

ILLINOIS STATE POLICE DIRECTIVE

OPS-036, MILITARY COURTESY AND FORMATIONS

RESCINDS: OPS-036, 2012-044, revised 06-25-2012.	REVISED: 10-26-2015 2015-075
RELATED DOCUMENTS: SRV-013 and the Funeral and Ceremonial Protocol Manual	RELATED CALEA STANDARDS: 26.1.1

I. POLICY

The Illinois State Police (ISP) will require sworn officers to adhere to selected military customs to maintain discipline, show respect, and promote a professional image of the Department.

II. DEFINITIONS

II.A. Detail - comprised of multiple platoons, usually four platoons or larger, used when combining multiple units into one formation. In addition, details may be comprised of smaller deployments for honor guard or other special ceremonial assignments.

II.B. Platoon - usually comprised of two to four squads.

II.C. Squad - usually comprised of less than 10 officers.

III. PROCEDURES

III.A. Hand Salute

III.A.1. Hand salutes will be rendered to:

- III.A.1.a. The passing of the colors
- III.A.1.b. The President of the United States
- III.A.1.c. The Governor of the state of Illinois
- III.A.1.d. All senior officers holding the rank of:

- III.A.1.d.1) Director
- III.A.1.d.2) First Deputy Director
- III.A.1.d.3) Colonel
- III.A.1.d.4) Lieutenant Colonel
- III.A.1.d.5) Major
- III.A.1.d.6) Captain
- III.A.1.d.7) Lieutenant

III.A.2. Hand saluting a senior officer is a requirement, showing a sign of respect for his/her rank. The following procedures will apply to all officers:

- III.A.2.a. Hand salutes will be rendered when both the senior and junior officers are outdoors, in uniform. Officers will salute the Director whether he is in an ISP uniform or in civilian clothes.
- III.A.2.b. In addition to the hand salute, the proper greeting of the day (i.e., "Good Morning/Afternoon/Evening, Sir/Ma'am") is required while saluting.
- III.A.2.c. The standard rule of hand saluting is to salute if you are in uniform (and wearing the uniform hat). All officers outdoors and in uniform will be wearing the uniform hat.
- III.A.2.d. When hand saluting a senior officer, the salute will be held until acknowledged by the senior officer (with a return hand salute or the proper greeting of the day) or the senior officer has passed.
- III.A.2.e. When in formation outdoors and in uniform, the officer-in-charge of the formation will call the formation to attention and render a hand salute to the senior officer. The officers in formation will NOT salute.

III.A.3. During the recital of the Pledge of Allegiance or the playing of the National Anthem:

III.A.3.a. Officers in civilian attire are required to place their right hand over their heart.

III.A.3.b. Officers in uniform will stand at attention facing the flag.

III.A.3.b.1) Officers wearing the uniform cover will render a hand salute.

III.A.3.b.2) Officers not wearing the uniform cover will place their right hand over their heart (or star).

III.A.3.c. Officers in formation will follow the guidelines listed under section III.C.

III.A.4. Saluting is inappropriate during a tactical situation such as a barricaded subject or while performing enforcement activities.

III.B. Standing

III.B.1. When indoors, all officers will stand when a senior command officer (Major or above) enters the room and the entering command officer is of higher rank than the other officers in the room. An appropriate verbal greeting will be spoken, i.e., "good morning sir, good afternoon ma'am, good evening Director."

NOTE: It is every officer's responsibility to show respect by standing when a command officer enters the room. In small groups/meetings, each officer may issue the greeting of the day. Large groups, such as an Academy class, should be treated like a formation. The officer-in-charge of the class (instructor, TAC Officer, etc.) would call the class to attention and issue the appropriate greeting.

III.B.1.a. The officer(s) will take their seats when instructed to do so by the command officer or after the command officer has taken his/her seat.

III.B.1.b. A hand salute is not required in this situation.

III.B.2. Officers will stand when senior command officers enter the room to address the group during meetings, training, or similar gatherings held indoors.

III.C. Assemblies

III.C.1. Large outdoor group assemblies will follow the below listed guidelines when creating a formation for ceremonial purposes, i.e., awards ceremonies, personnel inspections.

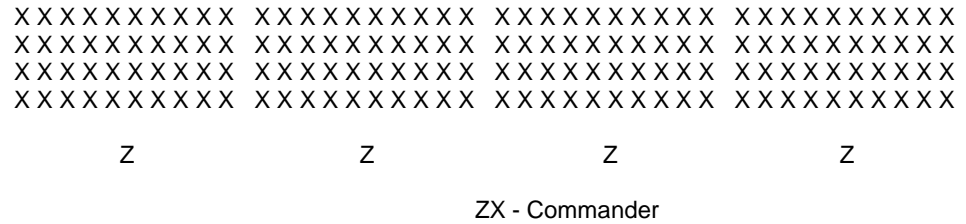
III.C.2. Individual groups will form by squads, platoons, units, and companies (Districts). Each group will remain separate from others except in the following circumstances:

III.C.2.a. Groups smaller than a platoon may combine into squads until platoon size (four squads of ten or less).

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X X X X X X X X X X
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Z - senior officer (SO)

III.C.2.b. Platoons may combine until of detail size (four platoons), if the assembly consists of more than one platoon.



III.C.2.c. If the assembly is of one detail or smaller, groups may be of platoon size.



III.C.3. When in formation, the most senior officer will take charge of the unit and be responsible for giving commands to direct the group.

III.C.4. When the most senior officer gives a command to a formation, the senior officer-in-charge of the platoon/squad will hand salute the officer then carry out the order to his/her platoon/squad, i.e., the District Commander, when in detail (District) formation and the detail is comprised of platoon/squads, gives an order, the platoon leader will render a hand salute, do an about face and relay the command to his/her unit.

III.D. Funerals

Refer to ISP Funeral and Ceremonial Protocol Manual (available in the ISP Document Library at <http://maphome/documentlibrary/>) and ISP directive SRV-013, "Honor Guard."

| Indicates new or revised items.

-End of Directive-