

TENNESSEE STATE PARKS
Department of Environment and Conservation
Division of State Parks

POLICY DIRECTIVE:

TENNESSEE STATE PARKS HONOR GUARD

I. PURPOSE:

To establish policy and procedures for the commissioned members of the Tennessee State Parks Honor Guard.

II. SCOPE:

The provisions of this policy are established for the members of the Tennessee State Parks Honor Guard.

III. AUTHORITY:

IV. BACKGROUND:

This policy establishes specific procedures for the implementation of an elite corps of Commissioned Officers to serve as an Honor Guard to represent the Department at Special Events and Ceremonies.

V. GENERAL:

Members of the Tennessee State Parks Commissioned Officers will make up the Tennessee State Park Honor Guard. It shall further be the policy of this Department to stress the importance to each member that they make a continuous and special effort to display the department in the most favorable manner possible. For this purpose and to maintain a strong bond of comradeship among its members, it is the policy of this department for all commissioned members to practice military courtesy. The members of the Honor Guard shall conduct drills and ceremonies as outlined in the Drill and Ceremonies Manual produced by the Department of the Army.

VI. PRODEDURES:

A. SELECTION AND DUTIES OF HONOR GUARD:

1. Selection

- a) Twelve (12) members shall be selected and approved by the Commissioner and /or Assistant Commissioner.

- b) Selection will require the submittal of a form letter to the Honor Guard Selection Committee explaining why an individual is interested in becoming a member of the Honor Guard. Honor Guard Selection Committee will review and make recommendations for selection to Commissioner/Assistant Commissioner. Applicant may be requested to interview and/or drill with Honor Guard prior to recommendations being made.

- c) Selection will require that the individual requesting consideration for membership in the Honor Guard to have at least 3 years service as a Commissioned Officer with the Department.

- d) Once selected for the Honor Guard, drills, and meetings or approved functions are member assigned duties for that day(s). It will become the member's responsibility to inform supervisors of such duties in as much advance notice as possible.

2. Dismissal

Members may be dismissed from the Honor Guard by:

- a) Personal request. Requests must be made in writing and approved by the Commissioner/Assistant Commissioner or designee.

- b) Individual Actions and Behaviors that detract from the mission of the Honor Guard.

- c) Failure to provide continuous and professional effort in assigned duties and assignments of the Honor Guard.

3. Duties

- a) Upon the death of a retired or active commissioned member of the department and at the request of the family, members of the Honor guard will be assigned to the funeral ceremonies.
- b) Participation of the Honor Guard in any parade or other function must meet the approval of the Assistant Commissioner or a designee. A patrol unit may be used to transport the members to and from the event.

B. DESIGNATED UNIFORM:

- 1. The special Honor Guard uniform shall be worn in its entirety at all times when participating in activities with the Honor Guard unless instructed otherwise by the Assistant Commissioner or a designee. All members of the Honor Guard regardless of rank will wear this uniform.
- 2. The special Honor Guard uniform shall consist of:
 - a) Green blouse jacket;
 - b) Green pants with black stripe;
 - c) Green Winter hat/TSP band;
 - d) Gold breast badge;
 - e) White gloves;
 - f) Black Duty Belt, duty holster;
 - g) Black 3/4 quarter leather shoes; Chukka
 - h) Members will have short haircuts; any facial hair must be neatly groomed.
- 3. Honor Guard member will be responsible for maintaining and caring for uniforms.

C. DEPARTMENTAL REPRESENTATION AT STATE FUNERALS:

1. In order to show the Departments respect and appreciation for service rendered by its Commissioned Officers, the Tennessee Department of Environment and Conservation, Division of Tennessee State Parks shall send the Honor Guard to the funerals of Park Rangers or Park Managers when an officer is killed in the line of duty, dies while serving as a Park Ranger or Park Manager, or upon the death of a retired Park Ranger or Park Manager when requested by the family, as approved by the Commissioner or Assistant Commissioner.
2. The Honor Guard may also represent the Department at ceremonies of other state law enforcement agencies and departments as approved by the Commissioner or Assistant Commissioner.
3. The most practical and economical means of transportation will be used.
4. A letter will be sent to the family members of the deceased officer advising the identities of the official representatives of Tennessee Department of Environment and Conservation, Division of Tennessee State Parks.

D. DEPARTMENTAL REPRESENTATION AT OUT OF STATE FUNERALS:

1. In order to maintain a close liaison and working relationship with other states, the Tennessee Department of Environment and Conservation, Division of Tennessee State Parks may send the Honor Guard to the funerals of Park Rangers or Park Managers of other states when an officer is killed in the line of duty. This may also include other out of state law enforcement agencies and departments as approved by the Commissioner or Assistant Commissioner.
2. The most practical and economical means of transportation will be used.
3. A letter will be sent to the Commissioner/Chief of the agency of the deceased officer advising the identities of the official representatives of Tennessee Department of Environment and Conservation, Division of Tennessee State Parks.

E. MILITARY COURTESY:

1. All members of the Tennessee State Parks Honor Guard shall be expected to exercise military courtesy on appropriate occasions, as established in the Department of Environment and Conservation, Division of Tennessee State Park's Military Courtesy policy, unless directed otherwise by the Sergeant of the Honor Guard.