

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 2.05	Effective: 12/01/2023	Supersedes: 04/20/2022	Number of Pages: 3
----------------------------	------------------------------	-------------------------------	---------------------------

DEPARTMENTAL RULES AND REGULATIONS: MILITARY COURTESY

The following rules and regulations for saluting and courtesy are intended to direct the correct behavior of members under normal conditions. They are based on Army and Naval service regulations and Title 14, United States Code, Chapter 1. These orders will not apply during any situation where official police duties are being performed which requires the undivided attention of the member.

A. Definitions

Cover: Any type of hat, helmet, or other authorized equipment worn on the member's head.

Indoor: All space between a floor and a ceiling that is bounded by walls, doorways, or windows. It is construed to mean the inside of a building to include auditoriums, classrooms, hallways, offices, washrooms, etc.

Outdoor: Any place that is not inside a building and is construed to include covered walks and shelters open on the sides to weather.

B. The Salute

1. Uniformed members wearing head cover will render a military hand salute. When a military hand salute is executed, the right hand is raised smartly until the tip of the forefinger touched the lower part of the headgear. Thumb and forefingers are extended and joined. The palm is turned slightly inward until the person saluting can just see its surface from the corner of the right eye. The upper arm is parallel to the ground with the elbow slightly in front of the body. The forearm is inclined at a 45-degree angle; hand and wrist are in a straight line. Completion of the salute is executed by dropping the arm to its normal position in one sharp, clean motion.
2. Do not render a military hand salute:
 - a. When in uniform and "uncovered," that is, not wearing a hat, helmet or other authorized head cover.
 - b. When in civilian attire, except as provided for Veterans and members of the Armed Forces under Chapter [36 U.S. Code § 301](#) (b) (1) (B).
3. Members in uniform and uncovered, and members in civilian attire, salute by placing their right hand over their heart.

4. Members in civilian attire with head cover salute by removing their head cover and hold it to their left shoulder, hand over the heart.
5. When in formation, salute only at the command, "Present Arms."

C. Saluting Indoors

1. Uniformed members are generally required to remove their covers when indoors and therefore will salute as described in B. 3.
2. Members in civilian attire are also required to remove the head cover when indoors and will salute as described in B. 3.

D. Funerals

1. During military or military-style funerals, uniformed members shall wear their covers while in the open. During religious services when members are attending in uniform, a salute would be appropriate whenever honors are rendered: when the body is removed from the hearse or caisson to the church or funeral home, from the church or funeral home to the hearse or caisson, from the hearse or caisson to the grave and when volleys are fired and taps is sounded.
2. As a participant in a nonmilitary or nonmilitary-style funeral or burial service, uniformed members may follow the civilian custom and uncover (rather than salute) when such honors are called for, as during the procession to the grave and the lowering of the body.

E. Honors to National Colors and Anthem

1. Whenever the Pledge of Allegiance is recited, members will stand at attention facing the flag/colors and render the prescribed salute (military hand salute or hand over heart as appropriate and described in Section B).
2. Whenever the National Anthem or To the Colors is played to accompany raising or lowering the colors and members are not in formation or not in a vehicle: Come to attention and face the colors. Render the prescribed salute at the first note of the National Anthem or To the Colors. Hold the salute until the last note of the National Anthem or To the Colors. Remain standing at attention until others have resumed their normal activities.
3. When the National Anthem is played indoors, members will stand at attention, face the music or the flag if one is present, and render the appropriate salute as described in Section A. If no flag is near, face the music and salute as described above.
4. During the ceremony of hoisting or lowering the flag/colors without music, all present will face the flag, stand at attention, and render the salute prescribed in Section A.
5. When the flag is passing in parade or in review or when passing or being passed by an uncased color which is being paraded, presented or is on formal display, members will

render the prescribed salute at six paces distance, and hold the salute until it has passed by six paces.

6. The marks of respect shown above are also rendered to the National Anthem of any country when played upon official occasions.

F. Miscellaneous

1. When in uniform and wearing head cover, members will uncover if indoors, i.e., attending court, entering places of divine worship, eating, etc.
2. Supervisors will brief members under their supervision as to military courtesy if same is likely to be required during the occasion.
3. Color(s) and flag in this General Order refer only to the flag of the United States of America. The General Order does not include rendering a salute to the Virginia or Prince William County flags.
4. Small flags carried by individuals, such as those carried by spectators at celebrations, ceremonies and parades, are not saluted.

G. Regulations for the Display of Flags

1. Flags will be displayed at stationary flagstaffs during normal business hours (weekends and holidays included).
2. Flags will not be displayed outdoors during inclement weather.
3. Instructions for the display of flags at half-staff will be issued by the County Executive, Chief of Police or designee.
4. When the flags are at half-staff the state and county flag will be flown lower than the national colors.