

PENNSYLVANIA STATE POLICE COURTESY

3.01 POLICY

Members shall exhibit courtesy by following the customs of saluting and addressing other members and/or authorities as described herein. Where necessary, the practice of military courtesy has been modified to meet the needs of the Department.

3.02 DEFINITION

Pennsylvania State Police courtesy is the formal and precise attitudes, acts, and expressions displayed by members of this Department.

3.03 SALUTING AND ADDRESSING OTHER MEMBERS

Saluting and/or properly addressing another member by his/her designated rank or title serve as acts of recognition and as an indication of respect.

A. Whom to Salute: A hand salute shall be rendered to:

1. All uniformed Commissioned Officers by Noncommissioned Officers and Troopers, regardless of the subordinates attire.
2. Ranking uniformed Commissioned Officers by Commissioned Officers of lower rank, regardless of the subordinates attire.
3. Uniformed Commissioned Officers of the United States Armed Forces, other State Police organizations, and Highway Patrols by uniformed members.
4. The Governor and Lieutenant Governor of Pennsylvania, and the Commissioner and Deputy Commissioners of the Pennsylvania State Police by all members, regardless of attire.

B. When to Salute: A hand salute shall be rendered and returned:

1. Upon the first meeting of the day, accompanied by an appropriate greeting.

2. Upon the arrival and departure of a Commissioned Officer at a Department installation.
 3. When a subordinate member is reporting to a Commissioned Officer.
 4. **Upon the first passing of the day of the Memorial Wall, located on the Academy front lawn, by uniformed members.**
- C. When Not to Salute: A hand salute shall not be rendered when a member:
1. Is in ranks and directly approached by a Commissioned Officer; however, the member shall come to attention.
 2. Is in a church, theater, or on a public conveyance.
 3. Is at work in an office; however, if a subordinate member is directly approached by a Commissioned Officer, the subordinate member shall assume the position of attention.
 4. Is in a situation where his/her identity would be compromised (e.g., a vice detail).
 5. Is off duty and not on the premises of a Pennsylvania State Police installation.
- D. Addressing Other Members: The proper form of address shall be as follows:
1. A subordinate member shall address a Commissioned or Noncommissioned Officer by his/her designated rank or title.
 2. A Commissioned or Noncommissioned Officer shall address a subordinate by using the member's designated rank.
 3. When it is necessary to address another member's name in dealing with the public, the member's surname shall be preceded by his/her designated rank or title.

3.04 CALLING GROUPS TO ATTENTION

When a Commissioned Officer enters a room where members are assembled awaiting instructions, or in attendance at a meeting called to conduct Pennsylvania State Police business, the first member to observe the Commissioned Officer shall give the command ATTENTION. ATTENTION shall again be ordered when the Commissioned Officer leaves the room. The members are not brought to attention if a ranking Commissioned Officer is present in the assemblage.

3.05 FORMATIONS AND CEREMONIES

Members in formations or attending ceremonies shall conform to the provisions of OM 7-12, Ceremonies Manual.