
ADMINISTRATIVE DIRECTIVE – 106.009
MILITARY COURTESY/UNIFORM PERSONNEL

EFFECTIVE DATE: November 3, 1995

REVISION DATE: February 4, 2009

REVIEW DATE:

AFFECTS: All Uniform Personnel

I. PURPOSE

This directive provides appropriate guidelines for behavior relative to customary honor and courtesy during special ceremonies and in respect for the American flag.

II. POLICY

All supervisory personnel will ensure employees under their command adhere to the standards of behavior and appearance prescribed below.

III. PROCEDURES

A. Customs and Courtesies Honoring our Nation

As members of the police profession and as loyal Americans, we honor our nation and the flag of our country. We show this on public occasions by rendering the appropriate honors and courtesies due. During various events, ceremonies and funerals, officers will be in formation and provided commands by an officer in charge for the specific honors to be performed at the appropriate times. While in formation, sunglasses, unless prescription, are not to be worn.

The below guidelines are for officers when they are not in formation. For more instructions on how to perform the below listed movements, please view the Department's Dress and Decorum video.

1. The National Anthem:

- a. If in uniform and wearing headgear, come to the position of attention, face the flag and salute. If the flag is not present or in sight, come to the position of attention, face the music and salute.
- b. If in uniform and not wearing headgear, come to the position of attention and face the flag. (Do not salute) If the flag is not present or in sight, come to the position of attention and face the music. (Do not salute)
- c. If in civilian dress, stand at attention facing the flag with the right hand over the heart. Remove any non-religious headdress with the right hand and hold it at the left shoulder, the hand being over the heart.

2. The Pledge of Allegiance:

- a. If in uniform and wearing headgear, come to the position of attention, face the flag and salute.
- b. If in uniform and not wearing headgear, come to the position of attention and face the flag. (Do not salute).
- c. If in civilian dress, stand at attention facing the flag with the right hand over the heart. Remove any non-religious headdress with the right hand and hold it at the left shoulder, the hand being over the heart.

3. The United States Flag:

- a. If in uniform and wearing headgear, come to the position of attention, salute and hold the salute until the flag passes six paces beyond you.
- b. If in uniform and not wearing headgear, come to the position of attention and hold until the flag passes six paces beyond you (do not salute).
- c. If in civilian dress under similar circumstances, when the flag comes within six paces of you, come to the position of attention with the right hand over the heart. Remove any

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non-religious headdress with the right hand and hold it at the left shoulder, the hand being over the heart and hold until the flag is six paces beyond you.

B. Additional Circumstances

1. During Prayers and Court

When duties permit, employees shall remove their headgear at events where invocations or prayers are offered and in courtrooms.

2. Sworn employees attending funerals for officers, other than Plano PD officers, shall render the below honors, unless otherwise instructed by the affected agency:

a. While passing the casket, uniformed officers shall show proper respect by placing their headgear on and perform a hand salute while arriving to the nearest end of the casket. Continue to walk, cutting the salute at the furthest end of the casket.

b. Non-uniformed officers or uniformed officers without headgear will place their right hand over their heart while arriving to the nearest end of the casket. Continue to walk, removing the hand at the furthest end of the casket.

c. The applicable hand salute or hand over heart honor will be rendered as the hearse and family cars pass.

3. For Plano PD officer's funerals, instructions will be provided to all officers for specific honors, tributes and movements that will be performed throughout the funeral.