

 <p>Department of Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4080
	Guidelines for Uniformed Color Guards, Honor Guards, and Community Events		DATE 10/27/2025
SUPERSEDES DIR #4080 Dtd. 03/20/23	DISTRIBUTION A	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directive #3083; U.S. Army Field Manual FM 22-5	APPROVING AUTHORITY 		

I. POLICY

- A. Establishment of Uniformed Color Guards and Honor Guards at the facility level, with the consent and approval of the Superintendent, is authorized. Facilities that do not have a Color/Honor Guard may request assistance from other facilities with the units through the Superintendent. Community Supervision Bureau Chiefs may also coordinate with facility Superintendents should a Color/Honor Guard be needed.
- B. To ensure Department-wide standardization and compatibility of operations, the Training Academy is responsible for prescribing operating policy, rules, and guidelines.
- C. Traditionally, at funerals of employees or retired employees, a voluntary delegation of fellow employees served as the Honor Guard. Use of the special Honor Guard, if requested by the family, should supplement rather than replace this traditional representation.

II. GUIDELINES

- A. Supervision
 1. The Superintendent is responsible for the activities and operation of the facility's Color/Honor Guard. A supervisor shall be designated as the unit's advisor/coordinator.
 2. All activities or participation in events by the Color/Honor Guard, or participation by staff in community events such as parades, are subject to the prior approval of the Superintendent.
 - a. Funerals: The Superintendent is authorized to approve Honor Guard participation at the funerals of active employees and retired former employees. Honor Guard participation in any other funeral may be authorized only by the Commissioner, Executive Deputy Commissioner, or Deputy Commissioner for Correctional Facilities.
 - b. Community Events: The Superintendent is authorized to approve participation in a community event only in the community in which the facility is located. Participation in any other community may be authorized only by the Deputy Commissioner for Correctional Facilities.
 3. The Superintendent shall ensure that the Color/Honor Guard and any staff approved to participate in a community event operate in compliance with stated guidelines.

4. The Superintendent is responsible for limiting the activities of the Color/Honor Guard or discontinuing it at any time that its continuance is not in the best interest of the Department or the facility. The Superintendent is authorized to reduce activity in the facility to the extent necessary to compensate for the absence of the authorized on-duty participants.

B. Participation

1. All participation in Color/Honor Guard and community events shall be strictly voluntary and, except when participation during scheduled duty hours is authorized by the Superintendent, conducted on the participant's own time. All participants must consistently demonstrate an interest in representing the Department and facility in a professional manner.
2. Any Correction Officer or uniformed supervisor who meets the grooming standards described in subsection II-C-3 may participate, subject to the approval of the Superintendent or designee.
3. An adequate number of participants shall be approved to ensure that the desired number will be available for any scheduled activity.
 - a. Funerals: A maximum of six pallbearers and six Honor Guard members may be approved for participation in funerals during their scheduled duty hours. With the approval of the unit's advisor/coordinator, additional employees may participate during their off-duty hours.
 - b. Community Events: The number of on-duty participants shall be limited to the number necessary for a Color Guard. With the approval of the unit's advisor/coordinator, additional employees may participate during their off-duty hours.
4. The facility will assume the responsibility for the expenses for any overtime incurred, for transportation of the Color/Honor Guard to and from the activity, and for purchase of any special apparel, equipment, or supplies that participation requires.

C. Appearance and Dress

1. The approved uniform for all appearances shall be the Department's Class A uniform as specified in Directive #3083, "Uniform/Equipment Issue and Appearance." The Ike jacket is to be worn by all members of the unit on all occasions (no sweaters). *During inclement weather, the unit will have the option of wearing the Department all weather coat over the Ike jacket.

*Lakeview Shock Incarceration Correctional Facility staff are to wear the Class C gray uniform including long sleeve shirt (no turtleneck).
2. Weapons shall only be carried by appropriate members of the Color Guard. Only the Department AR-15 is to be used. Honor Guard weapons are to be nonfunctional and will only be modified at the Training Academy. No additional modifications such as slings, magazines, etc. will be permitted. These weapons are available through written request to the Regional Training Lieutenant for the respective Hub. No ammunition of any kind shall be carried.

In order to protect these weapons, however, the Superintendent may authorize issue of the standard Department Glock semi-automatic pistol with necessary ammunition to a qualified member of the team.

NOTE: Personal firearms are prohibited.

3. Personal grooming shall be conservative. All participants shall strictly adhere to the personal grooming standards set forth in Directive #3083.
For Color/Honor Guard members, good physical appearance is required with weight proportionate to height.
4. Performance and activities shall be conducted in accordance with regulations for standard U.S. military drill and ceremonies outlined in the United States Army Field Manual, FM 22-5.
5. Additional equipment: Only the following special apparel/equipment may be used during Color Guard deployments:
 - a. United States Flag.
 - b. New York State Flag.
 - c. Flag Harness - black only.
 - d. Gloves - white for funeral only, black for outdoor deployments during inclement weather.

NOTE: No other uniform attachments are approved for use. This includes shoulder braids, non-authorized patches, leggings, helmets, etc.

D. Mounted Requirements

1. Horses shall be highly-trained to ensure performance and safety.
2. Horses shall be well-groomed.
3. Saddle blankets shall be blue with gold trim. The Department's patch shall be attached to the lower rear corners.
4. Military saddles with white lanyards shall be used.

E. Presentation of State Flags for Deceased Peace Officers

1. A New York State flag shall be presented to the family of a deceased Peace Officer upon request of the family. This request should be made to the facility or Community Supervision location where the deceased Peace Officer was last assigned. Deceased Peace Officers and deceased retired Peace Officers in good standing are eligible for this benefit.
2. The flag should be presented to the appropriate family member by a uniformed employee at or above the rank of Lieutenant or Bureau Chief in Community Supervision. In determining the best time for presentation of the flag, the Superintendent, Bureau Chief, or designated facility Executive Team member, should confer with the person who will receive the flag in cooperation with the funeral home director.

The uniformed staff member presenting the flag should state:

“On behalf of the honorable Governor (_____), Commissioner (_____), and all employees of the Department of Corrections and Community Supervision, it is my honor to present you with the official flag of the State of New York in recognition of the _____ years of dedicated service by Officer _____. Our condolences to you and your family.”

3. Prior to presentation of a flag, the Superintendent or Bureau Chief shall make email notification to the Supervising Superintendent with a copy to the Deputy Commissioner for Correctional Facilities or Deputy Commissioner for Community Supervision and the Director of Labor Relations. The notification shall include the name of the deceased employee, the name of the person to receive the flag, and the tentative date for presentation.
4. New York State flags will be purchased by the facility or area office from New York State Industries for the Blind. The Supervising Superintendent or Bureau Chief shall ensure that appropriate records are maintained detailing the distribution of flags. This information shall include the name of the deceased employee, the name of the person to receive the flag, and the date of the presentation.