

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number PRO-007
	Subject Flag Protocol	
	Special Instructions Replaces ENF-049 dated January 1, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for displaying the National and State Flag at Department installations.

II. POLICY

The National and State Flag shall be displayed at all district installations in the manner, as outlined in this procedure and according to accepted flag protocol.

III. PROCEDURE

- A. Flags shall be displayed from sunrise to sunset, unless properly illuminated during hours of darkness.
- B. Flags should not be displayed during inclement weather, except when an all-weather (nylon) flag is displayed.
- C. No other flag or pennant shall be displayed above the National Flag.
- D. When displaying flags on the same halyard or from adjacent staffs, the National Flag shall be hoisted briskly and lowered ceremoniously.
- E. The National Flag shall be hoisted first and lowered last.
- F. When lowering the National Flag to half-staff, from half-staff, or at sunset, it shall be raised to the peak for an instant and then lowered.
- G. Department installations that display the National and State Flag shall; upon approval by the Governor's Office and upon notification by the Superintendent, honor periods of mourning by displaying the Flags at half-staff.

1. Department installations that display the National Flag and State Flag shall fly the Flags at half-staff on the following dates:

<u>DATE</u>	<u>REMEMBRANCE</u>	<u>DURATION</u>	<u>AUTHORITY</u>
May 15	Peace Officer Memorial	Until sunset	TITLE 36 USC 136
May 30	Memorial Day	Until noon	TITLE 36 USC 174
July 27	Korean Armistice	Until sunset	TITLE 36 USC 127
September 11	Patriot Day	Until sunset	TITLE 36 USC 144
December 7	Pearl Harbor Day	Until sunset	TITLE 36 USC 129

2. On Memorial Day, the National Flag should be properly displayed at half-staff until noon and then raised to the top of the staff.

H. When flags are flown at half-staff; in remembrance of a fellow officer killed in the line of duty, the display shall be maintained until sundown on the day of the burial. The Protocol Sergeant or applicable staff member shall advise Operations to notify all districts of all such mourning periods.

I. During the ceremony of raising or lowering the National Flag, as it is passing in a parade or in a review Department personnel present shall adhere to the following procedure.

1. Uniformed personnel shall wear appropriate issued headgear and render a proper hand salute.
2. When not in uniform, personnel shall place the right hand over the heart. Hats shall be removed, if worn by male personnel, and held in the right hand.
3. Department personnel, assigned to a parade detail, shall only salute the first National Flag in the parade; then resume assigned duties.

J. Proper display of the National, State and Department Flags when a facility has:

1. One staff: The National Flag shall be flown alone or with the State Flag, underneath it. The Department Flag will not be flown on the same staff as the National Flag.
2. Two staffs: The National Flag shall be flown alone with the State Flag on top of the Department Flag on the second staff.
3. Three staffs: The National, State and Department Flags would each be flown on their own staff with the National Flag being flown the highest.

K. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.