

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	<small>Reference Number</small> PRO-007
	<small>Subject</small> Flag Protocol	
	<small>Special Instructions</small> Replaces ENF-049 dated March 1, 2015	<small>Effective Date</small> March 18, 2025

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. If there is a department line of duty death, the Superintendent will advise the Protocol Officer to immediately notify all department installations to lower their flags to half-staff until sunset of the day of burial.

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

DATE	REMEMBRANCE	DURATION	AUTHORITY
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 flown at half-staff at all Districts, Laboratories, and Headquarters facilities on the day of death until sundown on the day of the burial. The Protocol Officer 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 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 staff: The National Flag shall be flown alone with the State Flag on top of the Department Flag on the second staff.

3. Three staff: The National, State and Department Flags would each be flown on their own staff with the National Flag being flown the highest and in the middle with the State Flag to the left and the Department flag to the right when facing the display.

4. The American flag should be the same size or larger than other flags. No other flag should overshadow the American flag.

5. When three poles are at the same height, the priority is left to right when facing the display. When the center pole is taller, then the position of prominence is the center pole, then the left, then the right.

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