

# Memorandum

**TO:** ALL DEPARTMENT PERSONNEL      **FROM:** Paul Joseph  
Acting Chief of Police

**SUBJECT:** CEREMONIAL PROTOCOL      **DATE:** May 2, 2024

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APPROVED

Memo# 2024-010

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## **BACKGROUND**

With the upcoming SJPD Officer Memorial on May 22nd, 2024, the following information is being disseminated to remind Department members of the proper protocol during formal ceremonies.

## **ANALYSIS**

Hoisting or lowering of the flag:

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

When the flag is passing:

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

National Anthem:

- All uniformed persons should 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 persons should 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.



Paul Joseph  
Acting Chief of Police

PJ:PH:CE