

Memorandum

TO: ALL DEPARTMENT PERSONNEL **FROM:** Anthony Mata
Chief of Police

SUBJECT: CEREMONIAL PROTOCOL **DATE:** April 19, 2023

APPROVED

Memo# 2023-010

BACKGROUND

With the upcoming Fallen Officer Memorial and Flag Ceremony on May 3rd, 2023, the following was compiled to remind Department members of the proper protocol during formal ceremonies.

ANALYSIS

Hoisting or lowering of the flag:

- All uniformed personnel render the military salute.
- All other personnel place their right hand over the heart.

When the flag is passing:

- All uniformed personnel face the flag and render the military salute, from the time the flag approaches until it passes.
- All other personnel present face the flag and place their right hand over the heart from the time the flag approaches until it passes.

National Anthem:

- All uniformed personnel face the flag and render the military salute upon an order of the commander of the troops and hold the salute until an order of the commander of the troops.
- All other personnel face the flag and place their right hand over the heart at the first note until the last note.

ORDER

The protocols listed above shall be followed by all Department members during formal ceremonies.



Anthony Mata
Chief of Police

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