

Georgia Department of Public Safety

Policy Manual

SUBJECT MILITARY COURTESY	POLICY NUMBER 7.02
DISTRIBUTION SWORN EMPLOYEES	REVISED DATE 9/12/2008
	POLICY REVIEWED 1/4/2018

BACKGROUND

A unique aspect of military courtesy is the salute. It is a gesture of respect and a sign of comradeship among military service personnel. Accordingly, the salute is a uniform gesture; meaning that the highest person in rank returns the salute in the same form in which it is rendered to them. By saluting first, no officer implies that they are in any sense inferior to the senior whom they salute.

7.02.1 Purpose

- A. To establish a policy on Military Courtesy for uniformed employees of the Georgia Department of Public Safety.
- B. To describe the proper hand salute and how to execute the salute.
- C. To identify the appropriate people to salute.
- D. To identify the appropriate circumstances for saluting and to establish procedures for saluting.

7.02.2 Policy

The Georgia Department of Public Safety is a Para-military organization. The practice of military courtesies and customs is essential to efficiency and discipline. Courtesies, customs and proper etiquette are expected of each member whether in or out of uniform or whether on or off duty. Lapses in dignity or courtesy on the part of any employee of the Department are noticed by the public and tend to bring discredit upon the employees and the Department. These courtesies, customs and proper etiquette have been traditionally practiced by members of the Department and are intended to foster respect for one another and to promote pride in the organization.

7.02.3 Procedures

- A. Members of the Department should address commissioned and non-commissioned officers of higher rank by their title.
- B. All uniformed members of the Department shall observe the following military and patriotic courtesies regarding the hand salute:

1. The hand salute is a military courtesy that is a greeting between commissioned officers and other uniformed members. In fact, it is customary to make an appropriate remark such as "Good morning, Sir/Madam," when saluting an officer. They will answer when returning the salute. At their discretion, it is proper for officers of the same rank to salute each other when they first meet.
2. All uniformed members shall, upon the first meeting of a commissioned officer each day, salute the officer and hold the salute until it is returned. Commissioned officers shall return each salute rendered to them.

C. Proper Salute

The way a salute is executed is important because it reflects upon the organization. A properly executed salute indicates pride in oneself and in the organization. It shows confidence in one's ability to be a State Trooper or uniformed member. However, a sloppy salute may indicate disrespect or a lack of understanding of the meaning of a salute.

D. How to Execute the Hand Salute

After coming to attention, the proper salute is rendered by raising the right hand smartly until the tip of the forefinger touches the headgear just above and slightly to the right of the right eye. The fingers are lined tightly together and the thumb lies snugly along the side of the hand. The hand and wrist are straight so that they form a straight line from the fingertips to the elbow. The upper arm (elbow to shoulder) should be horizontal. In rendering the salute, the head and body should be turned toward the person being saluted. The hand should be brought to the saluting position in one motion, without any preparatory movement. The salute should be held until the person being saluted returns it and drops their hand. The hand should then be returned to its natural position in one smooth motion, without slapping the leg. Any exaggeration in the salute is improper. When saluting without headgear on, the salute should be rendered in the above fashion by touching the right eyebrow with the right index finger.

E. Whom to Salute

1. The President and Vice President of the United States.
2. The Governor and Lieutenant Governor of Georgia.
3. Commissioned Officers of the Department of Public Safety (first time contacted each day).
4. All senior Commissioned Officers of the Armed Forces and National Guard when members meet them on formal occasions or during the course of a visit to a military installation.
5. Families of deceased members when attending such members' funerals. This shall be done in accordance with the provisions of the Death and Funeral of a Member Policy #5.06.

F. Members shall salute under the following circumstances:

1. All uniformed members shall, upon the first meeting of a commissioned officer each day, salute the officer and hold the salute until it is returned. Commissioned officers shall return each salute rendered to them. Salute persons

entitled to a salute when they are approximately six paces away and hold the salute until it is returned or until the person has passed six paces beyond the member.

2. Upon approach of the national colors, officers in uniform shall face the flag, stand at attention and render the military salute. The salute shall be held from the time the flag is six paces away from the officer's position until it has been carried six paces beyond that position.
 3. When in formation, the officer-in-charge will give the command, "Attention." The command for the proper facing movement will be given so the formation will be facing the flag. The command "Present Arms" will be given when the national anthem starts playing and the salute will be held until the last note of music. The officer-in-charge will then give the command, "Order Arms." These procedures will be followed whether ceremonies are held in or outside.
 4. If the national colors are not present, face the direction from which the music comes.
 5. During formal raising or lowering of the national colors, the same procedure shall be followed as during the playing of the national anthem.
 6. During the Pledge of Allegiance, when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, recite the pledge while standing at attention, facing the flag with the right hand over the heart. Headdress should be removed with the right hand and held at the left shoulder, the hand being over the heart.
 7. When not in uniform, the procedures are the same except the manner of saluting. Officers with hats should remove the hat with the right hand, holding the hat at the left shoulder, the right hand being over the heart. Officers without hats salute by placing the right hand over the heart while standing at attention.
 8. The above rules for saluting and courtesy are intended to direct the behavior of members under normal conditions, and will not apply in any emergency when police duty is being performed which requires the undivided attention of the member.
 9. When in formation, the ranking officer shall call the formation to attention. The ranking officer shall salute an officer of higher rank on behalf of the formation. Other members of a formation shall not salute unless directed by the member in charge of the formation.
- G. When saluting, the following guidelines shall be observed:
1. Stand at attention while giving the salute;
 2. Look into the eyes of the person being saluted;
 3. Do not smoke or use tobacco products when saluting;
 4. Do not salute with one hand while the other is in a pocket, and
 5. Do not salute with any object in your right hand.