

**Procedure**  
**2.3**

**EFFECTIVE  
DATE  
12-31-93**

**Eugene  
Police Department**



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## **Ceremonial Procedures**

### **2.3.1 RESPONSIBILITIES AND PROCEDURES FOR MEMBERS**

- A. You must show proper courtesy to the Flag and the National Anthem. You will salute the United States Flag when you are in uniform AND:
1. The National Anthem is being played, or
  2. The Pledge of Allegiance is being recited, or
  3. The flag, when being carried in a parade or other official occasion, is approaching your position.
- B. When in formation or individually, face the flag, come to attention and salute from the first note, the beginning of a recitation, or when the flag is six steps away from you.
1. Hold your salute until the last note, the end of the recitation, or when the flag is six steps past you.
  2. If no flag is present during the playing of the national anthem, face the source of the music.
  3. If you are not in uniform, face the flag and place your right hand over your heart.
  4. To come to attention:
    - a. Bring your heels together sharply on line forming a 45% angle with the feet.
    - b. Keep your head erect and face forward with the chin drawn in so your head and neck alignment is on a vertical line.
    - c. Your arms should hang straight without stiffness. Curl your fingers so the tips are alongside and touch the first joint of the forefingers. Keep the thumbs straight along the seams of your trouser leg. The first joint of the fingers will touch the trousers.
    - d. You will remain silent and not move unless otherwise directed.

5. To salute properly, while at attention:
  - a. The hand salute is a one-count movement. The command given is "Present Arms."
  - b. When wearing a cap and on the word "Arms", raise your right hand sharply, fingers and thumb extended and together, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.
  - c. When not wearing a cap, execute the hand salute in the same manner except, touch the tip of the right forefinger to the forehead and slightly to the right of your right eyebrow.
  - d. When wearing glasses with no cap, touch the tip of the right forefinger to the frame of the glasses at the part equal to your temple.