



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
4/1/13

PAGE NUMBER
1 of 5

NUMBER
DOC 870.440

POLICY

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

SUMMARY OF REVISION/REVIEW:

Moved mourning band content to DOC 410.700 Employee Line of Duty Death or Life-Threatening Injury
Policy statement II and II.A.2. - Added Assistant Secretary for Prisons authority to create, deploy, deactivate, or disband an honor guard
I.C.1.a. - Removed content covered in Attachment 2 and adjusted that all name tags will be worn on the right breast jacket pocket
Added I.C.1.d. that mourning bands may be worn per policy when authorized by the Secretary
I.C.2. - Added clarifying language regarding the Class B Dress Uniform
Several adjustments to Attachments 1-3


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

2/26/13

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; [DOC 860.200 Recognition Program](#); [DOC 870.400 Personal Appearance/Uniform Standards](#)

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 that meet select requirements established by the appropriate Assistant Secretary for special recognition (e.g., Annual Agency Award recipients).

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- a. Purchase for special recognition requires the 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/stripping, 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 listed in the Ordering Guide and Requirements for Dress Uniforms (Attachment 2). No additional items may be worn with or attached to the Dress Uniform.
 - a. The name tag will be worn on the right breast jacket pocket, centered on the flap ½" below the top of the pocket.
 - b. 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.
 - c. 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.
 - d. 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,
 - 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,

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- 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. Responsibility

1. Facilities are not required to maintain an active Honor Guard. The following facilities currently have a deployable Honor Guard:
 - a. Airway Heights Corrections Center,
 - b. Monroe Correctional Complex,
 - c. Washington Corrections Center,
 - d. Washington Corrections Center for Women, and
 - e. Washington State Penitentiary.
2. The Superintendent 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.
3. The Chief of Emergency Operations will:
 - a. Coordinate Honor Guard participation at approved Department and/or statewide public service and recognition events.
 - b. Select an Honor Guard Team Leader, as necessary, for each approved Department and/or statewide event.
4. The Superintendent will be responsible for:
 - a. The overall operation of the Honor Guard and selection of the Team Leader, members, and size.
 - b. Approving Honor Guard participation in local area/facility events and ceremonies.

B. Deployment

1. For Department and statewide 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.

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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.

2. For local area/facility events, requests will be made to the Superintendent for approval.

C. Uniforms, Accessories, and Equipment

1. The Superintendent will approve and authorize the Honor Guard uniform(s), accessories, and team equipment.
2. Honor Guard uniforms, accessories, and/or equipment will not be worn or used except during officially approved events/ceremonies or at authorized training sessions.
3. Honor Guard uniforms and accessories will not be worn or mixed with personal clothing or standard Correctional Worker uniforms without Superintendent approval.
4. 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