



**Maryland-National Capital Park Police
Prince George’s County Division**



DIVISION DIRECTIVE

TITLE PROTOCOL			PROCEDURE NUMBER PG301.0
SECTION Duties and Responsibilities	DISTRIBUTION A	EFFECTIVE DATE 06/01/04	REVIEW DATE 05/01/21
REPLACES PG301.0 “Protocol”, issued 06/01/04			
RELATED DIRECTIVES PG300.0	REFERENCES CALEA 26	AUTHORITY  Chief Stanley R. Johnson	

I. PURPOSE

This directive instructs Division personnel on the correct times, places, and methods of rendering courtesy and recognition.

II. POLICY

As representatives of the Division, all personnel are expected to present a professional appearance to the public and members of other agencies. Displaying respect for officers of a higher rank, the National Anthem and the National Colors by salutes and other courtesies, as described in this directive, will be required.

III. DEFINITIONS

A. The hand salute will be rendered in the following manner:

Raise the right hand smartly until the tip of the forefinger touches the outer brim of the headdress above the right eye, or the forehead to the right of, and above, the right eyebrow when uncovered. While the head remains upright, thumb and fingers extended and joined, palm down, forearm inclined at a forty-five-degree angle, the hand and wrist straight, the upper arm at a ninety-degree angle from the body and in line with the shoulders. When the salute is completed the arm will be dropped smartly to the side.

**PROTOCOL
PG301.0**

B. Correct Position of Attention

The position of attention is assumed by placing the heels together, feet forming an angle of about forty-five degrees, knees straight without stiffness, body erect and resting equally on the hips, stomach in, chest out, shoulders squared, arms and hands hanging naturally, thumbs along the seams of the trousers, head erect to the front with the eyes looking straight ahead.

IV. PROCEDURES

Division personnel will salute or render courtesies in all of the following situations:

A. Formations

When uniformed officers are in formation, they will take their commands from the officer in charge. Normally the hand salute will be rendered on the command "Present Arms" and maintained until the command "Order Arms" is given.

B. National Colors

When un-cased colors pass outdoors, uniformed officers not in formation will come to the position of attention and render the hand salute. The hand salute will also be rendered at funerals when the casket or caisson is draped with the American flag. The salute will be given when the flag is six paces from the officer and held until the flag is six paces beyond him/her. If indoors, or not in uniform, all Division personnel will stand at attention and place their right hand over the heart. If wearing a headdress remove it and place the right hand over the heart.

C. National Anthem

Whenever the National Anthem is played outdoors uniformed officers will come to attention and render the hand salute at the first note of the Anthem, retaining the salute until the last note. If the flag is present, the salute will be rendered while facing the flag; if the flag is not present the salute will be rendered while facing in the direction of the music. If indoors, or not in uniform, all Division personnel will at the first note of the Anthem place the right hand over the heart and so remain until the last note of the Anthem.

D. Crowd and Traffic Assignments

When officers of the Park Police Division are assigned to crowd control they will salute the national colors and national anthem when the officer in charge gives the appropriate order. When officers are assigned to a traffic control point on foot, such as for a procession or parade, they will follow the instructions under Section B above when safe to do so.

**PROTOCOL
PG301.0**

E. Recognition

1. All uniformed officers will render a hand salute to any known or recognizable Police Chief regardless of their attire on occasion of their first encounter that day, only outdoors or at any particular location.
2. All uniformed officers will render a hand salute to any uniformed Command Staff officer of any agency on the occasion of their first encounter that day, only outdoors or at any particular location.
3. Uniformed officers will not salute Command Staff officers indoors except when reporting in a formal setting (position review, oral board, etc.).
4. No salute or other acknowledgment will be made when encountering any police officer, regardless of their rank, known to be assigned to covert operations unless such officer makes an acknowledgment first.

V. FORMS OF ADDRESS AND OTHER COURTESIES – (APPLIES WHETHER IN UNIFORM OR CIVILIAN CLOTHES)

- A. Subordinate officers will address sergeants and officers of higher rank by their title, i.e.- Sgt. Jones, Lt. Smith, Capt. Adams, or use command rank.
- B. When speaking with a sergeant or officer of higher rank, subordinate officers will use sir or ma'am, as appropriate.

VI. MOURNING PROTOCOL

- A. Flag Etiquette – flags will be flown at half-staff:
 1. When so ordered by the appropriate authority (U.S. President; MD Governor; Chief, Park Police Division). Flags will be at half-staff for the time period specified or until conclusion of internment services.
 2. 30 days when an M-NCPPC Park Police officer is killed in the line of duty.
 3. 10 days when a police officer from the Washington Metropolitan area is killed in the line of duty.
- B. Mourning Shroud (Band) for Badge – mourning bands approved by the Division will be worn:
 1. 30 days when an M-NCPPC Park Police officer is killed in the line of duty.
 2. 10 days when a police officer from the Washington Metropolitan area is killed in the line of duty.
 3. When so ordered by the Park Police Division Chief.

End of Document