



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 105	PROTOCOL AND COURTESY	
	Effective: 10/20/2010	Commissioner Approval: 
	Authorities: 4 USC 4	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: Click here to enter text.	

105.100 INTRODUCTION

The department establishes the following policy as a means of respect for national flags, anthems, the State song, and encounters with government or military officials.

105.300 FLAG -- COURTESY

A. *Employees in uniform.* Employees in uniform shall salute all national colors not cased when carried on any public occasion.

B. *Employees not in uniform.* Employees passing uncased colors in civilian dress and covered will uncover holding the headdress at the left shoulder with the right hand. If uncovered, they will place right hand on left chest.

105.310 NATIONAL ANTHEM OF THE UNITED STATES -- COURTESY

A. *Employees in uniform.* Whenever the National Anthem is played or sung, all employees in uniform and not in formation shall render the hand salute. They shall stand at attention facing toward the colors, if colors are present; if not, they shall face the source of the music.

1. If in uniform outdoors, they shall salute at the first note of the Anthem, retaining the position of the salute until the last note of the Anthem.
2. If in uniform indoors and covered, they shall salute at the first note of the Anthem, retaining the position of salute until the last note of the Anthem.
3. If in uniform indoors and uncovered, they shall stand at attention until the last note of the Anthem.
4. If two uniformed employees are in a stopped vehicle when the colors pass or the National Anthem is played, the driver will sit at attention while the other officer alights, stands at attention, and salutes as prescribed. A single employee in a vehicle will alight, stand at attention, and salute as prescribed.

B. *Employees not in uniform.* Whenever the National Anthem is played or sung, employees not in uniform, shall salute at the first note by placing their right hand over the heart and hold the salute through the last note. Those wearing headdress shall uncover at the first note of the Anthem, holding the headdress at the left shoulder and so remain until the last note of the Anthem.

105.320 STATE SONG AND NATIONAL ANTHEM OF OTHER COUNTRIES -- COURTESY

When the State song or national anthem of any other country is played on official occasions, employees in uniform shall stand at attention and if covered remain covered. If the employee is not in uniform he will stand at attention and if covered he will uncover until the last note of the song or anthem.

105.330 GOVERNMENT OFFICIAL -- COURTESY

A. *Employees in uniform will salute the President/Governor/Commissioner.* Employees in uniform shall salute the President/Vice President of the United States, the Governor or representing Lt. Governor of the State of Alaska, and the Commissioner of the Department of Public Safety should they pass or be met during ceremonial functions; e.g., parade, while on a platform or stage, where the President, Governor and/or Commissioner arrives on stage, etc.

B. *Addressing Government officials.* Employees shall address Government officials with their title; e.g., Governor, Senator, Commissioner, in public where others are present. When others are not present "Sir" or "Ma'am" as appropriate, is correct.

C. *Addressing other employees of the department in public.* Commissioned personnel shall address other employees of the department, or employees of other police departments, or military organizations using their rank when in public and in the presence of others. Commissioned personnel shall acknowledge higher-ranking officers by answering "Yes sir" or "No sir" or "Yes ma'am" or "No ma'am" as appropriate when in public and in the presence of others.

105.340 MILITARY -- COURTESY

A. *Boarding a military ship in uniform.* When an officer boards a military ship in uniform, the hand salute will be rendered to the flag at the stern and returned to greeting personnel on board the ship.

B. *Entering a military installation in uniform.* When an officer enters any military installation in uniform, military courtesy shall be observed and the hand salute returned to all who give it; e.g., guards on watch, etc.

105.350 OFFICER SAFETY EXCEPTION

The regulations in Sections 105.300 - 340 of this chapter shall not apply when immediate duty requires full attention, and adhering to the policy would interfere with the officer's ability to carry out his duties or would place the officer or other persons in a hazardous situation