

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

1618.2, SHOWING RESPECT TO THE UNITED STATES FLAG

EFFECTIVE DATE:	5/22/2024
RESCINDS:	P&P 1618.1
DISTRIBUTION GROUP:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	HONOR GUARD COMMANDER
ACCREDITATION STANDARDS:	N/A
RELATED LAWS:	N/A
RELATED POLICIES:	N/A
CHIEF OF POLICE:	ERIC D. SMITH

CONTENTS:

1. PURPOSE
2. POLICY
3. DEFINITIONS
4. PROCEDURES
 - [4.1 Requesting the Color Guard/Honor Guard](#)
 - [4.2 Respect to the United States Flag](#)
 - [4.3 Proper Execution of the Position of Attention and Hand Salute](#)
5. FORMS AND APPENDICES

1. PURPOSE

This policy provides guidance on how to properly request the presence of the Color Guard and Honor Guard at events as well as how to show respect to the U.S. flag.

2. POLICY

Members will be familiar with the proper procedures for showing respect to the United States Flag.

3. DEFINITIONS

N/A

4. PROCEDURES

4.1 REQUESTING THE COLOR GUARD/HONOR GUARD

The Department Color Guard shall be made up of members from the Honor Guard.

4.1.1 USE OF THE COLOR GUARD

Showing Respect to the United States Flag, 1618.2

The Color Guard will normally be used to represent the Department in parades, sporting events, public ceremonies, and any events in which a formal presentation of the colors would be appropriate.

4.1.2 USE OF THE HONOR GUARD

The Honor Guard will normally be used to represent the Department at funerals and any other event deemed appropriate by the Chief of Police or the Honor Guard Commander (refer to OPD Policy 1303.4 – Departmental Deaths and Funeral Representation and Honor Guard Standard Operating Procedures for more information).

If an employee determines that the Department should be represented by the Color Guard/Honor Guard at a particular function, the employee should forward, through the chain of command to the Honor Guard Commander, a written recommendation concerning this matter. The written recommendation should contain a description of the event or ceremony, the date, time, and place where the ceremony will be held, and a brief explanation as to why the Color Guard/Honor Guard should be used.

For more information on the Honor Guard please see the Honor Guard Standard Operating Procedures.

4.2 RESPECT TO THE UNITED STATES FLAG

While wearing the uniform of this Department, whether on or off duty, and when on duty in civilian attire, or representing the Orlando Police Department in any capacity, members shall stand and render the proper respect to the United States Flag.

Outdoors

When uniformed members are outdoors and do not have a cover (hat), they shall face the flag or music, and place their hand over their heart until the last note of the National Anthem is played.

Uniformed members wearing a cover will face, stand at attention and salute the flag. Members on duty in civilian attire shall stand, place the right hand over the heart, or if wearing a hat will remove the hat with the right hand and hold it at the left shoulder. The position of salute is held until the last note of the music is sounded. The above will be accomplished when the United States Flag is displayed under the following circumstances:

- a. During the playing of the National Anthem.
- b. During the recital of the Pledge of Allegiance to the flag.
- c. When the flag is hoisted or lowered.
- d. When the flag is paraded past a member.
- e. During any ceremonial massing of colors.

During the playing of the National Anthem when the flag is not displayed, uniformed members, members in civilian attire, or any members representing the Orlando Police Department in any capacity shall face toward the music and act in the same manner they would if the flag were displayed.

Indoors

Indoors during the playing of the National Anthem, uniformed members shall stand at attention, face the flag or music and place their hand over their heart until the last note is played. Agency members in civilian attire shall stand and place their right hand over their heart.

Safety

If the member is involved in an official law enforcement duty, (i.e., directing traffic, effecting an arrest, providing security, or for a safety issue, etc.), then the member should focus on their official duty at that immediate time.

4.3 PROPER EXECUTION OF THE POSITION OF ATTENTION AND THE HAND SALUTE

4.3.1 POSITION OF ATTENTION

To correctly assume the position of attention:

- a. Bring heels together smartly on the same line.
- b. Turn feet out equally, forming a 45° angle.
- c. Keep legs straight without stiffening or locking knees.
- d. Hold body erect with hips level, chest lifted and arched with shoulders square and even.
- e. Let arms hang straight without stiffness along sides with the backs of hands outward, finger curled so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep thumbs straight and along the seams of trousers with all fingers touching the legs.
- f. Keep head erect and hold it squarely to the front with the chin drawn in so the axis of the head and neck is vertical. Look straight to the front.
- g. Rest the weight of body equally on the balls of the feet

4.3.2 HAND SALUTE

To render a proper hand salute:

- a. Assume the position of attention.
- b. Raise right hand until the tip of the forefinger touches the lower part of the headdress just above and slightly to the right of the right eye, fingers and thumb extended and joined, palm down, upper arm horizontal with the elbow inclined slightly forward, with the hand and wrist straight.
- c. To complete the salute, drop hand and arm in the most direct manner to your side as in the position of attention.

5. FORMS AND APPENDICES

N/A