honor Guard member of the deceased employee's facility will be posted at the head of the casket. The Casket Guard shall be changed at 10-15 minute intervals unless otherwise altered by the Honor Guard detail OIC.
- c. The decedent's casket shall be draped with the national colors. The national flag shall be placed in such a position that when the casket is closed the blue field is positioned at the head of the casket and over the decedent's left shoulder. If the casket is open during visitation the flag shall be drawn down in three or 13 folds. Upon the rendering of honors the colors will be folded and presented to the decedent's surviving family members. If the decedent is cremated a folded national flag placed on a small easel next to the decedent's picture or urn is appropriate.
- d. In the event that the decedent's family wishes that the Honor Guard become responsible for the movement of the casket the detail will consist of eight Honor Guard members. The Honor Guard OIC will be responsible for determining whether or not this detail also serves as the flag folding detail at the graveside.
- e. When the casket is moved from the funeral home, place of worship, or other location to the burial site the funeral coach shall be escorted by a minimum of one marked IDOC vehicle (K9 or HRU).
- f. A Color Guard detail shall be utilized and render honors at any point in time that the casket is moved.

- g. A firing Party shall be posted at an appropriate location to render honors, typically at graveside services. The firing Party will consist of eight Honor Guard members, one Firing Party OIC and seven riflemen. Upon command each riflemen will fire their rifle for a total of three volleys followed by the playing of taps (either by bugler or audio recording)

The OIC of the Firing Party shall secure the shell casings and present them to the Honor Guard OIC. The shell casings may be presented to the family members, friends, or co-workers of the deceased at an appropriate time.

3. Level III Funeral – Retiree Funeral

1. The wearing of the Honor Guard dress uniform shall be worn by all Honor Guard Members.
2. The employment of a Casket Detail shall consist of one guard. The Honor Guard member will be posted at the head of the casket. The Casket Guard shall be changed at 10-15 minute intervals unless otherwise altered by the Honor Guard detail OIC.
3. Every effort shall be made to have an Honor Guard present during the visitation at the funeral home, place of worship, etc. This member will be responsible for ensuring the national flag shall be placed in such a position that when the casket is closed the blue field is positioned at the head of the casket and over the decedent's left shoulder. If the casket is open during visitation the flag shall be drawn down three times.
4. If, at the family's request, a flag presentation is necessary, a four-person flag folding detail will conduct a flag folding evolution. The flag will then be presented to the family by the detail OIC.
5. A Firing Party shall be posted at an appropriate location to render honors, typically at graveside services. The Firing Party will consist of four Honor Guard members. Upon command, each rifleman will fire their rifle for a total of three volleys.

The OIC of the Firing Party shall secure the shell casings and present them to the Honor Guard OIC. The shell casings may be presented

to the family members, friends, or co-workers of the deceased at an appropriate time.

4. Level IV Funeral – Dignitary Funeral

- a. Level IV funeral protocols are reserved for State of Iowa elected officials, appointed officials, and other appropriately deemed persons with approval of the facilities Warden/Designee.
- b. Level IV Protocols;
 - 1) The Wearing of the Honor Guard dress uniform shall be worn by all Honor Guard members.
 - 2) No Casket Guard is authorized for a Level IV funeral, unless directed by the Director/Deputy Director of Institutions.
 - 3) Every effort shall be made to have an Honor Guard present during the visitation at the funeral home, place of worship, etc. This member will be responsible for ensuring the national flag shall be placed in such a position that when the casket is closed the blue field is positioned at the head of the casket and over the decedent's left shoulder. If the casket is open during visitation, the flag shall be drawn down three times.
 - 4) If, at the family's request, a flag presentation is necessary a four-person flag folding detail will conduct a flag folding evolution The Flag will then be presented to the family by the detail OIC.
 - 5) No firing party is authorized for a Level IV funeral.

F. Approved Awards Recognition Ribbons





- 1. Special Awards bestowed by outside entities, i.e. Governors awards for Valor, Heroism, etc., USPCA certification Bars for National Certification, or others approved by the Honor Guard Commander shall be worn affixed on the right breast pocket flap in a fashion that is becoming to the award and uniform.
- 2. Special insignia ribbons, as individually described below, shall be worn per directives of section D.1.h. of this policy. The Honor Guard Quartermaster shall ensure ribbons are uniform across the IDOC in size,

style, and color. Written proof regarding attainment of position/award/training etc. shall be furnished to the quartermaster prior to award bar being ordered and issued.

a. Work Group (current or former)











Correctional Officer & Sgt.	Correctional Supervisor	K9 Officer	Nursing	Support Staff
				

b. Written IDOC commendation awarded the following categories (commendation in personnel file)

Valor	Bravery	Merit	Honor
			

c. Ancillary duties/voluntary positions (current or former member)

- 1) Instructors Certified by IDOC/ILEA or otherwise recognized by IDOC.
- 2) Field training Officer defined as having received authorized training to be designated as an FTO, or as a Senior K9 handler holding a K9 handler position for 10 years or more and having handled at least two dogs.
- 3) Gang Specialist to have received certified training via IDOC, ILEA, MCTC or similar entity.

Honor Guard	Tactical Team	Field Training Officer	Instructor (General)
			
Firearms Instructor	Defensive Tactics Instructor	Chemical Agent Instructor	Electronic Devices Instructor
			
Riot Control/ Baton Instructor	Crisis Negotiator		
			

d. Investigations

Investigative insignia awarded to those that have attended recognized training in respective field of investigations via ILEA, FBI, MCTC, etc.






Investigations	Narcotic Investigations	Gang Investigations
		

e. Educational achievement (attainment of AA, BA, or MA degrees)

Associate Degree	Bachelor's Degree	Master's Degree
		

f. Military service recognition



- 1) USMC ribbon covers USMC and Reserve units.
- 2) NAVY covers Navy and Reserve units.
- 3) Army covers Army, Reserve, and National Guard Units.
- 4) Air Force covers Air Force, Reserve, Space Force, and Air National Guard units.
- 5) Coast Guard covers Coast Guard and Reserve

USMC	NAVY	ARMY	US Air Force
			
Coast Guard			
			

g. Community service recognition (current or former)

- 1) Firefighter covers any class of volunteer firefighter, with certification of volunteerism provided.

- 2) EMT covers Paramedic, EMT-A, EMT-B, EMT-D, EMT-I, EMT-R etc. with certifications provided.

Volunteer Firefighter	EMT
	

h. Thin Gray Line (All Honor Guard Members)

Thin Gray Line


B. Challenge Coin (See fig. 7)

- Challenge coins are awarded as a sign of respect. They may be passed to dignitaries, other Honor Guard Units, or at a funeral visitation/funeral service, and at the discretion of the honor guard member to appropriateness. At a funeral event, a single IDOC Honor Guard Challenge coin may be placed atop the decedent's casket, within the casket, or passed on to one of the deceased's family members. If passed to a family member, it is usually bestowed within a handshake while issuing condolences on behalf of the State of Iowa, and the staff of the Iowa Department of corrections. Nothing in this subsection requires the utilization of the challenge coin. Its use will be discretionary by the Honor Guard member(s) in attendance to an event, as they will be the only one(s) with firsthand knowledge of level of appropriateness, appreciation, etc.
- Current stock shall be depleted prior to re-order or any new design proposal requests.
- Changes to the Honor Guard Challenge coin(s) shall be approved by the Deputy Director of Institution Operations or the IDOC Director.

C. Training

Continuous training is necessary to keep an Honor Guard Detail sharp and prepared for ceremonial duties. The Honor Guard Detail members should be allowed a minimum of eight hours of training each month. All Honor Guard training should be done as a detail with all members present. All phases of ceremony should be taught - firing party, color team, pallbearers, casket watch, and a marching platoon for parades.

1. Honor Guard training is scheduled for the last Wednesday of each month.
2. Statewide honor guard training shall be held at least quarterly.
3. A schedule will be generated annually depicting the anticipated training dates. The dates are subject to change dependent upon events occurring in the facility. Once members are scheduled, there may be a need to adjust days off and/or duty hours.
4. The date established for training is to be utilized for that purpose.
5. Training will follow the listed course:
 - a. 0600 - 0700 hours Administrative time • Critique of previous details • Assignment of future details • Supervisory critique of members' performances and participation
 - b. 0700 - 0900 hours Drill and inspection
 - c. 0900 - 1030 hours Firing party training (3 shot volley)
 - d. 1030 - 1100 hours Lunch
 - e. 1100 - 1130 hours Critique drills and firing party
 - f. 1130 - 1230 hours Color Team Presentation
 - g. 1230 - 1400 hours Complete mock funeral service with casket team, color team, and a firing party

Fig. 1

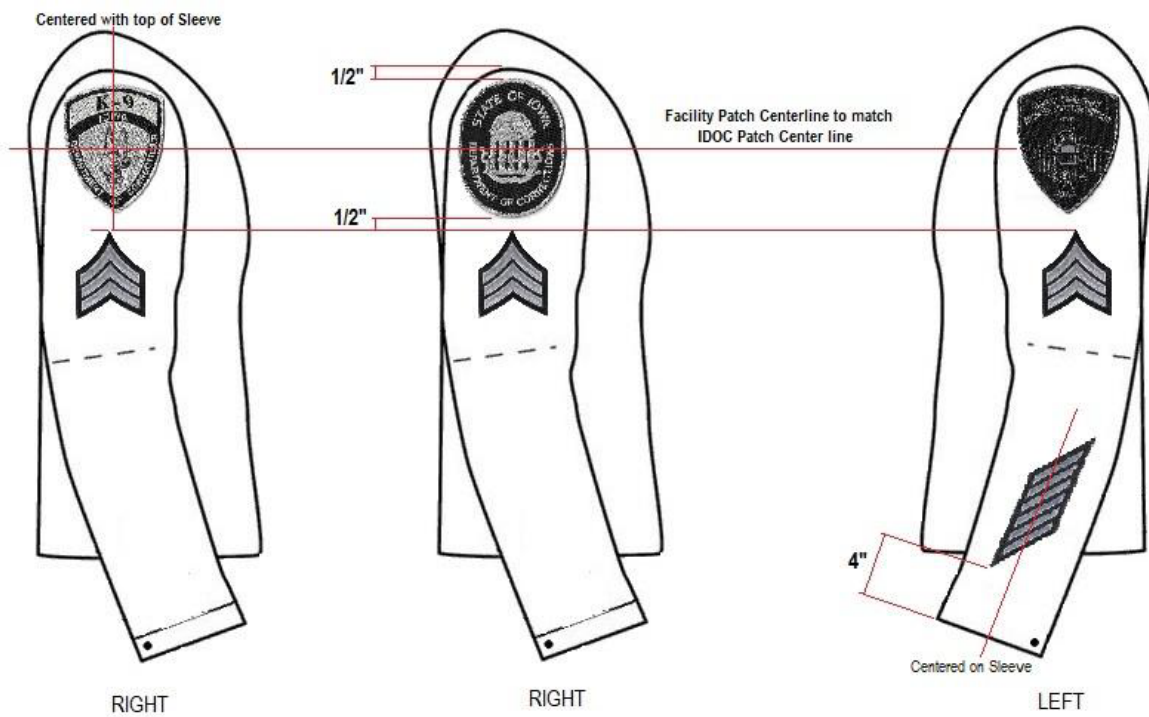


Fig. 2

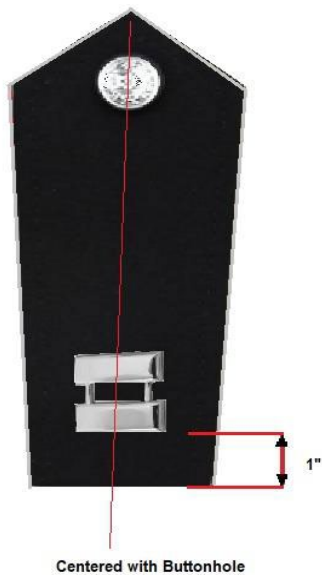


Fig. 3

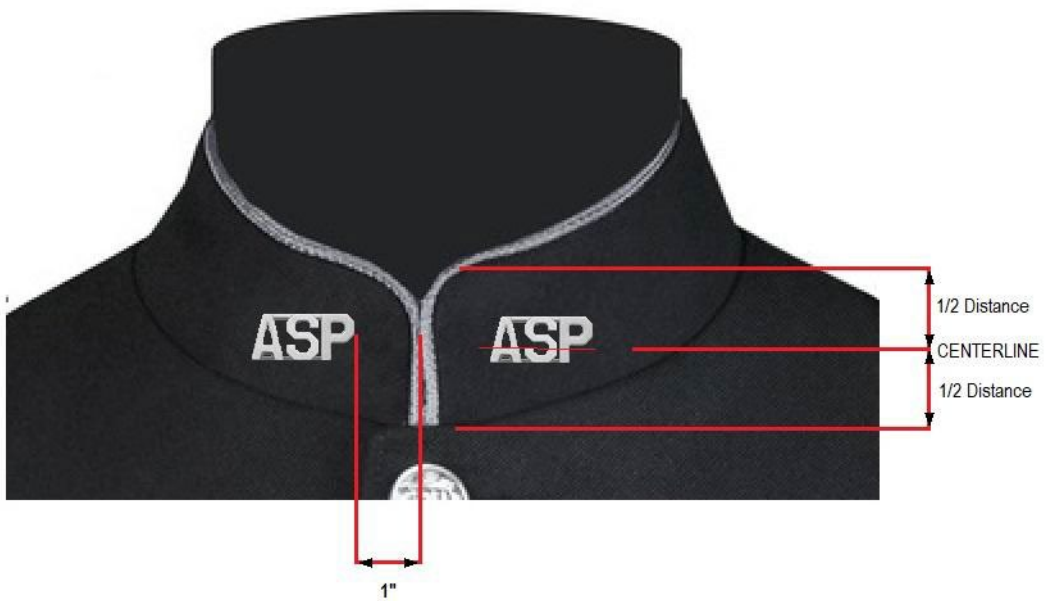


Fig. 4



Fig. 5



Fig. 6



Fig. 7



Fig. 7 (continued)



Front	
	white (soft enamel)
	yellow c (soft enamel)
	7690 c (soft enamel)
	281 c (soft enamel)
	black (soft enamel)
	raised metal gold
	raised metal nickel
	recessed metal sandblast

Dimension	50.8mm (W) X 50.8mm (H)
Thickness	4mm



Back	
	281 c (soft enamel)
	7686 c (soft enamel)
	white (soft enamel)
	black (soft enamel)
	raised metal gold
	raised metal nickel
	recessed metal sandblast