

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE DECEMBER 10TH, 2019	EFFECTIVE DATE DECEMBER 10, 2019	No. 025-19
SUBJECT: GENERAL ORDER MILITARY COURTESY		DISTRIBUTION ALL PERSONNEL	AMENDS
REFERENCE:			RESCINDS 025-13

Purpose: To define the policy of the Monroe County Sheriff's Office (MCSO) with regard to military courtesy to be extended to members of this department, other law enforcement agencies as well as dignitaries.

Policy: Members will present a courteous, disciplined military bearing at all times.

I. Salutes

A. Members of the MCSO, shall render and return the personal salute similar to those prescribed by United States military regulations. With some exceptions, salutes will be rendered when one is in uniform, and are always given from the "position of attention" standing, or walking (the person initiating the salute will always be standing or walking). A salute should always be returned or acknowledged by the officer saluted. Salutes will be rendered under the following conditions:

1. To a Lieutenant or above at any outside activity other than formal parades or gatherings. The salute will be rendered once upon the officer's approach to the member. When addressing the command officer, the deputy will use their rank and name, or "Sir"/Ma'am, as appropriate. The salute should be held until the command officer returns the salute or until he/she walks by.
2. To all officers of the rank of Lieutenant and above of all departments (Rochester Police Department, New York State Police, town police, etc.).
3. The Pledge of Allegiance will be recited at the position of attention. Uniformed personnel will salute when in uniform, or if in civilian clothes, place the right hand over the heart.

Note: Similar courtesy will be rendered at memorial ceremonies during the playing of "Taps".

4. While assigned a post or detail which requires you to wear a hat, and upon arrival or passage of the Sheriff, Undersheriff, or other command officer.
5. While in-formation, the officer in charge will first call "attention" and then "present arms". A salute will be rendered, and then released at the command of "order arms".

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6. Salutes are not rendered indoors when passing a command officer or the flag unless part of a ceremony (i.e., National Anthem, Pledge of Allegiance).

B. Showing respect to the National Colors

1. Members, while in uniform, shall render a salute whenever the national colors pass at public occasions, ceremonies or parades, is being hoisted, lowered, or when it is carried into any building, room or other place. Members not in uniform will place the right hand over the left breast in lieu of the salute.
2. When saluting the colors, members, except when in motion, shall face the colors, assume the position of attention, render and hold the salute when the colors arrive within six paces and pass six paces beyond member. When walking past the US Flag, you will render a salute when you are six paces in front of it, and hold the salute until you are six paces past the flag.
3. In the absence of the flag, members saluting the national anthem shall face in the direction of the music. They shall salute from the first note of the anthem to the last note.

C. Exceptions to rendering a salute will be governed by the following provisions:

1. When such action interferes with the performance of a particular police duty.
2. While operating a motor vehicle or riding in a public conveyance.
3. Do not salute in a tactical environment.
4. When your hands are full, but you still need to offer a proper greeting.

II. Courtesies

- A. Subordinates shall remove their hats and stand at attention upon entering the office of the Sheriff, Undersheriff or that of a member of this department with the rank of Lieutenant or above.
- B. When addressing superior officers (Lieutenants and above), subordinates will address the superior as Sir/Ma'am, or by rank and last name, or when appropriate, by rank or title alone.
- C. While assigned a post or detail, and upon arrival of the Sheriff, Undersheriff or V.I.P., the courtesy of opening doors will be extended.
- * D. The head cover will be removed when entering any building, unless specifically assigned to a post such as Honor Guard.

III. Formations

Members of the department delegated as "in charge" of a formation shall form and march in accordance with United States military drill regulations. This particularly applies when marching to or from assembly points at parades, funerals and similar events.

By Order of the Sheriff,



Todd K. Baxter