



PATRIOTIC COURTESY
GENERAL ORDER #10.04

Adopted: 12/14/17

Pages: 5

Persons Affected: All personnel

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IACLEA Standards:

Revision History

Replaces SUDPS General Order #10.04 (08/04/06)

PURPOSE

The purpose of this Order is to define the level of on-duty decorum that will be displayed by members of the Stanford University Department of Public Safety during the presentation of the National Colors, the National Anthem, the Pledge of Allegiance and during memorial services where "Military" protocols are being used.

POLICY

All Stanford University Department of Public Safety personnel shall adhere to rules of decorum and conduct so as to present a professional image when representing the department at funerals, public gatherings, or other ceremonial occasions.



PROCEDURE

When a hand salute is required by this Order, it will be performed in a brisk manner by raising the right hand 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. When completing the salute the arm will be dropped to its normal position by the side in a brisk manner and in one motion.

Where the removal of headgear is noted in this Order, the removal of headgear of a religious nature is not required. When SUDPS personnel attend an event in uniform and are wearing headgear, it is traditional to remove it when indoors unless directed otherwise. Uniform headgear for the purposes of this Order refers to the campaign hat, baseball-style cap, motorcycle helmet, or other authorized department headgear.

A. UNIFORM PERSONNEL - WITH OR WITHOUT HEADGEAR

1. PRESENTATION OF NATIONAL COLORS - POSTING, RAISING, OR RETREAT

a. Indoors - *Posting of colors.*

1) Stand at attention.

b. Outdoors - *Flag raising or retreat ceremony.*

1) Stand at attention.

2) Hand salute. *If in ranks or formation, the salute is made together at the command of the group's leader.*

2. NATIONAL ANTHEM

a. Indoors

1) Stand at attention.

2) Face colors.

b. Outdoors

1) Stand at attention.

2) Face colors.

3) Hand salute. *The salute shall begin at the first note of the anthem and continue until the last note is concluded.*

3. PLEDGE OF ALLEGIANCE

a. Indoors

1) Stand at attention.



- 2) *Face colors.*
- 3) *Remain silent or may recite the Pledge of Allegiance.*

b. Outdoors

- 1) Stand at attention.
- 2) *Face colors.*
- 3) *Remain silent.*
- 4) *Render hand salute.*

4. MOVEMENT OF CASKET AT "MILITARY" FUNERALS

Does not apply to those serving as a pallbearer or as a member of the Honor Guard.

a. Indoors

- 1) Remove headgear *unless directed not to by Honor Guard commander.*
- 2) Stand at attention.
- 3) *Render hand salute if directed by Honor Guard commander.*

b. Outdoors - With or without headgear.

- 1) Stand at attention.
- 2) Render hand salute as casket passes or upon order of Honor Guard commander.

3. PARADES

- 1) *Stand at attention.*
- 2) *Render hand salute when National Colors are within six paces. Maintain salute until colors have passed approximately six paces. Drop the salute in a brisk manner.*

B. PERSONNEL IN CIVILIAN ATTIRE

Male personnel in civilian attire shall remove any hat being worn when this Order indicates headgear is to be removed. By tradition, women do not remove civilian headgear when in civilian attire.

1. PRESENTATION OF NATIONAL COLORS - POSTING, RAISING OR RETREAT

b. Indoors - Posting of colors.

- 1) Remove headgear (if worn).
- 2) Stand at attention.



- b. Outdoors - *Flag raising or retreat ceremony.*
 - 1) Remove headgear (if worn).
 - 2) Stand at attention.
 - 3) Right hand (or headgear) over heart.

2. NATIONAL ANTHEM

When no colors are present, face the sound source of the anthem. Maintain a military *posture* throughout the scope of the playing of the National Anthem.

- a. Indoors
 - 1) Remove headgear (if worn).
 - 2) Stand at attention.
 - 3) Face colors.
 - 4) Right hand (or headgear) over heart.
- b. Outdoors
 - 1) Remove headgear (if worn).
 - 2) Stand at attention.
 - 3) Face colors.
 - 4) Right hand (or headgear) over heart.

3. PLEDGE OF ALLEGIANCE

- a. Indoors
 - 1) Remove headgear (if worn).
 - 2) Stand at attention.
 - 3) *Face colors.*
 - 4) Right hand (or headgear) over heart.
 - 5) *Remain silent or May recite the Pledge of Allegiance.*
- b. Outdoors
 - 1) Remove headgear (if worn).
 - 2) Stand at attention.
 - 3) *Face colors.*
 - 4) Right hand (or headgear) over heart.
 - 5) *Remain silent or may recite the Pledge of Allegiance.*

4. MOVEMENT OF CASKET AT "MILITARY" FUNERALS

- a. Indoors



- 1) Remove headgear (if worn).
- 2) Stand at attention.

b. Outdoors

- 1) Remove headgear (if worn).
- 2) Stand at attention.
- 3) Right hand (or headgear) over heart.

5. PARADES

- 1) Remove headgear (if worn).
- 2) *Stand at attention.*
- 3) *Right hand (or headgear) over heart beginning when National Colors are within six paces. Maintain position until colors have passed approximately six paces.*