

18.125 MILITARY COURTESY AND U.S. FLAG PROTOCOL

Reference:

Procedure 12.020, Uniforms, Related Equipment and Personal Grooming
United States Code, Title 4, Chapter 1; The Flag
United States Code, Title 36, Subtitle I, Part A; Observances and Ceremonies

Information:

The United States Code, Title 4 and Title 36, now prescribes that "Members of the Armed Forces and veterans, who are present but not in uniform, may render the military salute" during instances which previously required removal of the headdress and placing the right hand over the heart to show proper respect for the U.S. Flag.

Procedure:

- A. Rendering the Hand Salute to another
 - 1. Hand salutes will be exchanged between supervisors and subordinate sworn personnel, when in uniform upon occasion of their meeting; with the following exceptions:
 - a. While in military formation; the Officer-in-Charge (OIC) will call "Attention" and salute for the entire formation, when appropriate
 - b. When such action interferes with the performance of some particular police duty
 - c. When both hands are full
 - d. While operating a motor vehicle
 - e. While riding a public conveyance
 - f. Generally, a hand salute will not be rendered indoors, or whenever the uniform is not being worn
 - 2. Members of the Department wearing the uniform will salute the Mayor and City Manager upon all occasions of their meeting, consistent with the above exceptions.
 - 3. All hand salutes will be rendered in a military manner. It is the duty of the subordinate to offer first the prescribed salute and of the superior to return it smartly and promptly. The hand salute will be given when the subordinate arrives within six paces of the officer to be saluted.
- B. Call to Attention:
 - 1. When two or more subordinates are present, the first to see an officer of the rank of captain or higher approaching will call "Attention" and will remain at attention until the officer gives the command "At Ease" or leaves the area.

- a. This applies to all places where members of the Department are assembled or gathered in uniform with the following exceptions:
 - 1) When the command officer remains in the immediate vicinity
 - 2) When an officer of an equal or higher rank is present

C. Other Courtesies:

1. Members of the Department, upon entering the private office of a superior officer, when the officer is present, will uncover and stand at attention, whether the officer is in uniform or civilian clothes. This includes the offices of the Mayor and City Manager.
2. Members of the Department, upon entering a house of Worship, will remove their headgear and remain uncovered until they leave the premises.
3. Supervisory and command officers will be addressed by their correct title and name at all times.

D. Showing Respect to the National Colors (Flag of the United States)

1. The national flag will be flown daily from police buildings. When the flag is displayed 24 hours a day, it must be properly illuminated during the hours of darkness.
 - a. The flag shall be placed at half-mast on police buildings as directed by teletype order.
2. When the flag is passing in parade, being hoisted or lowered, all present should face it and stand at the position of attention until the flag has passed or has been fully hoisted or lowered.
 - a. Members of the Department wearing the uniform will salute during the hoisting, lowering or passing of the United States flag.
 - 1) Personnel not in uniform who are also serving in the United States armed forces, or are a veteran thereof, may render the hand salute while the flag is passing in parade, being hoisted or lowered.
 - b. Members of the Department carrying the national flag shall not dip the flag to any person, nor upon any occasion.
3. During any rendition of the National Anthem (Star-Spangled Banner):
 - a. When the flag is displayed
 - 1) Members of the Department wearing the uniform should turn toward the flag, stand at the position of attention, and salute at the first note, holding the salute until the last note.

- 2) Members of the Department not wearing the uniform should turn toward the flag, stand at the position of attention at the first note of the anthem, place their right hand over their heart, and maintain that position until the last note.
 - a. Personnel not in uniform who are also serving in the United States armed forces, or are a veteran thereof, may turn toward the flag, stand at the position of attention, and render the hand salute at the first note, holding the salute until the last note.
 - b. When the flag is not displayed, all present should face toward the music and act in the same manner prescribed as if the flag were displayed.
4. During the Pledge of Allegiance:
 - a. Recite the Pledge of Allegiance standing at the position of attention, facing the flag.
 - 1) Members of the Department wearing the uniform should salute while reciting the Pledge.
 - 2) Members of the Department not wearing the uniform should place their right hand over their heart while reciting the Pledge.
 - a. Personnel not in uniform who are also serving in the United States armed forces, or are a veteran thereof, may render the hand salute while reciting the Pledge.
5. When the national flag is so worn or soiled that it is no longer suitable for display, it should be returned to the Supply Unit, where it will be destroyed in a dignified manner, preferably by burning.