



## 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**

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**s/ Jon E. Ozmint, Director**

**ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.**