

Metropolitan Police Academy



1.2 Drill & Ceremony

1.2.1 Give commands to a formation

Two-part Commands

Most drill commands have two parts: the preparatory command and the command of execution. Neither part is a command by itself, but the parts are termed commands to simplify instruction.

- **The preparatory command** signals the portion of the formation that is to respond or states something about the movement to be carried out. It mentally prepares the recruit for the command of execution. In the two-part command "*Class, march,*" the preparatory command is "*Class.*" In the two-part command "*Forward, march,*" the preparatory command is "*Forward.*"
- **The command of execution** states the movement to be carried out and signals its beginning. In the command "*Forward, march,*" the command of execution is "*march.*"
- To change the direction of a unit while marching, the preparatory command and command of execution for each movement are given so the formation begins and ends on the foot intended to be in the direction of the turn. For example, when the command "*Right flank, march*" is given, the right foot is intended to be the first to strike the marching surface. In contrast, when the command "*Left flank, march*" is given, the left foot is intended to be the first to strike the marching surface.
- The interval between the preparatory command and the command of execution is always one step or count.
- The preparatory command and command of execution are always given when the same foot strikes the marching surface.

Combined Commands

In some commands, the preparatory command and the command of execution are combined into a single word or phrase. For example, "*Fall in,*" "*At ease,*" and "*Rest.*" These commands are given without inflection and at a uniformly high pitch and volume comparable to that for a normal command of execution.

Supplementary Commands

Supplementary commands are verbal orders given by a subordinate leader that reinforce a commander's order. They are intended to ensure proper understanding and execution of the formation's movement. Supplementary commands extend to the lowest subordinate leader exercising control over an element affected by the command as a separate element within the same formation.

- **A supplementary command** may be a preparatory command, a portion of a preparatory command, or a two-part command. It is normally given between the preparatory command and the command of execution. However, when a command requires a unit of a formation to execute a movement that is different from the movement of other units within the same formation or for a unit to perform the same movement as the rest of the formation but at a different time, the subordinate leader will give the supplementary command at the time prescribed by the procedures covering that particular movement.
- **A subordinate leader** gives all supplementary commands over his/her right shoulder except when his/her command is based on the actions of an element on that is on his/her left or when the supplement is to execute a "*Column, left*" "*Column, half left*" or "*Column, left flank*" command. Giving commands over the left shoulder occurs when changing the configuration of a formation, such as forming a file or a column of fours and re-forming. Example: The class is in column formation and is going to form a file to the left. The left flank squad leader will give the supplementary command "*Column, left*" over his/her left shoulder since the directed movement will occur to the left. The other squad leaders will give the supplementary command "*Stand fast*" over their left shoulders as their directed movement will be to the left and is based on an element of the formation moving to the left.
- Supplementary commands are not given by a subordinate leader for the combined commands "*Fall in, at ease, rest*" or for a mass drill when the subordinate leader's unit is part of a mass formation. However, supplementary commands are given when units are forming a mass or forming a column from a mass.

- Except for commands given while in mass formation, **class leaders** give supplementary commands following all preparatory commands of the commander. When the preparatory command is “*Academy*,” class leaders immediately come to attention and give the preparatory command “*Class*.” The staff member leading the academy formation allows for all supplementary commands before giving the command of execution.
- When no direction of movement is given, the formation’s reaction is understood to be “*Forward*,” when no rate of march is given, the reaction is understood to be “*Quick time*.”
- Normally, when a direction or rate of march is included in the command of execution, only the direction or rate of march is given as a supplementary command.

1.2.2 Demonstrate the position of attention

Position of Attention

The position of attention is the key position for all stationary, facing, and marching movements.

- The commands for this position are “*Fall in*” and “*Attention*.”
- **Fall in** is a combined command wherein the position of attention is executed following the deliverance of the command.
- **Attention** is a two-part command that is preceded by a preparatory command, such as “*Squad*,” “*Class*” or “*Academy*.” The preparatory command will be given first, to let the squad, class, or academy know that a directive is forthcoming. Following the preparatory command will be the command of execution, “*Attention*.” Once the command of execution is given, the squad, class, or academy will execute the maneuver.
- To execute the position of attention, the member will perform the following:
 - Bring the heels of the feet sharply together on line, with the toes pointing out equally, forming a 45-degree angle.
 - Rest the weight of the body evenly on the heels and balls of the feet.
 - Keep the legs straight, without locking the knees.
 - Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.
 - Keep the head erect and facing straight to the front, with the chin drawn in so that the alignment of the head and neck is vertical. The mouth is closed and the eyes are directed straight forward.
 - Hold the arms positioned to the side, with the fingers curled so that the tips of the thumbs are alongside and touching the first joint of the forefingers. The thumbs are along the seams of the trousers, with the first joints of the fingers touching the trousers.
 - Remain silent and do not move unless otherwise directed.

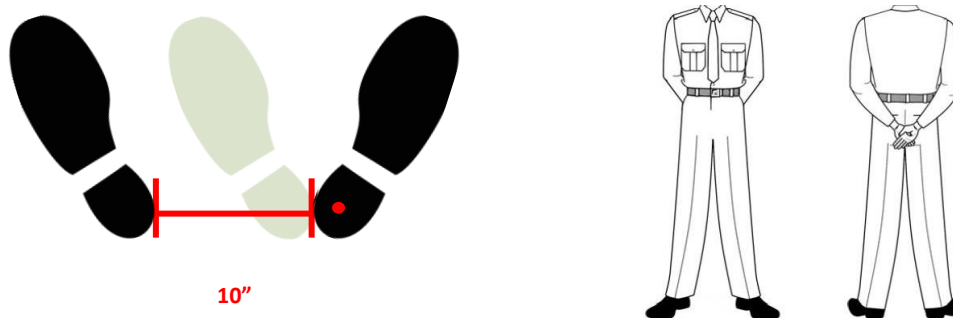


1.2.3 Demonstrate individual drill positions

Parade Rest

This position is used to rest a unit of a formation for short periods while standing at attention.

- “*Parade, rest*” is commanded only from the position of attention. It is a two-part command, with “*Parade*” being the preparatory command, and “*rest*” being the command of execution.
- On the command of execution “*Rest*” or “*Parade, rest*,” move the left foot about ten (10) inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.
- Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward.
- Keep the head and eyes in the position of attention. Remain silent and do not move unless otherwise directed.



Stand at Ease

The command of execution for this movement is “*Stand at ease*.” On this command, execute the “*Parade, rest*” position but turn the head and eyes directly toward the person in charge of the formation. “*At ease*” or “*Rest*” may be executed from this position.

At Ease

On the command “*At ease*,” the member may move; however, he/she must remain standing and silent with his/her right foot in place. The recruit may relax his/her arms with the thumbs interlaced. “*Rest*” may be executed from this position.

Rest

On the command “*Rest*,” the recruit may move, talk, or drink water unless otherwise directed. Recruits must remain standing with their right foot in place. “*At ease*” must be executed from this position to allow recruits to secure canteens, other equipment, and so forth.

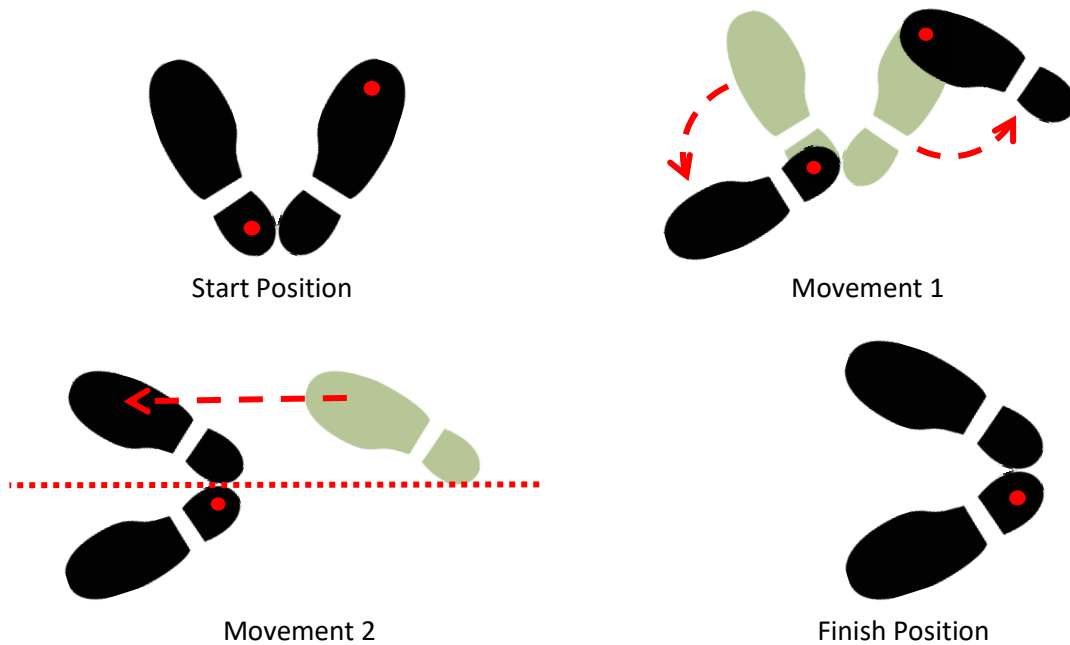
1.2.4 Demonstrate facing movements from the position of attention

Left Face

This command is used to face a unit or individual member 90 degrees to the left while standing at attention.

- Movement 1: On the command of execution “*Left face*,” slightly raise the left toe and right heel and turn 90 degrees to the left, pivoting on the left heel as assisted by slight pressure on the ball of the right foot. Keep the left leg straight and allow the right leg to bend naturally. The remainder of the body remain in the position of attention.

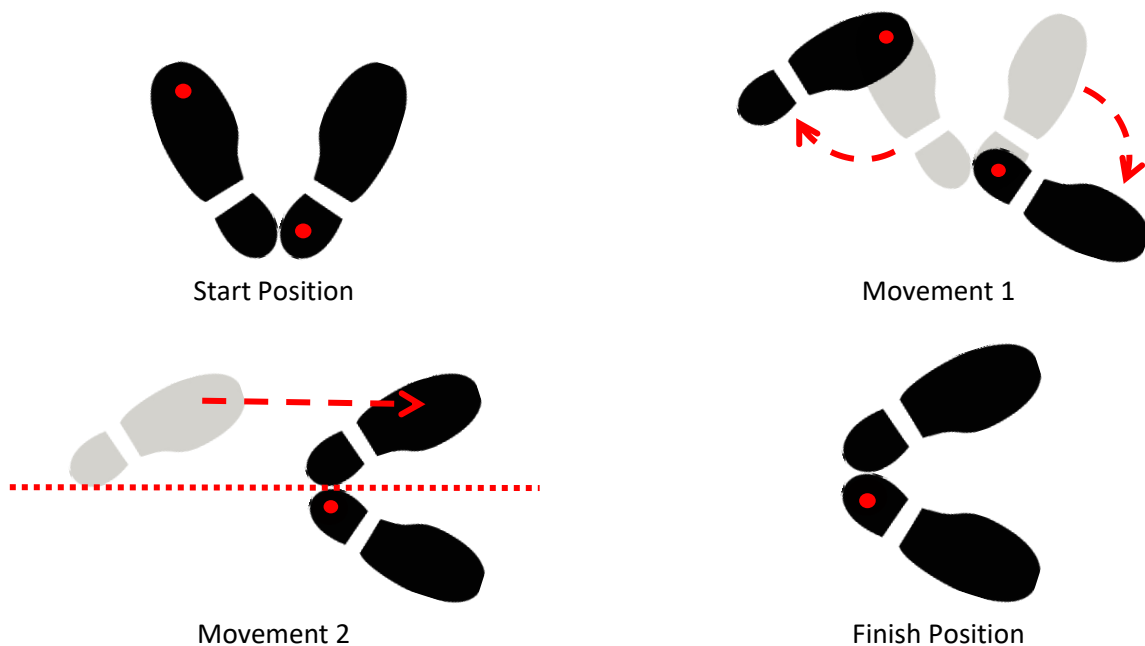
- Movement 2: Place the right foot alongside the left foot, resuming the position of attention. Arms remain at the sides throughout this movement, as in the position of attention.



Right Face

This command is used to face a unit or individual member 90 degrees to the right while standing at attention.

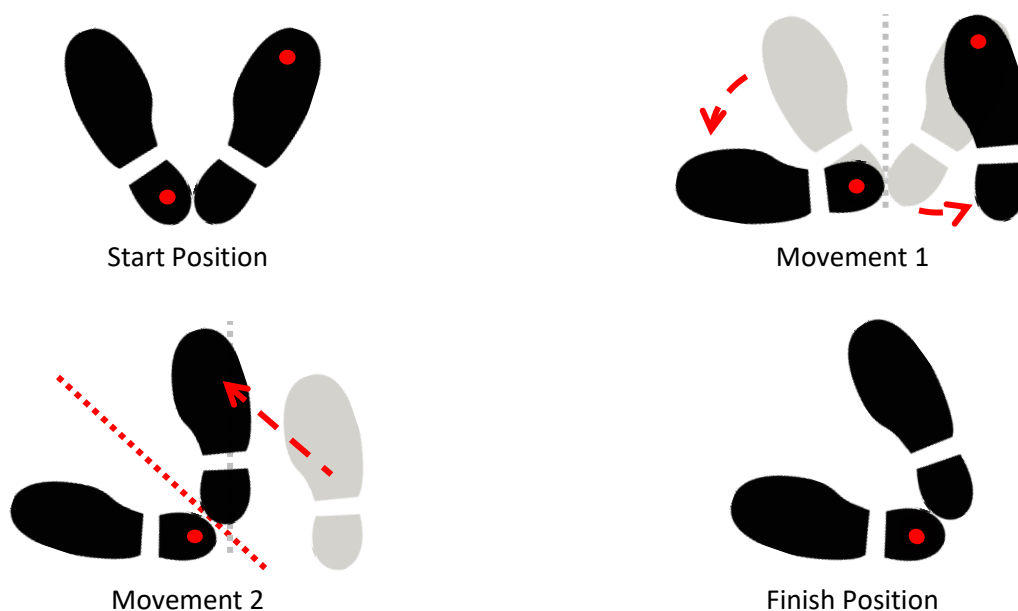
- Movement 1: On the command of execution "*Right face,*" slightly raise the right toe and left heel and turn 90 degrees to the right, pivoting on the right heel as assisted by slight pressure on the ball of the left foot. Keep the right leg straight and allow the left leg to bend naturally. The remainder of the body remains in the position of attention.
- Movement 2: Place the left foot alongside the right foot, resuming the position of attention. Arms remain at the sides throughout this movement, as in the position of attention.



Half Left Face

This command is used to face a unit or individual member 45 degrees to the left while standing at attention.

- Movement 1: On the command of execution “*Half left face*,” slightly raise the right toe and left heel and turn 45 degrees to the left on the left heel as assisted by slight pressure on the ball of the right foot. Keep the left leg straight and allow the right leg to bend naturally. The remainder of the body remains in the position of attention.
- Movement 2: Place the right foot alongside the left foot, resuming the position of attention. Arms remain at the sides throughout this movement, as in the position of attention.

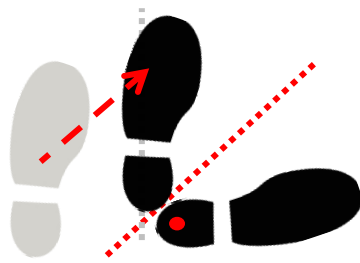


Half Right Face

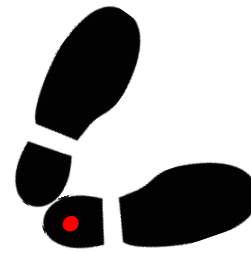
This command is used to face a unit or individual member 45 degrees to the right while standing at attention.

- Movement 1: On the command of execution “*Half right face*,” slightly raise the right toe and left heel and turn 45 degrees to the right on the right heel as assisted by slight pressure on the ball of the left foot. Keep the right leg straight and allow the left leg to bend naturally. The remainder of the body remains in the position of attention.
- Movement 2: Place the left foot alongside the right foot, resuming the position of attention. Arms remain at the sides throughout this movement, as in the position of attention.





Movement 2



Finish Position

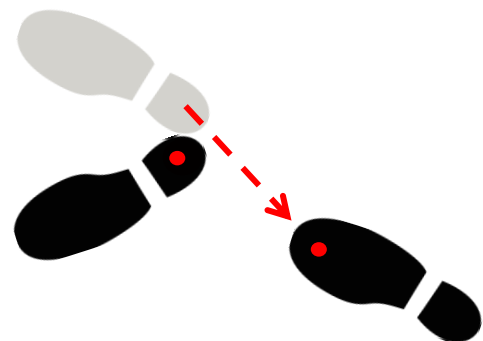
Facing to the Rear

This command is used to turn a unit or formation 180 degrees while standing at attention.

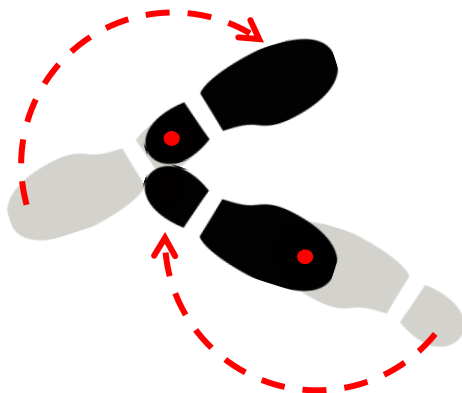
- Movement 1: On the command of execution “*About face*,” move the toe of the right foot to a point on the ground about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the body on the heel of the left foot and allow the right knee to bend naturally. Throughout this movement, the remainder of the body remains as in the position of attention.
- Movement 2: Turn to the right 180 degrees by pivoting on the left heel and the ball of the right foot, resuming the position of attention. Arms remain at the sides throughout this movement, as in the position of attention.



Starting at Attention



Movement 1



Movement 2



Finished Position

Present Arms

This command is used when reporting, to render courtesy and respect to ranking officials, the flag, and the nation.

- The commands of execution for this movement are “*Present arms*” or “*Order arms*.”

- On the command of ***“Present arms”*** when wearing headgear with a visor whether with or without glasses, raise the right hand sharply with fingers and thumb extended and joined and the palm facing down. Place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand should be barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow is inclined slightly forward, and the upper arm is horizontal.



- On the command of ***“Present arms”*** when wearing headgear without a visor or no head covering and wearing glasses, execute the hand salute as previously described except touch the tip of the right forefinger to that point on the glasses where the temple piece of the frame meets the right edge of the right brow.
- On the command of ***“Present arms”*** when wearing headgear without a visor or no head covering and not wearing glasses, execute the hand salute as previously described, except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow.



- On the command of ***“Order arms,”*** sharply bring the right hand back to its position in the position of attention.
- On the command of ***“Present arms”*** when not in uniform and only during the presentation of colors, raising or lowering of the American flag, the or playing of the National Anthem, raise the right hand sharply, fingers and thumb extended and joined, palm facing the chest, and place the palm over the heart.
- When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously salute. In this situation, the actions are executed without command. The salute is initiated by the subordinate member at the appropriate time and terminated upon acknowledgment by the ranking official.

1.2.5 Demonstrate each step used in marching

Marching

Throughout training at the Metropolitan Police Academy, recruit officers are required to move from one location to another in a uniform manner. This manner is known as marching. Marching refers to the type of organized, uniform, steady, and rhythmic walking usually associated with military troops. Marching is performed to a cadence of 100-120 steps per minute.

- The two-part command for this movement is *“Forward, march.”* *“Forward”* is the preparatory command and *“march”* is the command of execution.
- On the command, step forward thirty (30) inches with the left foot, keeping the head and eyes fixed to the front. Recruit officers will step off with their left foot first. As the left foot moves, the right arm moves. As the right foot moves, the left arm moves. When marching, the fingers shall be curled as in the position of attention so that the tips of the thumbs are alongside and touching the first joints of the forefingers.
- The arms swing in a natural motion, without exaggeration and without bending at the elbows, approximately nine (9) inches straight to the front and six (6) inches straight to the rear of the trouser seams. The fingers shall just clear the trousers.

Halt

- *“Halt”* is a two-part command when preceded by a preparatory command, such as *“Academy,” “Class,”* or *“Squad.”*
- The command is given as either foot strikes the ground and this movement is executed in two counts. On the command *“Halt,”* take one more step and then bring your trailing foot alongside your leading foot, assuming the position of attention.
- The *“Halt”* from *“Mark time”* is executed in two counts, the same as the *“Halt”* from the 30-inch step.

Changing the Direction of a Column

To change the direction of a column, use the following procedures:

- From *“Halt,”* the two-part command to start the column in motion and simultaneously change the direction of march 90 or 45 degrees is *“Column, right (or left) march.”* or *“Column, half right (or left) march.”*
- The preparatory command *“Column”* is given as the foot in the desired direction strikes the marching surface. The command of execution *“right (or left) march”* or *“half right (or left) march”* is given the next time the foot in the desired direction strikes the marching surface.
- On the command, the lead man takes one additional step to face to the right (or left) by pivoting to the right (or left) on the ball of the right foot and steps off in the indicated direction by taking a 30-inch step with the left foot and continues to march. The number two officer adjusts his/her step by lengthening or shortening as necessary to reach the approximate pivot point of the lead man. When he/she reaches the approximate pivot point of the lead officer, he/she pivots to the right (or left) on the ball of the lead foot and takes a 30-inch step with the trail foot in the new direction. All other members step off with the left foot and continue to march forward, taking 30-inch steps and executing in the same manner as the number two officer by pivoting in approximately the same place. This continues until the entire column has executed the change of direction movement.
- To avoid an obstacle in the line of march, the column leader directs, *“Incline right (or left).”* The lead man then inclines right (or left) around the obstacle and resumes the original direction. All other members follow the lead man.

Marching in Place

To march in place, use the following procedures.

- The command *“March time, march”* is given as either foot strikes the marching surface and only while marching with a 30-inch or 15-inch step forward. On the command, take one more step, bring the trailing foot alongside the leading foot, and begin to march in place. Raise each foot alternately two (2) inches off the marching surface with the arms swing naturally, as in marching with a 30-inch step forward. While marking time in formation, the recruit adjusts position to ensure proper alignment and cover. The proper distance between recruits while marching is one arm’s length plus six (6) inches, which equals approximately forty (40) inches.
- To resume marching with a 30-inch step, the command *“Forward, march”* is given as either foot strikes the marching surface. On the command, take one more step in place and then step off with a 30-inch step.

1.2.6 Demonstrate forming the class

Every morning, prior to inspection, each recruit class will march to the formation area as a group and take their position in an academy formation. This is done to facilitate the daily inspection of the class by academy staff. An academy formation is made up of all the classes in the academy and is accomplished through the following steps:

- The class leader is positioned in the front center of the formation. The guidon bearer is positioned directly to the left and one-half (1/2) step or about fifteen (15) inches to the rear of the class leader as viewed from the rear of the formation.
- Each recruit class is divided into squads of five recruit officers. The last squad may have a smaller number of recruits depending on the overall class size. Regardless of the size, each squad has a designated squad leader. The squad leaders form to the far most right position of each squad as viewed from the rear of the formation. The squads form sequentially in numerical order from the front to the rear of the formation.
- The assistant class leader is positioned to the rear and centered off the formation.
- Upon marching into formation, each recruit class assumes this class formation.
- Once in class formation, each recruit class marks time until given the two-part command “Academy, halt,” with “Academy” being the preparatory command and “halt” being the command of execution.
- Once at the halt, the formation faces to the left and is placed in the position of parade rest.



1.2.7 Demonstrate aligning the class and opening and closing ranks

Aligning the Class

To align the squad, use the following procedures:

- **To align the squad at Normal Interval**, the commands are “Dress right, dress” and “Ready, front.”
- On the command of execution “dress,” the right flank recruit stands fast. Each member, except for the recruit on the right flank, turns his/her head and eyes to the right and aligns himself with the person on his/her right. Each member, except for the recruit on the left flank, extends his/her left arm laterally at shoulder level, elbow locked, fingers and thumbs extended and joined, palms facing down. Each recruit ensures his/her left arm is in line with his/her body and positions himself/herself by short steps right or left until his/her right shoulder touches the fingertips of the recruit on his/her right.
- On the command of execution “front,” each member returns sharply to the Position of Attention.
- If a squad leader wants exact alignment, on the command of execution “dress,” he/she faces to the half left and marches by the most direct route to a position on line with the squad, halting one step from the right flank recruit and facing down the line. From his/her position, he/she verifies the alignment of the squad, directing the members to move forward or backward, as necessary, and calling them by name or number. For example, “Recruit Jones,

forward 2 inches,”; “Number eight, backward 4 inches.” The squad leader remains at attention, taking short steps to the right or left as necessary to see down the squad.

- Having aligned the squad, the squad leader centers himself/herself on the right flank recruit by taking short steps left or right. He/she then faces to the half right when marching, returns to his/her position at the center of the squad, halts perpendicular to the formation, faces to the left, and gives the command “*Ready, front.*” These procedures also apply when aligning the squad at close or double interval.
- **To align the squad at Close Interval**, the commands are “*At close interval, dress right, dress*” and “*Ready, front.*” The movement is executed in the same manner prescribed for alignment at Normal Interval.
- **To align the squad at Double Interval**, the commands are “*At double interval, dress right, dress*” and “*Ready, front.*” These commands are given only when the troops are unarmed or at sling arms. On the command of execution “*dress,*” each member, except for the right flank recruit, turns his/her head and eyes to the right and aligns himself/herself on the recruit to his/her right. At the same time, each member, except for the right and left flank recruits, extends both arms and positions himself/herself by short steps right or left until his/her fingertips are touching the fingertips of the members on his/her right and left. The right flank recruit raises his/her left arm; the left flank recruit raises his/her right arm.
- To align the squad in column, the commands are “*Cover*” and “*Recover.*”
 - On the command “*Cover,*” each member, except for the number one recruit, raises his/her left arm to a horizontal position, with the elbow locked, fingers and thumb extended and joined and palm facing down. Each member obtains an arm’s length plus about six (6) inches from the tip of the fingertips to the back of the recruit to his/her front. At the same time, each recruit aligns himself/herself directly behind the recruit to his/her front.
 - To resume the Position of Attention, the command “*Recover*” is given. On this command, each member sharply returns to the Position of Attention.

Opening and Closing Ranks

To open or close ranks, use the following procedures:

- The command “*Open ranks, march*” is executed from a line formation while at the halt. It may be executed while at any of the prescribed intervals. On the command of execution “*march,*” the front rank takes two 30-inch steps forward, the second rank takes one 30-inch step forward, the third rank stands fast, and the fourth rank takes two 15-inch steps backward. If additional ranks are present, the fifth rank takes four steps backward, and the sixth rank takes six steps backward.
- After taking the prescribed steps, the members do not raise their arms. If the class leader wants exact interval or alignment, he/she commands “*At close interval (or at double interval), dress right, dress.*” If the class is to align on an element to the right, the squad leaders turn their heads and eyes to the right and align themselves accordingly.
- To close ranks, the command is “*Close ranks, march.*” On the command of execution “*march,*” the first rank takes four 15-inch steps backward, the second rank takes two 15-inch steps backward, the third rank stands fast, and the fourth rank takes one 30-inch step forward. The class leader and guidon bearer take the appropriate number of steps needed to maintain their posts.

1.2.8 Demonstrate dismissing the class

Practice class dismissal.

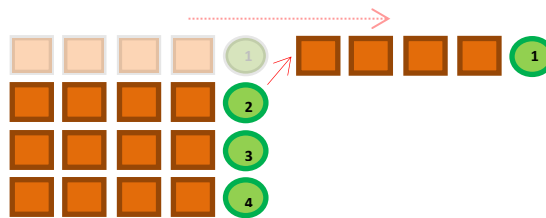
1.2.9 Complete an academy daily formation

Each recruit class will observe an academy formation. Recruits are to learn each part of the formation so they understand what is required of them.

1.2.10 Demonstrate forming a column from class formation

To form a single file when in a column of two or more units, the command is *“Column of files from the left (or right), forward, march.”*

- On the preparatory command, the guide takes a position in front of the file that moves first.
- The squad leader of the furthest left (or right) unit turns his or her head 45 degrees to the left (or right) and commands *“Forward.”*
- At the same time, the remaining squad leaders turn their heads 45 degrees to the left (or right) and commands *“Stand fast.”* Their heads are kept to the left (or right) until they step off.
- On the command *“March,”* the extreme left (or right) unit steps off. The squad leader of each remaining element commands *“Forward, march”* as the last recruit in unit passes, ensuring each unit is in step with the preceding element. All units then incline to the left (or right), following the leading units in successive order.



Column Left (or Right)

In conjunction with forming single files, column movements may be executed at the same time. The command is *“Column of files from the left, column left, march”* or *“Column of Files from the right, column right, march.”*

- On the preparatory command, the guide executing a face in marching takes a position in front of the file that moves first.
- The squad leader of the left (or right) unit commands *“Column, left (or right).”* The remaining squad leaders command *“Stand fast.”*
- On the command *“March,”* the squad leader and guide execute a face in marching to the left (or right) and the squad leader continues marching in the new direction with 24-inch steps.
- The guide marches to a position ahead of the squad leader, then pivots 45 degrees to a position forty (40) inches in front of the element leader. The remaining individuals in the base file march forward on the command of execution, pivot in approximately the same location as their squad leader, and maintain a 40-inch distance.
- The squad leaders of the remaining units command *“Column left (or right), march”* at which time all recruits perform the movement in the same manner as the base unit. The squad leaders follow the leading units in succession.

1.2.11 Demonstrate the guidon positions

While observing an academy formation, classes will pay close attention to the guidon bearer of other classes.

Summary

Drill and ceremony may seem very complex, but the more you practice it, the more the movements will become second nature. You will learn how to march in formation and pay due respect to the history of the department. More importantly, you will learn to treat the flags of the District of Columbia and the United States with respect, according to protocol.