



DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES



| | | |
|-------------------------------------|--------------------------------------|---|
| Subject: Honor Guard | | Policy Number: OPR: 73 |
| Revision Number: Original | Effective Date: 04/15/2024 | Original Issue Date: 04/15/2024 |

1) PURPOSE

- a) The primary purpose of this policy is to describe the duties and functions of the New Mexico State Police Honor Guard and to outline the policies, procedures, and responsibilities of the Honor Guard.

2) POLICY

- a) It is the policy of the New Mexico State Police to maintain a highly trained and professional Honor Guard to render honors and attend official functions as prescribed in this policy or otherwise directed by the Chief or designee. The New Mexico State Police and its officers intend to honor, respect, and show support to members and/or their families during periods of loss. Every loss of life cannot be supported by the same level of departmental representation. This does not imply that any family loss is insignificant, only that geographical, weather, or manpower restraints may prevent the same level of representation in every situation. Therefore, a response-level system will be followed as provided in this policy.

3) APPLICABILITY

- a) This policy applies to all commissioned members selected to the New Mexico State Police Honor Guard.

4) REFERENCES

- a) NONE

5) DEFINITIONS

- a) **Chief Designee:** A commissioned or non-commissioned person that has been designated by the New Mexico State Police Chief to allow burial honors by the Honor Guard.
- b) **Dignitary:** A person that is significant because of rank or office.



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



- c) **Honor Guard:** A team of commissioned personnel selected to represent the New Mexico State Police at formal events, carrying the flags of the United States and the State of New Mexico at official ceremonies.
- d) **Honor Guard Uniform:** The Honor Guard members may be authorized to wear the New Mexico State Police Vintage Uniform, which includes the Honor Guard pin, breast badge, cover badge, and white gloves. This uniform will be worn at the assigned events and/or ceremonies. A modified uniform may be authorized if members do not have a complete vintage uniform. The modified uniform will include the New Mexico State Police class A uniform supplemented by the honor guard pin, breast badge, cover badge, white gloves, a white ascot, magazine, 1 cuff case with cuff, duty sidearm, no name tag, and a white braid to be worn over the left shoulder.
- e) **Line of Duty Death:** A commissioned officer, killed in the commission of his or her duties, or any commissioned officer that dies due to natural causes while in the commission of his or her duties.
- f) **Non-Line of Duty Death:** A commissioned officer, who dies while not on duty or working in an official capacity of the New Mexico State Police.
- g) **Retiree:** Any commissioned officer that completed their career with the New Mexico Department of Public Safety.

6) OPERATIONAL PROCEDURES

a) Activation

- i) Honor Guard members will be under the direct supervision of their District Commander and may be activated by a call for service received through the Special Operations Bureau indicating a qualifying event has occurred requiring an Honor Guard response.
- ii) Upon Activation, Honor Guard members will be under the direct supervision of the Honor Guard Commander and under the overall command of the Special Operations Bureau Commander.

b) Response

- i) Level 1 – For any commissioned officer killed in the line of duty, the New Mexico State Police Honor Guard, in vintage uniform, may be activated. Uniformed officers of the New Mexico State Police and other Law Enforcement Agencies and/or the United States Military may also be requested to assist in any ceremonies.



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



- (1) A rifle detail performing a twenty-one-gun salute is allowed at this level, in accordance with the family's wishes.
 - (2) Casket carries may be performed by up to 6 Honor Guard members for the entirety of the ceremonies related to the services in accordance with the family's wishes.
 - (3) Honor Watch may be performed by Honor Guard members during any ceremonies related to the services. This may be conducted with Honor Guard-issued M-1 rifles at the discretion of the Honor Guard Commander in accordance with the family's wishes.
 - (4) Honor watch may be conducted on a 24-hour/ 7 days a week basis rotation during non-service times while the deceased officer awaits proper burial.
 - (5) Taps may be played by an Honor Guard member during the burial service.
 - (6) The Honor Guard may provide a six-person flag fold for the final retirement of the US flag.
- ii) Level II – To be followed upon the death of any commissioned officer that dies of natural causes while on active duty, the New Mexico State Police Honor Guard vintage uniform, may be utilized. Uniformed officers of the New Mexico State Police and other Law Enforcement Agencies and/or the United States Military may also be requested to assist in any related ceremonies.
- (1) A rifle detail performing a twenty-one-gun salute is allowed at this level, in accordance with the family's wishes.
 - (2) Casket carries may be performed by up to 6 Honor Guard members for the entirety of the ceremonies related to the services in accordance with the family's wishes.
 - (3) Honor watch may be performed by Honor Guard members during any ceremonies related to the services. This may be conducted with honor guard-issued M-1 rifles at the discretion of the Honor Guard Commander in accordance with the family's wishes.
 - (4) Honor watch may be conducted on a 24-hour/7 days a week basis rotation during non-service times while the deceased officer awaits proper burial.
 - (5) Taps may be played by an Honor Guard member during the burial service.



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



- (6) The Honor Guard may provide a six-person flag fold for the final retirement of the US flag.
- iii) Level III – To be followed upon the death of any retired commissioned officer, the New Mexico State Police Honor Guard vintage uniform, may be utilized. Uniformed officers of the New Mexico State Police and other Law Enforcement Agencies and/or the United States Military may also be requested to assist in any related ceremonies. A rifle detail performing a twenty-one-gun salute is allowed at this level, in accordance with the family's wishes.
- (1) Casket carries may be performed by up to 6 Honor Guard members for the entirety of the ceremonies related to the services in accordance with the family's wishes.
 - (2) Honor watch may be performed by Honor Guard members during any ceremonies related to the services in accordance with the family's wishes.
 - (3) Taps may be played during the burial service by an Honor Guard member.
 - (4) The Honor Guard may provide a two-person flag fold for the final retirement of the US flag.
- iv) Level IV – To be followed upon the death of any dignitary, the New Mexico State Police Honor Guard vintage uniform, may be used. Uniformed officers of the New Mexico State Police and other Law Enforcement Agencies and/or the United States Military may also be requested to assist if the dignitary is a military member.
- (1) Casket carries may be performed by Honor Guard members during ceremonies related to the services in accordance with the family's wishes.
 - (2) Honor watch may be performed by Honor Guard members during any ceremonies related to the services in accordance with the family's wishes.
- v) Level V – To be followed upon the request for service at the discretion of the Chief or the Chief's designee, and/or Special Operations Commander. Qualifying events include the following: Annual Law Enforcement memorials, Law Enforcement Academy graduations, opening ceremonies of State Capital or New Mexico State Police events, and State Government events approved by the New Mexico State Police Chief or designee. The



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



Honor Guard will participate at these approved events, any deviation must be approved by the Chief or designee.

c) Operations

i) Honor Guard Members

- (1) The Honor Guard members function as an element of the Special Operations Bureau Commander or designee.
- (2) Honor Guard members may also support outside agencies with the authorization of the Special Operations Bureau Commander or designee.
- (3) Honor Guard members will not respond to a call for service, separate from, or without the approval of the Special Operations Commander or designee.

d) Selection, Qualification, Training, and Dismissal

i) Honor Guard Member Selection

- (1) Applicants must have a minimum of two (2) years patrol experience and have successfully completed the department Field Training Officer program. Patrol experience may include time spent in patrol with other agencies prior to becoming a commissioned New Mexico State Police officer. Applicants also must hold the rank of sergeant or below to be considered.
- (2) Applicants must have a satisfactory work record in their current assignment. Appointment to the Honor Guard, with past or present disciplinary action, is at the discretion of the selection board, Special Operations Bureau Commander, and Chief.
- (3) New members will be placed on probationary status for a period of not less than two (2) years. Any member who fails to demonstrate acceptable performance during the probationary period may be removed from the Honor Guard Team at the recommendation of the Honor Guard Commander and the concurrence of the Special Operations Bureau Commander.
- (4) Special criteria for selection include experience as a law enforcement officer in a field assignment, prior Honor and/or Color Guard experience, good verbal skills, and an excellent history of uniform and equipment maintenance.



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



- (5) Applicants must have a letter of recommendation from their current District Commander.
 - (6) Applicants must be willing to sign a release of information form for an Internal Affairs background check.
 - (7) Applicants will be required to appear before an oral board comprised of the Honor Guard Commander, Honor Guard Assistant Commander, and selected member(s) of the Special Operations Bureau.
 - (8) Applicants must be available to respond to calls for service and be willing to travel long distances on very short notice, to include out of state missions.
 - (9) Upon completion of the selection process, the Honor Guard commander will prepare a list in ranking order of the top candidates and submit it to the Special Operations Bureau Commander for review and submittal to the Chief.
 - (10) Must provide his/her last two (2) completed annual evaluations, if applicable or if required.
 - (11) Members completing two (2) years of satisfactory service with the Honor Guard may display the Honor Guard pin above their nameplate while wearing a class "A" uniform. Upon separation from the Honor Guard, members who have less than five (5) years of membership will not be allowed to display the pin on their class "A" uniform. Upon separation from the team, members completing five (5) or more years of satisfactory service may wear the Honor Guard pin on their class "A" uniform for the remainder of their career.
 - (12) Any deviation to the above listed qualifications may be made at the Chief or designee's discretion.
- ii) Training
- (1) Honor Guard members will participate in mandatory training every quarter. This training will be outlined at the beginning of the calendar year and will consist of sixteen (16) hours per training session, and one 40-hour training week.
 - (2) Honor Guard members may be asked to participate in additional training at the direction of the Honor Guard Commander and approved by the Special Operations Bureau Commander.
 - (3) Honor Guard members are required to qualify with the .357 caliber, vintage issued side-arm handgun during the Phase 1, 20 round course of fire.



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



iii) Honor Guard Team Organization

- (1) Special Operations Bureau Commander- The assignment of the Special Operations Bureau Commander is to command the Honor Guard Team and will be appointed by the New Mexico State Police Chief. The Special Operations Bureau Commander will oversee all activities of the Honor Guard Commander.
- (2) Honor Guard Commander- Appointment of the Honor Guard team commander will be made by the Special Operations Bureau Commander and approved by the New Mexico State Police Chief. The Honor Guard Commander will be a member selected from within the ranks of the Honor Guard team.
- (3) Honor Guard Assistant Operations Commander- Appointment of the assistant operations commander will be made by the Honor Guard Commander and approved by the Special Operations Bureau Commander. The Assistant Commander will be a member selected from within the ranks of the Honor Guard Team.

iv) Dismissal

Membership in the Honor Guard and participation as an Honor Guard member, is considered a privilege not a promotion. To maintain team integrity and the highest level of standards, all members are subject to disciplinary action, and may be removed from the team, without cause, by the Chief of the State Police. Reasons for removal or suspension from the team include, but are not limited to, the following:

- (1) Failing or refusing to respond to calls for service.
- (2) Failing or refusing to maintain training requirements.
- (3) Failing or refusing to maintain district responsibilities.

e) Duties and Responsibilities

Honor Guard Commander will:

- i) Assign Honor Guard members to respond to calls for service as directed by the Special Operations Commander.
- ii) Ensure all team members are trained to standard per this policy.
- iii) Maintain a file on each member documenting their individual participation on training calls for service. Such files shall contain copies of letters of assignment, equipment inventory, attendance rosters, and related correspondence dealing with the Honor Guard Team.



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



- iv) Conduct inspections of personnel, uniforms, accessories, and equipment to ensure members adhere to proper care and maintenance and ensure policy and protocols are consistently applied statewide.
- v) Maintain and control the Honor Guard Team inventory for accountability and readiness for Honor Guard details.
- vi) Designate an Event Commander for each Honor Guard event.
- vii) Ensure that the Honor Guard members, while performing their duties, adapt accordingly, and represent the New Mexico State Police appropriately.
- viii) Plan, coordinate and ensure training is conducted quarterly.

7) ATTACHMENTS

- a) **NMSP Honor Guard Matrix**

8) APPROVAL

APPROVED BY: _____

New Mexico State Police Chief

DATE: _____

04/15/24