



**1-54 HONOR GUARD TEAM**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**1-54-1 Purpose**

The purpose of this policy is to establish the Honor Guard Team's roles and responsibilities in honoring fallen and seriously injured sworn personnel of the Albuquerque Police Department (Department) and rendering appropriate Departmental honors during ceremonial occasions.

**1-54-2 Policy**

It is the policy of the Department to provide an Honor Guard Team to attend funerals of Department personnel in addition to assisting City of Albuquerque officials, foreign dignitaries, and other public safety agencies as determined by the Chief of Police or their designee.

**N/A 1-54-3 Definitions**

A. In the Line-of-Duty Death

Any action, felonious, accidental, or natural, which claims the life of a Department officer who was performing a work-related function while on-duty.

**N/A 1-54-4 Rules and Responsibilities**

A. The Honor Guard Team is comprised of collateral officers from all bureaus of the Department.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-54 (Formerly 4-2)**

**P&P Draft 10/05/2022**

1. Honor Guard Team sworn personnel shall respond to scheduled Honor Guard requests from the Honor Guard Team Lieutenant or their designee on the designated platform within twenty-four (24) hours of receiving notification.
  - a. Failure to participate in events or respond to requests may result in an Honor Guard Team officer being removed from the team.
2. An Honor Guard Team officer may request in writing to the Honor Guard Team Lieutenant to be placed in an inactive status for up to one (1) year.

**B. Honors for Officers Killed in the Line-of-Duty**

1. The Honor Guard Team shall render honors for officers killed in the line-of-duty upon request of the family. The honors include:
  - a. Guard duty;
  - b. Ceremonial flag folding and presentation;
  - c. 3 Volley salute;
  - d. Taps; and
  - e. Bagpipes.
2. The Honor Guard Team may provide additional services to the fallen officer's family as deemed necessary by the Chief of Police.

**C. Honors Criteria**

1. The decedent must have died an honorable death.
  - a. Deaths suffered during the commission of a criminal act by or in collusion with the decedent are not considered an honorable death. This does not include minor violations of the motor vehicle code.
2. The decedent must have served with the Department, another government agency, or the military.

**D. The Honor Guard Team may assist with the following events:**

1. Funerals for:
  - a. Retired officers;
  - b. First responders from outside agencies; and
  - c. Military; and
2. Presentation of colors.

**E. Department Request for the Honor Guard Team**



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**P&P Draft 10/05/2022**

1. Department personnel who request the Honor Guard Team shall contact the Honor Guard Team Lieutenant and provide the following:
  - a. The reason for the request;
  - b. The date of the event;
  - c. The time of the event;
  - d. The location of the event; and
  - e. The point of contact for the event.
2. Upon receipt of this information, the Honor Guard Team Lieutenant shall respond to the requestor to obtain any additional information if necessary.

**F. Call-Out Procedures**

1. The Honor Guard Team Lieutenant shall be notified of the circumstances when an officer is killed or seriously injured.
2. The Honor Guard Team Lieutenant or their designee shall make the appropriate arrangements for guarding the officer.
  - a. The Honor Guard Team Lieutenant or their designee shall be the point of contact for honors to be rendered to the officer.
3. Sworn personnel who participate in guard duty for an in the line-of-duty death shall be in full honor guard uniform or full Class A uniform unless another uniform is authorized by the Honor Guard Lieutenant.

**G. Compensation**

1. Honor Guard Team sworn personnel may receive eight (8) hours of straight compensatory time per month when:
  - a. The officer has participated in a minimum of two (2) events;
  - b. The officer has participated in a minimum of one (1) event and one (1) training; or
  - c. The officer receives approval from the Honor Guard Team Lieutenant for participating in an Honor Guard Team function that exceeds the average time or responsibilities of scheduled events or training. This may include, but is not limited to:
    - i. Out of town funeral. For the purpose of this section, out of town is considered any location over thirty (30) miles from City of Albuquerque limits; or
    - ii. Extended memorial service (i.e., law enforcement memorial service).
2. The duty supervisor(s) may receive eight (8) hours of straight compensatory time every two (2) weeks.



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H. Training

1. Honor Guard Team sworn personnel shall complete mandatory monthly and yearly in-service training as designated by the Honor Guard Team Lieutenant.

REDLINED



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**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

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~~1-a. Failure to participate in events or respond to requests may result in an Honor Guard Team officer being removed from the team.~~

2. An Honor Guard Team officer may request in writing to the Honor Guard Team Lieutenant to be placed in an inactive status for up to one (1) year.

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- c. ~~21 gun salute~~ 3 Volley salute;
- d. Taps; and
- e. Bagpipes.

2. The Honor Guard Team ~~may~~ shall provide additional services to the ~~family of a fallen officer's family~~, as deemed necessary by the Chief of Police.

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