

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 93.2

CONDUCT OF OFFICERS DURING DISPLAY OF NATIONAL COLORS

ISSUED APRIL 2006

93.2.1 Conduct of Officers During Display of National Colors

Saluting the national colors by an organized civic or military body is an almost universal custom. Courtesy to the national colors shall be displayed by police officers at retreat ceremonies, the playing of the National Anthem, and parades.

Types of Salutes

When in uniform (and wearing a hat) the employee will salute in the following described manner: raise the right hand in a brisk manner until the tip of the forefinger touches the lower part of the headdress and slightly to the right of the right eye, thumb and fingers extended and joined, palm to the left, upper arm horizontal, forearm inclined at forty-five degrees, hand and wrist straight. To complete the salute, drop the arm to its normal position by the side in a brisk manner and in one motion.

If in uniform and not wearing a hat, the employee will stand at the position of attention and hold the right hand over the heart.

When not in uniform, stand at the position of attention, uncover head and hold hat in right hand and place over the heart. If not wearing a hat, stand at the position of attention and hold the right hand over the heart.

When to Salute

Parades: When passing a flag not cased in a standard the salute should begin six paces before reaching the flag and held until six paces past. If in ranks, each minor unit salutes together at the command of its leader.

In parades when the flag is passing the officer, the employee should take the position of attention and salute when the flag is approximately six paces before him/her and hold this position until the flag is approximately six paces past. He/she should then drop the salute in a smart brisk fashion.

Public Ceremonies: When the National Anthem is played in any public ceremony, the salute should be given at the first note of the anthem and held until the last note is completed. If this is done at a flag raising or retreat ceremony, the employee should face the direction of the flag and salute.