

**Oakland County Sheriff's Office  
General Order # 1.22**



<b>SUBJECT:</b> Drill & Ceremony		<b>NUMBER:</b> 1.22
<b>EFFECTIVE DATE:</b> May 1, 2026 <b>REVIEW DATE:</b> Annually		<b>MACP Standard Impact:</b> N/A
<b>RESCINDS AND REPLACES:</b> Rules & Regulations Specific Sections	<b>DISTRIBUTION:</b> All Personnel	<b>NUMBER OF PAGES:</b> 4

This order rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

**I. PURPOSE**

To ensure deputies are provided with the guidance for proper administration of Drill & Ceremony procedures during special events.

**II. POLICY**

It shall be the policy of the Oakland County Sheriff's Office to provide a Drill & Ceremony General Order for guidelines to agency personnel for uniform standards during special events (award ceremonies, funerals, etc.). This policy is independent of Honor Guard event protocols.

**III. DEFINITIONS**

A. **Position of Attention** – Standing in formation in a formal manner that displays professionalism and respect. This position is the starting point for many drill movements in this policy.

- a. Heels aligned and touching, feet at a 45-degree angle.
- b. Arms hanging at the sides, hands naturally curled with thumb at the seam of the trousers.
- c. Head straight forward, no talking or moving.
- d. Keep knees gently bent to prevent restricting blood flow and passing out.

B. **Parade Rest** – A position of rest in which deputies are in a modified Position of Attention. This position demonstrates attentiveness and awaiting further instructions.

- a. Feet shoulder width apart (moving left foot only) in one motion.
- b. Hands are overlapped (left over right) behind and in the small of the back.

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- c. Head straight forward, no talking or moving.
- C. **At Ease** – A position of rest in which deputies can move around, while staying in the same spot ready to respond if needed.
  - a. Feet shoulder width apart, allowed to move, keeping right foot in place.
  - b. Deputies may talk quietly within the ranks.

**IV. PROCEDURES**

A. General

- a. At special events where there are multiple deputies/other agency law enforcement officers and there is no leader, any deputy or command shall take charge to ensure the group is uniform in their actions.
  - i. If there is an Honor Guard present, the group leader shall liaison and coordinate the group's actions and commands.
- b. Uniformed personnel should be in a formation that is appropriate for the location, number of personnel, and conditions.
  - i. Uniformed personnel with hats should be in the front row, then uniformed personnel without hats, and non-uniformed personnel in the rear of the formation.
- c. Personnel in formation shall be covered and aligned, creating multiple rows:
  - i. Facing forward, standing behind the person in front of them, and aligning to the person to the right of them.
  - ii. The number of ranks (lines) will be dependent on how many participants are involved.
- d. Pursuant to *G.O. 1.21 – Uniform and Equipment*, Sheriff's Office personnel shall wear Class A Uniforms for special events, funerals, etc.
  - i. When directed, Sheriff's Office personnel shall wear the white issued gloves with the Class A Uniform **when in formation**.
- e. During special events, Sheriff's Office personnel shall not wear hats inside a building, including on-duty/working personnel authorized to wear the Class B Uniform. The exception to this directive is the Honor Guard.

B. Commands and Movements

- a. Generally, and unless otherwise directed, uniformed personnel shall follow the commands given to **"All Uniformed Personnel..."**, rather than commands being given directly by and to the Honor Guard.

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- b. All commands are given in two parts, a preparatory command and a command of execution (i.e. "Present, Arms" or "Order, Arms").
- c. Personnel giving commands during any special event shall give them from the **Position of Attention**.
- d. The command to call the formation or detail to **Attention** is "**Detail, Attention**" (sounds like "**Detail, Atten-Hut**").
- e. On the command of "**Fall In**", deputies move to the predetermined formation area, designated by the group leader and await the next set of instructions.
- f. On the command of "**Fall Out**", deputies will take one step back and move to another location.
  - i. This is an informal dismissal.
  - ii. The command may be preceded by instructions to reassemble at another location or a return time.
- g. On the command of "**Dismissed**", deputies will **About Face** (turn around to the right) and leave the event.
- h. A **Hand Salute** (normal) – right hand raised to the right side of hat brim or rights edge of eyebrow (if no hat) at a moderate pace (1-2 seconds per movement). The hand will be angled down at a 45-degree angle.
  - i. Hand Salute Commands
    - 1. Command to salute "**Present, Arms**"
    - 2. Return Command "**Order, Arms**"
  - i. A **Ceremonial Hand Salute** (funerals) – same positions, but at a slow pace (5-6 second movement).
    - i. Same commands as above or done on own during an individual casket pass and review.

C. U.S. National Anthem/Taps

- a. During ceremonies that are indoors, uniformed personnel shall render a hand salute when ordered; otherwise, both uniformed and non-uniformed personnel shall stand at the Position of Attention, **not** wear a hat, and **not** render a hand salute.
- b. Uniformed personnel **in formation, outdoors** and **wearing** a hat, shall render a hand salute on command, await return command.
- c. Uniformed personnel **not in formation, outdoors** and **wearing** a hat, shall face the flag, stand at the Position of Attention, and render a hand salute on the first note, returning the hand salute after the last note played.

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- d. Uniformed personnel, **outdoors** and **not wearing** a hat, shall stand at the Position of Attention and not render a hand salute.
- e. Non-uniformed personnel outdoors, whether wearing a civilian hat or not, shall stand at the **Position of Attention** and not render a hand salute.

D. National Anthems of Other Countries

- a. Uniformed and non-uniformed personnel, indoors or outdoors, while wearing or not wearing a hat, shall stand at the **Position of Attention** and not render a hand salute.

E. Pledge of Allegiance

- a. Uniformed and non-uniformed personnel indoors or outdoors, whether wearing a hat or not, **shall place their right hand over the heart and recite the Pledge of Allegiance in unison with the group.**



**ISSUED BY:** Sheriff Michael J. Bouchard