

# ILLINOIS STATE POLICE DIRECTIVE

## OPS-036, MILITARY COURTESY AND FORMATIONS

<b>RESCINDS:</b> OPS-036, 2023-073, revised 01-03-2023.	<b>REVISED:</b> 07-27-2023 <span style="float: right;"><b>2023-165</b></span>
<b>RELATED DOCUMENTS:</b> SRV-013 and the Funeral and Ceremonial Protocol Manual	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 26.1.1, 33.2.1, 33.4.1, 33.4.2, 33.6.1

### I. POLICY

The Illinois State Police (ISP) will require sworn officers to adhere to select 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 / Deputy Director
- III.A.1.d.4) Lieutenant Colonel / Assistant Deputy Director
- 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 junior officer salutes first followed by 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 except as stated in ISP Directive EQP-007, "Uniforms."

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 remove their headgear with their right hand and hold it over their left shoulder with their 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.A.5. Saluting is not required to be rendered when the senior and/or junior officers are engaged in routine work that would interfere with a hand salute or while carrying articles with both hands occupied making saluting impractical.

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 (Troops). 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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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.

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ZX - Commander

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

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Z Z

ZX - Commander

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 Troop Commander, when in detail (Troop) 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 and ISP Directive SRV-013, "Honor Guard."

| Indicates new or revised items.

**-End of Directive-**

**ILLINOIS STATE POLICE DIRECTIVE  
OPS-036, MILITARY COURTESY AND FORMATIONS  
ADDENDUM 1, ISP DIVISION CHANGE OF COMMAND CEREMONIES**

<b>RESCINDS:</b> New Addendum	<b>REVISED:</b> 06-27-2023 <span style="float: right;"><b>2023-165</b></span>
<b>RELATED DOCUMENTS:</b> SRV-013 and the Funeral and Ceremonial Protocol Manual	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 26.1.1, 33.2.1, 33.4.1, 33.4.2, 33.6.1

**I. POLICY**

The Illinois State Police (ISP) will perform the ceremony set forth below upon the change of an ISP Division Deputy Director (DD).

**II. AUTHORITY**

The ISP, by authority of the Director of the ISP, will perform Division Change of Command Ceremonies upon the change of an ISP Division DD.

The standard sequence for the change of command movements will begin after the Director of the ISP, or his/her designee, speaks following the invocation.

**III. PROCEDURES**

The Outgoing Deputy Director (ODD) of the Division, or his/her designee, and Incoming Deputy Director (IDD) shall be placed in their designated post in the reviewing area to the left of the podium, abreast of each other, with one step of space between them.

The Director of the ISP, or his/her designee, commands the Honor Guard Detail Leader (HGDL), "by their rank", to deliver the division colors (starts the changing of the command movements).

III.A. The HGDL, who is positioned to the left of the reviewing stand, renders a hand salute, and moves by the most direct route to the Color Guard (CG). Upon the Director's, or his/her designee's, command to the HGDL, the CG executes carry colors. The HGDL halts one pace in front of and centered on the CG and salutes the national colors. Once the hand salute has been rendered, the HGDL then takes three right steps, while at the same time the Division Flag Bearer removes the division flag from the socket. The HGDL grasps the division flag, (left hand at the base near the ferrule, right hand on the staff approximately eye level) and steps off to the right (marching). The CG remains at carry colors until the division flag is returned.

III.B. The HGDL then marches to the reviewing area carrying the division flag as close to the carry colors position as possible without a sling. The HGDL halts approximately two paces in front of the ODD. The Director of the ISP, or his/her designee, commands, "HGDL (by their rank), present the division colors". The ODD grasps the division flag (left hand at the base near the ferrule, right hand on the staff approximately eye level). After the division flag is passed to the ODD, the HGDL will render a hand salute. Once the HGDL renders the hand salute and gives the command "Inward Face", the ODD and IDD turn and face each other.

III.C. The Director of the ISP, or his/her designee, gives the IDD his/her orders to assume command of the Division. The ODD passes the division colors to the IDD (left hand at the base near the ferrule, right hand on the staff approximately eye level). The HGDL takes one step to their right and gives the command "Outward Face." The ODD and IDD both face forward. The IDD returns the division flag to the HGDL. The HGDL gives the following commands: "Inward Face" (the ODD and IDD face each other), "Present Arms", "Order Arms", the two exchange hand salutes, a handshake, and exchange positions (right shoulder to right shoulder). The HGDL gives the command "Outward Face". The ODD and IDD both face forward.

III.D. The HGDL then steps off to the right (marching) and returns the division flag to the CG. The HGDL halts one pace in front of and centered on the CG, then takes three right steps and stops in front of the Division Flag Bearer, who grasps the division flag (left hand at the base near the ferrule, right hand on the staff approximately eye level), placing the division flag back into the socket. The HGDL salutes, steps to the

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right (marching) and moves by the most direct route back to his/her starting position. The IDD is now introduced as the DD of his/her new division. The ODD is now congratulated on his/her pending retirement. Concluding the change of command sequence.

IV. The recommended service of events:

- IV.A. Introduction of the ODD and IDD/opening remarks. (All command officers will be at their assigned seating prior to opening remarks.)
- IV.B. Presentation of the colors followed by the performance of the National Anthem. (ISPHGU CG and Trumpeters)
- IV.C. Invocation performed by ISP Chaplain "making reference" to the change of command officers. (ISP Chaplain)
- IV.D. The highest-ranking ISP Command officer speaks. (Director)
- IV.E. The change of command sequence is performed. (ODD, IDD, ISPHGU CG)
- IV.F. The IDD speaks. (New Deputy Director)
- IV.G. The ODD speaks. (Retiring Deputy Director)
- IV.H. Prayers and closing remarks are made. (ISP Chaplain/Director)
- IV.I. Cordon/bag pipers leading. (All ISP officers in attendance)
- IV.J. Relay home from ISP personnel. (Final ISP escort)

**- End of Addendum -**

**ILLINOIS STATE POLICE DIRECTIVE  
OPS-036, MILITARY COURTESY AND FORMATIONS  
ADDENDUM 2, CHANGE OF COMMAND TROOP GUIDON CEREMONIES**

<b>RESCINDS:</b> New Addendum	<b>REVISED:</b> 07-27-2023 <span style="float: right;"><b>2023-165</b></span>
<b>RELATED DOCUMENTS:</b> SRV-013 and the Funeral and Ceremonial Protocol Manual	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 26.1.1, 33.2.1, 33.4.1, 33.4.2, 33.6.1

I. POLICY

The Illinois State Police (ISP) will perform the ceremony set forth below upon the change of an ISP Division of Patrol (DOP) Troop Commander (TC).

II. AUTHORITY

The ISP, by authority of the Director of the ISP, will perform Troop Guidon ceremonies upon the change of a permanently assigned DOP TC.

III. PROCEDURES

III.A. The Region Commander (RC), or his/her designee, commands the Outgoing TC (OTC), or his/her designee, to present the Troop Guidon (starts the change of the TC movements).

III.B. The OTC, or his/her designee, who is positioned to the left of the reviewing stand, performs a hand salute to acknowledge the order, then moves by the most direct route to the Troop Guidon.

III.C. The OTC, or his/her designee, halts one pace in front of the Troop Guidon, grasps the Troop Guidon (left hand on the bottom staff below the ferrule, right hand on the staff approximately eye level), bends at the waist, removes the Troop Guidon from its base, and steps off to the right (marching).

III.D. The OTC, or his/her designee, then marches to the reviewing area carrying the Troop Guidon as close to the "carry colors" position as possible without a shoulder harness and halts two paces in front of the Incoming Troop Commander (ITC). The RC, or his/her designee, gives the ITC his/her orders to assume command of the Troop and to post the Troop Guidon. After performing a hand salute to acknowledge the order, the ITC grasps the Troop Guidon (left hand at the base near the ferrule, right hand on the staff approximately eye level). Once the Troop Guidon has been passed to the ITC, the OTC will take one step to the right, then take one step to the left, and perform an about face (returning to the left side of the ITC).

III.E. After the OTC returns to their position, the ITC marches to the Troop Guidon flag stand base carrying the Troop Guidon as close to the "carry colors" position as possible without a shoulder harness and halts one pace in front of the Troop Guidon flag stand base.

III.F. The ITC places the Troop Guidon into the flag stand base by bending at the waist, returns to the position of attention, moves by the most direct route back to his/her starting position, and performs an about face (returning to their original starting location). Changing of the TC sequence is concluded.

IV. The recommended service of events:

IV.A. Opening remarks/Pledge of Allegiance - RC, or his/her designee (all command officers will be at their assigned locations prior to opening remarks.) "Outside" officers will render a hand salute. "Inside with covers off" officers will place their right hand over their heart.

IV.B. Invocation performed by the ISP Chaplain "making reference to the TCs". (ISP Chaplain)

IV.C. RC, or his/her designee, speaks. (RC ends by giving the order to present the Troop Guidon.)

IV.D. Changing of the TC sequence. (RC, OTC, ITC)

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IV.E. Closing remarks.

IV.F. For officers in formation, the Detail Leader will give the command, "Officers Attention, Officers Dismiss."

**- End of Addendum -**