



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

600.00

PAGES:

5

CHAPTER:

**Administration and
Management**

REFERENCE AND RELATED STANDARDS:

WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.

SUBJECT: Division Honor Guard

DATE: April 1, 2012

POLICY

This policy is to establish the mission and organization of the West Virginia Division of Juvenile Services Honor Guard, hereinafter Honor Guard.

CANCELLATION

This policy has been reviewed and supersedes Policy 600.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' Facilities, offices and employees.

PROCEDURES

1. Organizational Structure:
 - a. The Honor Guard Chain of Command, in descending order:
 - i. Honor Guard Commander
 - ii. Honor Guard First Sergeant
 - iii. Honor Guard Sergeant-at-Arms
 - iv. Honor Guard Color Bearers
 - v. Honor Guard Color Guards
 - b. Honor Guard Commander: The Honor Guard Commander is the Division's Director of Training or designee. He or she is responsible for establishing, maintaining and coordinating the activities of the Honor Guard.
 - c. Honor Guard First Sergeant (1st Sgt.): The Honor Guard 1st Sgt. is the senior individual designated by the Honor Guard Commander. The 1st Sgt. is primarily

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responsible for the coordination of all Honor Guard training, equipment issue, transportation, etc.

- d. Honor Guard Sergeant-at-Arms: The Honor Guard Sergeant-at-Arms Serves as senior individual in the absence of the Honor Guard 1st Sgt. In the absence of the Honor Guard 1st Sgt., the Sergeant-at-Arms will take on all duties and responsibilities designated to the 1st Sergeant.
- e. Honor Guard Color Bearers: The Color Bearers are unarmed. The Color Bearer's will carry the National Colors, the West Virginia State Colors and the WVDJS Colors.
- f. Honor Guard Color Guards are the riflemen. Riflemen are assigned to be present anytime the National and/or State colors are uncased.
- g. The Honor Guard will be comprised of up to ten (10) interchangeable members.
- h. The positions of the Honor Guard will be assigned by the 1st Sgt.

2. Selection Process

- a. The Honor Guard is a volunteer position. The positions are open to all staff employed by the Division.
- b. When a position becomes available, a memorandum will be forwarded to all Facility Superintendent/Directors from the Honor Guard 1st Sgt. advising them of the vacant position(s).
- c. All personnel desiring to be a member of the Honor Guard will be required to submit a request, in writing, including their full name, work telephone number, home telephone number, and facility along with the attached questionnaire to the Honor Guard Commander. (Attachment #1)
- d. Positions will be filled by utilizing an interview process with final selection by the Director of Training or designee. The Honor Guard will be representing the entire Division and the State of West Virginia, therefore only those best suited for this detail will be chosen for duty. Personal appearance and bearing is considered paramount for selection to the Honor Guard.
- e. Personnel requesting to be considered for appointment to Honor Guard must meet the following requirements.
 - i. Must be a Division employee.

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- ii. Must be a full-time permanent employee with six (6) months of continual active service.
- iii. Must not have any physical impairment(s), which would prevent the completion of all assigned duties.

3. Criteria for Possible Disqualification(s)

- 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 by the Honor Guard Commander after consultation with the Division Director.
- c. Any Honor Guard member whose conduct either on or off duty brings discredit upon him or herself or the Division may be released from further services in the Honor Guard by the Honor Guard Commander, after consultation with the Division Director.

4. Training Requirements

- a. Initial training to include a minimum of sixteen (16) hours, covering all aspects of the Honor Guard, i.e. appearance, conducts standards, drill and ceremony, etc.
- b. All Honor Guard members will attend a four (4) hour mandatory training class quarterly.

5. Uniforms

- a. Honor Guard uniforms, footgear, headgear, etc. are issued for the express purpose of the Honor Guard duties and will be not be worn for any other purpose.
- b. 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.
- c. Any Honor Guard uniform or article which becomes worn or degraded in any way will be reported to the Honor Guard 1st Sgt. The Honor Guard 1st Sgt. will take the required steps to replace such items.
- d. All Honor Guard Member's are authorized to wear the Stars and Stripes ribbon

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with their long sleeve (class A) and their short sleeve shirts. The Ribbon will be placed centered and 1/8" above the left breast pocket and appropriately placed on polo shirts. For every 3 years of Honor Guard service the member will receive a bronze star to place on their ribbon. After 4 bronze stars (12 years) they will be awarded 1 Silver Star when they reach their 15th year of Honor Guard service. The Silver Star will be worn on the ribbon until they reach their 20th year, after which they will be awarded with a Gold Star to accommodate their ribbon. Honor Guard Members will be advised as to proper placement of said Stars. If an Honor Guard Member has ever served duty on either WV Division of Corrections or WV Regional Jail Authority's Honor Guard, that time will count towards years of service for the service ribbon. However, documentation must be presented to acknowledge said service on those agency's Honor Guard.

6. Pay and Allowances

- a. Even though the Honor Guard is on a volunteer basis, each Honor Guard member will receive compensation for hours worked according to Policy 141.00 – Hours, Schedules and Overtime.
- b. Honor Guard members will receive payment for the miles driven from their assigned institution to and from the function site at the rate set forth in the State of West Virginia Travel Regulations. The Honor Guard member shall receive mileage reimbursement only when operating their privately owned vehicle at the Division's request. When state transportation is available Honor Guard members are required to utilize it to their fullest capability.
- c. In the event that the nature of the function requires the Honor Guard to obtain lodging, the member shall receive per diem consistent with the State of West Virginia Travel Regulations.

7. Honor Guard Utilization

- a. Utilization will be approved by the Honor Guard Commander or designee.
- b. The Honor Guard may be utilized to represent the Division at the following functions:
 - i. Official Division functions, i.e. awards, banquets, opening and closing ceremonies, dedications, etc.
 - ii. Community/Seasonal Parades
 - iii. Burial details. At least one of the following criteria must be met in order

