

<b>Subject: Professional Courtesy</b>	<b>Page 1 of 2</b>
<b>Effective Date: July 1997</b>	<b>Revision Date: November 2011</b>
<b>Amends/Supercedes: 600.10 /July 2007</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	

## Section 700.10 Professional Courtesy

The Shively Police Department is a paramilitary organization within which the practice of military courtesies and customs are essential to efficiency and discipline. To the public, the practice of clear cut military courtesies creates confidence and respect for this department. A Shively Police officer, by virtue of the uniform and the position held with this department, is constantly in the public eye and lapses in dignity and courtesy committed by the officer will not pass unnoticed. Courtesies and the customs of good manners are expected in civilian life, and while on duty, these courtesies become military courtesies which have been traditionally practiced by officers and that foster a feeling of respect for one another and pride in the organization.

### **Salute**

The salute shall be given the following manner; the right hand, with the fingers fully extended and with the thumb along the forefinger, shall be raised to the right front edge of the brim of standard head-dress. The arm from the shoulder to the elbow should be level with the surface upon which the officer is standing

### **National Colors**

Officers in uniform should, upon the approach of the national colors, face the flag and render the military salute.

- The salute should be rendered when the colors are within six paces of the officer and should be held until the colors have been carried six paces past the officer.
- During the formal raising or lowering of the colors, the salute should be given and held until the colors have been raised or lowered to the fullest extent.

### **National Anthem**

When an officer is in uniform and the National Anthem is played, the officer shall come to attention on the first note, face the flag, and render the hand salute. The salute is held until the last note of the music is sounded.

- If the flag is not flying, the officers shall face toward the music and salute.
- If the officers are in formation, the group shall stand at attention and shall render the hand salute only on the order of "Present Arms."
- When the National Anthem is played indoors, officers shall stand at attention, face toward the music or the flag if one is present, and render the hand salute.
- If an officer is in civilian clothes and the National Anthem is played, the officer should remove the headdress with the right hand and place and hold the headdress against the left breast until the last note of music is sounded. If not wearing headdress, the officer should stand with his right hand over his heart.

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### **Prayer**

During a prayer, officers in uniform should remove their headdress and place it at their sides until the prayer has ended.

### **Duty May Prevent Procedures**

The above procedures need not to be followed if duties require attention to other areas.

### **Public Courtesy**

All federal, state, and local officials should be called by their official titles when in official capacity.