



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-2

Effective: 01/13/16 Review Due: 01/13/17 Replaces: 05/11/15

4-2 HONOR GUARD UNIT

4-2-1 Mission

Department policy is to promote APD in a positive manner and to maintain the highest level of interaction with the community. The Honor Guard also renders honors to fallen and seriously injured officers of the Department and their families. The Honor Guard attends funerals of all Department officers and civilian employees, whether they are active or retired. The Honor Guard assists in rendering Honors to any Albuquerque Mayor or City Official as determined by the Chief of Police or their designee. The Honor Guard will welcome visiting dignitaries as requested by the Mayor or their designee. The Honor Guard will assist any Public Safety agency that seeks assistance in rendering Honors as determined by the Chief of Police or their designee.

4-2-2 Rules and Responsibilities

A. General

1. Honor Guard members will always maintain a professional look while representing the Department and the City of Albuquerque
2. Hair will be cut according to Departmental SOP; male Honor Guard members will not have their sideburns below the top of the ear. No mustaches are allowed.
3. Members are entitled to eight (8) hours of straight comp time to be put in on the last day of each month when they are on-call. To be eligible to receive the comp time, members must attend at least two (2) of the Honor Guard practices per month plus participate in at least one (1) event per month or participate in at least three (3) events per month. There will be at least four (4) practices per month that members can attend. The Honor Guard Supervisor on a month to month basis can modify exceptions to the four (4) practices per month. The Honor Guard Supervisor will send out an e-mail to the member's duty sergeant advising if they are or are not eligible for the overtime or comp time. This will be completed for all events attended by the officers. Those who do not meet these criteria will not be allowed to put in for the eight (8) hours of straight comp time.
4. Any tattoo(s) must be hidden while in uniform and/or be of good taste. The Honor Guard supervisor will determine this.



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5. Honor Guard members will be eligible to wear the Honor Guard Wings after six (6) months with the Honor Guard Team. They must also participate in at least thirty (30) events, participate in at least one police officer funeral (retired officers count) and make at least four (4) practices for each of the six (6) months. This must be continuous unless they are activated to Military Service. New Honor Guard members must also participate in at least one out-of-town trip of 100 miles or more from Albuquerque to earn their Honor Guard Wings. The Honor Guard supervisor will decide when to give the wings out.
6. Honor Guard practices will be at the discretion of the Honor Guard supervisor, with the input of the Honor Guard members. Practices will be held at the Convention Center on Thursdays unless changed by the Honor Guard supervisor.
7. There will be a minimum of one (1) in-service day per year. The Honor Guard supervisor will choose the date for this, and it will be an all-day event, hours and days off will be adjusted for this.
8. Honor Guard breast badges will be numbered sequentially starting with number 1. They will NOT be repeated. The numbering will be based on rank. Breast badges will be in the format of the original breast badge worn by Albuquerque Police Department officers. They will follow suit with current Albuquerque Police Department procedures. Supervisors will be gold and silver while officers will be silver.

B. Uniforms

1. While in uniform, Honor Guard members will wear their duty uniform according to Departmental SOP guidelines, to include SOP grooming guidelines.
2. Regular duty uniforms will be neat and serviceable, boots/shoes will either be high gloss, highly polished or highly buffed.
3. While wearing the Honor Guard uniform, all medals earned will be worn in accordance with Honor Guard SOP guidelines.
4. Medals will be worn centered on the left breast pocket approximately a ¼ inch below the pocket flap. There is a seam there to align the medal(s). If the member does not have any metals and has participated in the National Honor Guard Competition, the member is authorized to wear the National Honor Guard Competition pin centered on the left top pocket flap on the second seam from the top of the flap.



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5. The Honor Guard Wings will be worn $\frac{1}{4}$ inch above the ribbon(s) and centered on the right breast pocket flap. If there are no ribbons, then the Honor Guard Wings will be worn $\frac{1}{4}$ inch above the right pocket flap and centered along the right pocket flap.
6. The Drill Team Pin will be worn on the right top pocket flap centered and aligned on the lower seam of the flap.
7. There will be no name tag on the Honor Guard uniform.
8. The citation cord will be worn on the left shoulder. The cross portion will be facing up and towards the front of the uniform jacket/coat.
9. All Honor Guard leather gear will be highly polished with Leather Luster.
10. All metal on the Honor Guard uniform will be highly polished at all times and free of nicks, scratches, and dents. This will include polishing the issued badge.
11. The Honor Guard Team Patch must be worn on the right shoulder of the Honor Guard uniform. It is optional on the duty uniform but highly recommended.
12. The Honor Guard supervisors will wear a gold and silver badge, silver Honor Guard wings, gold Honor Guard patch, and gold chevrons on the Honor Guard uniform for sergeants. The buttons on their coat will be gold "P" buttons. Their hats will display the department hat badge issued to them. They will have a gold band on the hat. They will wear gold/brass Honor Guard wings on their duty uniform. They will also wear a gold Honor Guard patch on their right shoulder on their duty uniform.
13. High gloss shoes will have edge dressing on them, to maintain an inspection-ready look.

C. Honor Guard Chain of Command

1. Chief of Police
2. Deputy Chief of Police, Field Services Bureau.
3. Lieutenant will be the Operations Review Lieutenant or Lieutenant appointed by the Chief of Police or their designee.
4. Sergeant
 - a. There will be one sergeant for every ten to fifteen (10-15) Honor Guard Officers.



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- b. If an Honor Guard Sergeant is promoted, they may be appointed to take over the Lieutenant position for the Honor Guard. This will be at the discretion of the Chief of Police or their designee.
- c. If an officer in the Honor Guard is promoted to sergeant, then he/she must leave the Honor Guard unless there is an opening for an Honor Guard Sergeant.

D. Drill Team

1. Drill Team members will only be chosen from Honor Guard Team members.
2. There will have a maximum of twenty-four (24) members along with a Drill Team Sergeant and/or a Drill Team Lieutenant.
3. All Drill Team members will wear the silver Drill Team Crossed Rifles Pin on their Honor Guard uniform and may wear it on their duty uniform.
4. Drill Team Crossed Rifles Pins will be numbered sequentially starting with the number one (1). These numbers will not be repeated and will not be based on rank. They will be based on seniority and being appointed to the Drill Team.
5. Drill Team Soloists are members of the Drill Team who have a solo exhibition during any event and may wear a silver Rifle Pin centered on the top edge of the left pocket flap.

E. Violations

1. Violations of any of the Honor Guard Standard Operating Procedures are subject to the following:
 - a. On the first violation, the Honor Guard Member will be put on six (6) month probation. If no further violations, then the Honor Guard Member will no longer be on probation.
 - b. On the second violation, the Honor Guard Member will be put on one (1) year of probation. If no further violations, then the Honor Guard Member will no longer be on probation.
 - c. On the third violation, the Honor Guard Member may be removed from the Honor Guard Team. This will be at the discretion of the Honor Guard supervisor after obtaining input from the Honor Guard Team.
 - d. On a fourth violation, the Honor Guard Member will be removed from the Honor Guard Team.
 - e. If an Honor Guard Member completes their probation, the next violation will be considered their first.
 - f. If repeated violations occur, then the Honor Guard member may be removed from the Honor Guard Team by the Honor Guard supervisor after consulting with the Chain of Command.



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2. The Honor Guard supervisor may (after consulting with the Honor Guard Team) remove any Honor Guard member for an infraction of a Departmental Standard Operating Procedure, which is serious in nature.
3. The decision of the Honor Guard supervisor can only be overturned by the Honor Guard Chain of Command.
4. All Honor Guard members serve at the discretion of the Chief of Police.

F. Honor Guard Supervisor

1. The Honor Guard supervisor will be responsible for training and the scheduling of it.
2. The Honor Guard supervisor will be responsible for the scheduling of all events.
3. The Honor Guard supervisor will be responsible for ensuring that proper protocols are followed in any event the Honor Guard is involved in. The Honor Guard supervisor must be proficient in proper protocols for funerals, flag etiquette, and any other protocols that may affect the Honor Guard's performance.
4. The Honor Guard supervisor will be responsible for finding the funding for all Honor Guard expenses. They will appoint Honor Guard members to conduct any fund-raising for the Honor Guard Team.
5. The Honor Guard supervisor will be responsible for any monies raised and will set up an account with one or two other Honor Guard members. The Honor Guard supervisor may assign someone with account management skills to be in charge of this.
6. The Honor Guard supervisor will be responsible for having an annual audit/review of the account.
7. The Honor Guard supervisor will be responsible for designing a fair interview process and questions for any new openings that occur.
8. The Honor Guard supervisor will be responsible for setting up all Honor Guard interviews of new members. The Interview Committee will consist of the Honor Guard supervisor and/or the Honor Guard members, with a minimum of two members and a maximum of four members. Interviews will be conducted in full Honor Guard uniform.
9. The Honor Guard supervisor will submit a report of all Honor Guard events during the year to the Operations Review Lieutenant no later than January 31 of each year.



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G. Honor Guard Flag

1. The Albuquerque Police Department Honor Guard flag will be purple with a gold fringe around the edges. There will be a 3-deminisonial-appearing cross at the top and centered on the flag just under the words "Albuquerque Police." There will be a Gold rectangle with a black rectangle inside of it. Centered inside of the black rectangle will be crossed rifles. All letters will be in gold. Inside the black rectangle will be four white stars centered below the crossed rifles. Also, inside the black rectangle will be the word "GOD" in Hebrew. On the bottom of the flag outside both the gold and the black rectangles will be the words "Honor Guard."
2. There are 14 Fallen Officer Memorial Streamers on the Honor Guard flag. One for each of the 14 APD officers killed in the line of duty.

H. Funerals/Serious On the Job Injuries

1. Line of Duty

- a. As soon as it is learned that an officer is killed in the line of duty, the Honor Guard Lieutenant and/or Honor Guard Sergeant(s), along with the Chaplin Commander will be the point of contacts for all Honors to be rendered to the officer and their family.
- b. The Honor Guard Lieutenant and/or Honor Guard Sergeant(s) will initiate a full Honor Guard call-out.
 - i. This will entail 24-hour guarding of the fallen officer until the funeral is over.
 - ii. This will include being in the emergency room, OMI, religious ceremony (Rosary, etc), to the church.
- c. The fallen officer will never be left alone.
 - i. The exception to this is if medical personnel are performing surgery on the officer. At this point, the Honor Guard will post outside of the room or be as close as possible to the officer.
 - ii. The only time the fallen will be left unguarded by the Honor Guard is right after the mass or religious ceremony. The Honor Guard will not be part of the procession, as they will go straight to the cemetery to prepare for the arrival of the fallen officer.
- d. The fallen officer will be entitled to a six-person flag folding team, a 21-gun salute, Taps, and bagpipes at their funeral. They will also be entitled to an Entry Volley upon the funeral coach's entrance to the cemetery.
 - i. This one-round volley should be made up of Honor Guard members of other Law Enforcement agencies and supervised by an Honor Guard Supervisor from one of the other agencies.



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- e. The Chief of Police will present the Flag to the officer's family. The Chief of Police may say the following when presenting the flag: "On behalf of a grateful City/Community, please accept this flag as a token of our appreciation for the faithful and honorable service (insert Officer's name here) has given to us."
 - f. After the flag is presented by the Chief of Police the Honor Guard Lieutenant and/or Honor Guard Sergeant(s) will then put in three spent casings from the 21-gun Salute into the flag and advise the person accepting the flag the following: "The Gun Salute is the highest honor we can give to someone. There are three volleys fired to indicate that a hero is going home to be with their creator. There are three casings, one from each volley."
 - i. If the Chief of Police wishes, the three spent casings may be put into the flag before it is presented to the family.
2. Officer Funerals (Does not matter if the Officer is a current APD Officer or a retired one, the procedures are the same.)
- a. The Honor Guard and the Chaplain Commander will provide support for the family of the officer. The Honor Guard Lieutenant and/or Honor Guard Sergeant(s) will ensure there is a flag for the officer to present to the family. The Chief of Police or their designee will present the flag to the family; if someone from the Chief's Office is not available, then the Honor Guard Lieutenant or the Honor Guard Sergeant will present the flag to the family.
 - b. There will NOT be 24-hour guard duty of the officer, and there will be a two-man flag folding team. The Honor Guard may escort the deceased officer at the request of the Chief of Police or their designee. The firing team may consist of five to seven members.
 - c. A former APD officer, who did not retire or was not terminated, will be entitled to having the Honor Guard attend their funeral for presence.

3. Funeral of a Chief of Police (Retired or Non-Work Related)

This will be treated the same as an in the line of duty death. The 24-hour guarding will be at the discretion of the current Chief of Police. There will be a six-person flag folding team and a 21-gun salute. See H.1 and H.1a.

4. Funeral of a Command-Level Officer

Retired or non-work related will be treated the same as the Chief of Police except they will not be 24-hour guard duty. There will be a six-person flag folding team and a 21-gun salute.

5. Funeral of an Honor Guard Member (Current or Retired)

There will not be 24-hour guard duty. They will have a six-person flag folding team and a 21-gun salute. Also, all Honor Guard members will place their white gloves on the casket at the end of the funeral.



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6. APD Civilian Employees (Current and Retired)

Will have the Honor Guard present during any ceremony to include a rosary, mass, and the burial.

7. Funeral of the Mayor (Current or Retired)

Will be treated the same as the Chief of Police. However, this will be coordinated with the Albuquerque Fire Department Honor Guard. These two Honor Guard teams will share responsibilities.

8. Funeral for a City Councilor

The Chief Administrative Officer and any City department director will be treated the same as a command level officer. This will be coordinated with the Albuquerque Fire Department Honor Guard. The exception to this is that there will not be a gun salute or a flag team. This may change at the direction of the Chief of Police or their designee.

9. Albuquerque Fire Department or other Law Enforcement agencies may request the assistance of the APD Honor Guard for any funeral after approval by the Chief of Police or their designee.

10. Serious On the Job Injuries

- a. If an officer is shot or seriously injured (as defined by the Chief of Police or their designee) in the line of duty the Honor Guard Lieutenant and/or the Honor Guard Sergeant(s) will initiate 24-hour guard duty for the officer.
- b. This will serve two purposes:
 - i. It will ensure the officer is safe from any criminal that may work in the medical field.
 - ii. It will render honors to the officer who is injured.

11. If an officer commits suicide, then the Honor Guard will not guard them and only attend the funeral to fold the flag on the casket (this will be a two-man team). There will not be a gun salute nor will Taps be played. Officers may attend for presence only.

12. The Honor Guard Supervisor will have at least two casket flags at all times to ensure that if an officer is deceased the flag will be given to the officer's family. This flag is in addition to a flag being given to the family if the officer was in the military.

13. The Honor Guard may be activated for any other funeral as directed by the Chief of Police or their Designee.



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14. Funeral Order of the Procession to the Mass/Rosary: Motorcycle escort team, Chaplin, Honor Guard, Casket, Honor Guard, Motorcycle escort team.
15. Funeral Order of the procession from the Mass to the cemetery; Motorcycle escort team, Chaplin, Casket, Next of Kin, Chief, and Staff, Officers, Fire Trucks (if attending), civilians.
16. Gravesites
 - a. When the Casket arrives, the Unit renders a hand salute to fallen officers and holds until the casket is placed at the gravesite.
 - b. The Chaplin gives a eulogy; there is a rider-less horse (if present), then gun salute, taps, a flyover (if present), bagpipes and flag folding.
 - c. The flag is presented to an Honor Guard supervisor, who then presents it to the Chief of Police, who then presents the flag to the family of the officer.
 - d. The flag team exits and the Honor Guard lieutenant or Honor Guard sergeant then places three spent casings from the gun salute in the folded Flag for the Family.