



Colorado Springs Police Department General Order

450 Display and Respect for the United States Flag

Section 400 – Professional Conduct

Effective Date: 1/26/2021

Supersedes Date: 9/22/2020

.01 Purpose

The purpose of this directive is to establish standards for the display of and respect to the flag of the United States of America.

.02 Cross-Reference

[GO 1663 Uniforms and Appearance](#)

.03 Discussion

Protocols applicable to the flag of the United States of America are detailed under Title 4, United States Code, Chapter 1 (4 USC Ch. 1). The department adopts those protocols as a guide to ensure members of the department are consistent in the display of and respect to the United States flag while on duty and/or when serving as representatives of the department.

.04 Policy

Uniformed members and members of the department while on duty and/or when serving as representatives of the department will not publicly disrespect the flag of the United States, the State of Colorado, the City of Colorado Springs, or any political/military entity.

.05 Definitions

The flag: Refers to the official flag of the United States of America.

Half-staff: The position of the flag when it is one-half the distance between the top and bottom of the staff.

Headgear: Authorized department hats.

National Anthem: The composition consisting of the words and music known as the Star-Spangled Banner.

.10 The Pledge of Allegiance

The Pledge of Allegiance to the flag will be recited as follows: *I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

If a department member's personal beliefs conflict with the guidelines in citing the Pledge of Allegiance or any salute to the flag, employees may voluntarily choose to not participate in organized ceremonies requiring those activities.

.12 Conduct During the Pledge of Allegiance

Absent a condition that prevents department members from doing so, the Pledge of Allegiance should be rendered by standing at attention.

When inside a building, department members will remove their headgear.

When inside a building, department members (sworn and non-sworn) should silently stand at attention, face the flag, place their right hand over their heart, while reciting the Pledge of Allegiance.

When outside, sworn department members in uniform **and** wearing headgear should render the military salute. Sworn department members not wearing headgear should place their right hand over their heart.

Non-sworn department members should remove any non-religious headgear and secure it in the left hand by side. Your right hand should be placed over your heart during the recitation of the Pledge of Allegiance.

Citizens of other countries should stand at attention.

.14 Conduct During the Playing of the National Anthem

Absent a condition that prevents them from doing so, department members should stand at attention during the rendition of the National Anthem, facing the flag with the right hand over the heart.

Department members should remove any non-religious headdress with their right hand and hold it at the left shoulder, the right hand being over the heart.

When inside a building, department members will remove their headgear.

When inside a building, department members (sworn and non-sworn) should silently stand at attention, face the flag, place their right hand over their heart, during the rendition of the National Anthem.

When outside, sworn department members in uniform **and** wearing headgear should render the military salute at the first note of the anthem and retain this position until the last note. Sworn department members not wearing headgear should place their right hand over their heart.

Non-sworn department members should remove any non-religious headgear and secure in left hand by side. Your right hand should be placed over your heart during playing of the National Anthem.

When the flag is not displayed, department members should face toward the music and act in the same manner they would if the flag were displayed there.

If a ceremonial formation is present (such as a Police Memorial Day), department members should rely on the formation commander for indications on when to salute (present arms) and when to drop the salute (order arms).

Citizens of other countries should stand at attention.

.16 Conduct During Hoisting, Lowering, or Passing of the Flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, sworn department members in uniform **and** wearing headgear should render the military salute.

Sworn department members not wearing headgear should place their right hand over their heart.

Non-sworn department members should remove any non-religious headgear and secure it in the left hand by side. Your right hand should be placed over your heart during the recitation of the Pledge of Allegiance.

The salute to the flag in a moving column should be rendered at the moment the flag passes.

Small flags carried by individuals, such as those carried by spectators at a parade, will not be saluted.

The salute shall not be rendered with any object in the right hand.

Citizens of other countries should stand at attention.

.18 Security Officer Assignment

During any of the previously mentioned processes, the department may choose to designate sworn member(s) to act as security for the event/proceeding. While the designated security officer(s) may choose to adhere to the directives given, they are not required to do so in the interest of providing safety to all participants.

.20 Display of the United States Flag

The flag of the United States will be displayed prominently outside each department facility, daily, weather permitting, from sunrise to sunset.

The flag will be displayed 24 hours a day when it is continually illuminated during the hours of darkness with artificial light sources (e.g., spotlights mounted near the flagpole and directed toward the flag). When the illumination equipment is inoperable, the flag will be lowered at sunset and properly stored until the following sunrise.

The flag will be lowered and stored during periods of extreme inclement weather, such as heavy rain or snow, at the discretion of the on-duty supervisor.

At no time will another flag be displayed at a higher level than the United States flag.

.25 Flying the United States Flag at Half-Staff

The flag will be flown at half-staff at all department facilities upon direction of the President of the United States, the Governor of the State of Colorado, the Mayor of Colorado Springs, or the Chief of Police, including but not limited to:

- On Memorial Day (from sunrise to noon)
- On Police Memorial Day (from sunrise to noon)
- When a Colorado Springs Police Department officer is killed in the line of duty or dies as a direct result of injuries incurred while in the performance of their official duties (from the time of death until sunset the day of their funeral)

The Professional Standards Division Commander or their designee will arrange for all flags to be lowered to half-staff at each department facility. After business hours and on weekends, the department's assigned duty lieutenant is responsible for making the arrangements to lower the flags to half-staff and will notify the Professional Standards Division Commander via email.

All other flags flying adjacent to the United States flag (e.g., the State of Colorado, the City of Colorado Springs, Divisional flags, etc.) will be lowered to half-staff as well, but not placed at the same level or above the United States flag.

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered.

.30 Respect for the United States Flag

No disrespect should be shown to the flag, including the flag being dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags are to be dipped to the flag of the United States of America as a mark of honor.

In addition, the following protocols will apply to department use and display of the flag:

- The flag should not be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- The flag should not touch anything beneath it, such as the ground, the floor, water, or merchandise.
- The flag should not be carried flat or horizontally, but always aloft and free.
- The flag should not be used as wearing apparel or drapery. It should never be festooned, drawn back nor up in folds, but always allowed to fall free. Bunting of blue, white, and red when used shall always arranged with the blue above, the white in the middle, and the red below, and may be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- The flag should not be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- The flag should not be used as a covering for a ceiling.
- The flag should not have placed upon it, nor on any part of it, nor attached to it, any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- The flag should not be used as a receptacle for receiving, holding, carrying, or delivering anything.
- The flag should not be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes, or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the department uniform.
- The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, employees in civilian clothes that desire to wear the flag pin,

will wear it on the left lapel near the heart. While in uniform, department members may wear the flag pin on the uppermost holder of the ribbon rack, centered above all other ribbons.

The Honor Guard may deviate from these protocols as necessary when handling the flag during funerals or special events, keeping proper respect for the flag in consideration.

.40 Folding of the United States Flag

The United States Flag will be folded by two or more people working in partnership.

The flag will be folded using the following process:

- The flag is folded once width-wise, bringing the striped half up over the blue field, then a second time, ensuring the stars of the flag are showing.
- The lower striped corner is then brought up to the upper edge, forming a triangle.
- The upper point is then folded in to form another triangle, continuing in this fashion until the entire length of the flag is folded.
- Upon folding the entire flag, the very end is tucked in the opened fold remaining in the flag. The final folded flag resembles a cocked hat (triangle) with only the white stars on a blue field showing.
- Unless inclement weather or conditions dictate otherwise, the flag should be folded outside.

.45 Replacement and Destruction of Damaged United States Flags

All flags displayed outside department facilities will be issued through department supply. The flag should never be displayed if it is torn or damaged. If a flag is damaged, it should be turned in to supply for replacement.

When the flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning. Flags scheduled for destruction may be given to a local public service organization if their intent is to destroy the flag in a dignified fashion.