 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 7/22/19	PAGE NUMBER 1 of 6	NUMBER DOC 870.440
	TITLE DRESS UNIFORM AND HONOR GUARD		

REVIEW/REVISION HISTORY:

Effective: 9/3/10
Revised: 3/14/11
Revised: 7/9/12
Revised: 4/1/13
Revised: 7/22/19

SUMMARY OF REVISION/REVIEW:

Attachment 1, I.B.1., I.C., II.D. - Adjusted language for clarification
Attachment 3 - Added new service ribbons and clarifying language
Added I.C.1.a. how rank insignia will be placed on the dress uniform
Attachment 2, II.A., II.A.3., II.C., II.D.1. & 3., II.G.1. - Added clarifying language
Added II.A.1. that the Chief of Emergency Operations will approve and authorize the Department Honor Guard uniform, accessories, and equipment
II.B. - Updated list of facilities that currently have a locally deployable Honor Guard
Added II.E. that facility Honor Guard members are required to complete 8 hours of training monthly
Added II.F. that Honor Guard ceremonies will be conducted and honors afforded per Regional Honor Guard Academy standards
Added II.G.1.b. that participating members are required to wear the approved uniform
Added II.G.2.a. that the Superintendent may approve the facility uniform and all participants must be dressed in the same uniform
II.H.2. - Removed language for clarification


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

6/18/19

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 410.700 Employee Line of Duty Death or Life-Threatening Injury

POLICY:


- I. The Department recognizes the need for employees to represent the Department at recognition ceremonies, memorial services, and other public events. When representing the Department in public view, employees will keep in mind that their personal bearing, appearance, and actions reflect on the entire Department.
- II. The Secretary/Assistant Secretary for Prisons may authorize the deployment of an Honor Guard outside its local jurisdiction to provide services at other facilities/offices, Department and statewide public service/recognition events, and/or outside agencies (i.e., city, county, state, federal).

DIRECTIVE:

- I. Dress Uniform
 - A. Permanent employees will be authorized to purchase and wear the dress uniform while officially representing the Department at approved/sponsored public service events and recognition ceremonies. The dress uniform will not be worn while attending personal or non-Department approved/sponsored events.
 1. Approved/sponsored events and recognition ceremonies may include, but will not be limited to:
 - a. Corrections Pride/Public Service Recognition events,
 - b. Memorial/Veteran’s Day ceremonies,
 - c. Department formal graduation ceremonies,
 - d. Agency Award ceremonies,
 - e. Law enforcement memorial/recognition events, and
 - f. Department approved/sponsored funeral/memorial services for current or former employees.
 - B. The dress uniform is not mandatory. Employees who choose to purchase a dress uniform will do so at their own expense.
 1. The Department may issue a dress uniform to specific employees who represent the Department in the community on a regular basis or meet select requirements established by the appropriate Assistant Secretary for special recognition (e.g., Annual Agency Award recipient, Management).

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- a. Purchase for special recognition requires the appropriate Assistant Secretary's approval. Employees will be required to return the entire uniform upon ending Department employment.
 2. All dress uniform maintenance (e.g., alterations, new rank/striping, dry cleaning) will be at the employee's own expense.
- C. Dress Uniform Requirements
 1. To ensure uniformity and a professional appearance, the dress uniform must be worn in its entirety. The dress uniform consists of required and optional items per Ordering Guide and Requirements for Dress Uniforms (Attachment 2). No additional items may be worn with or attached to the dress uniform.
 - a. Rank insignia will be worn centered on both jacket epaulets with the top of the rank pointing towards the neck.
 - b. The name tag will be worn on the right breast jacket pocket, centered on the flap ½" below the top of the pocket.
 - c. Service ribbons will be worn in priority order per Attachment 3, centered ½" above the right breast jacket pocket. No more than 3 ribbons will be worn in a row.
 - d. If the employee chooses to wear a union pin per Attachment 2, it will be centered ½" above the service ribbons, or centered ½" above the right breast jacket pocket if no service ribbons are worn.
 - e. When authorized by the Secretary, a mourning band may be worn on Department issued badges per DOC 410.700 Employee Line of Duty Death or Life-Threatening Injury.
 2. In cases of high temperature locations/events, whether actual or forecasted, the Appointing Authority may approve the uniform be worn without the jacket (i.e., Class B dress uniform) for the event/ceremony.
 - a. All employees attending the event/ceremony in the dress uniform will dress in the same manner.
 - b. If the jacket is not going to be worn for the duration of the event, the Class B dress uniform shirt will comply with the following:
 - 1) The shirt will be worn with epaulets,

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- 2) The badge, if applicable, will be worn on a badge holder on the left breast,
- 3) The name tag will be centered ½” above the right breast pocket,
- 4) DOC shoulder patches will be worn on both shoulders,
- 5) Rank insignia will be worn on the collar, centered ½” above each point, and
- 6) Service ribbons will not be worn.

II. Honor Guard


A. The Chief of Emergency Operations will manage the Department’s Honor Guard Program and will:

1. Approve and authorize the Department Honor Guard uniform, accessories, and equipment for Department and statewide/nationwide events.
 - a. The uniform will be similar in style and color of the Department’s dress uniform and will have the Department’s patch on both shoulders.
2. Coordinate Honor Guard participation at approved Department and statewide/nationwide public service and recognition events.
3. Select an Honor Guard Team Leader, as necessary, for each approved Department and statewide/nationwide events.


B. Facilities are not required to maintain an active Honor Guard. The following facilities currently have a locally deployable Honor Guard:

1. Airway Heights Corrections Center
2. Clallam Bay Corrections Center
3. Coyote Ridge Corrections Center
4. Monroe Correctional Complex
5. Stafford Creek Corrections Center
6. Washington Corrections Center
7. Washington Corrections Center for Women
8. Washington State Penitentiary

C. The Superintendent or Emergency Management Coordinator may submit a request to create, deactivate, or disband an Honor Guard to the Secretary/ Assistant Secretary for Prisons through the Chief of Emergency Operations.

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- D. The Superintendent will be responsible for the facility's Honor Guard, if applicable to include:
1. Selection of the facility's Honor Guard Team Leader, members, and size.
 2. Approve and authorizing the Honor Guard uniform(s), accessories, and team equipment.
 3. Approving the facility's Honor Guard participation in local area/facility events and ceremonies.
- E. Facility Honor Guard members are required to complete 8 hours of Honor Guard training monthly.
- F. Honor Guard ceremonies will be conducted and honors afforded per Regional Honor Guard Academy standards.
- G. Deployment
1. For Department and statewide/nationwide events, requests for an Honor Guard will be made to the Chief of Emergency Operations, who will seek approval from the Secretary or appropriate Assistant Secretary.
 - a. If approval is granted, the Chief of Emergency Operations will contact the Superintendent(s) to communicate the following:
 - 1) A description of the Honor Guard's mission.
 - 2) The preliminary plan and any other information which may assist the Honor Guard.
 - 3) Selection of the Team Leader, as needed.
 - 4) The estimated time and date(s) of the event/ceremony.
 - 5) Event/ceremony contact person.
 - b. Participating Honor Guard members will be required to wear the Department's approved Honor Guard uniform.
 2. For local area/facility events, requests will be made to the Superintendent for approval.
 - a. Superintendents may approve local Honor Guard members to wear the facility's Honor Guard uniform. All participants must be dressed in the same uniform.
- H. Uniforms, Accessories, and Equipment

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1. Honor Guard uniforms, accessories, and/or equipment will not be worn or used except during officially approved events/ceremonies or at authorized training sessions.
2. Honor Guard uniforms and accessories will not be worn or mixed with personal clothing or standard Correctional Worker uniforms without approval.
3. The Superintendent may provide a secure area for the storage of Honor Guard uniforms, accessories, and equipment.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

- [Dress Uniform Specifications \(Attachment 1\)](#)
- [Ordering Guide and Requirements for Dress Uniforms \(Attachment 2\)](#)
- [Service Ribbons \(Attachment 3\)](#)

DOC FORMS:

None