

MESA POLICE Department Policy Manual	Flag Protocols	DPM 1.2.55 Effective 04/06/2012
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1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines for the proper display of the American Flag posted outside of MPD facilities for situations involving:

- Normal flag display times.
- Line of duty death of any law enforcement officer within the state of Arizona.
- Line of duty death of any MPD member.
- Proclamation of a period of mourning as directed from the President of the United States or the Governor of Arizona.
- Other times as deemed appropriate by the City of Mesa Manager or designee.

2. PHILOSOPHY

The MPD wishes to display the American Flag with honor daily and show proper respect in the event of line of duty death of public safety personnel by lowering the American Flag at its facilities to half-staff.

3. DEFINITIONS

Half-Staff: Lowering the flag to a position halfway down the staff.

Law Enforcement Officer: Any sworn local, county, or state peace officer or federal law enforcement officer.

Line of Duty Death: Any member of the MPD that is killed in the line of duty to include any action, felonious or as a victim of another person, that claims a life of a MPD member who is performing work-related functions.

Mesa Police Department Member: Any professional staff or sworn member of the MPD.

Normal Flag Display: Any time other than when flown at half-staff for Memorial Day, Peace Officer's Memorial Day, in honor of a fallen law enforcement officer or proclaimed period of mourning.

4. RESPONSIBILITIES

4.1 Chief of Police

Upon notification of the line of duty death of any law enforcement officer within the state of Arizona, any member of the MPD, or the declaration of a period of mourning, the

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Chief of Police or their designee will approve the lowering to half-staff of the American Flag on display outside Department facilities.

4.2 Honor Guard Lieutenant

In the event of an MPD officer and/or civilian line of duty death, will assign member(s) of Mesa Police Department Honor Guard to fly the American Flag to be presented to member's family at Police Headquarters for a minimum of one hour.

4.3 Division Coordinators

Designate location for key and flag staff crank lever to be stored

4.4 Facilities Manager

- A. Maintains key and flag staff crank levers for raising and lowering flags at both 120 and 130 North Robson facilitates.
- B. Raising and lowering flags.

5. UNITED STATES FLAG CODE

5.1 Display of the American Flag

- A. The flag should be displayed only from sunrise to sunset on buildings and on stationary flag staffs in the open. The flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
- B. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- C. The raising of the flag should be done briskly.
- D. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder.
- E. The American Flag should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
- F. When displayed from a staff in an auditorium, the American Flag should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as they face the audience. Any other flag displayed should be placed on the left of the speaker or to the right of the audience.

5.2 Lowering the American Flag

- A. The lowering of the flag should be done slowly/ceremoniously.
- B. The flag, when flown at half-staff, should first be hoisted to the peak for an instant and then lowered to the half-staff position.

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- C. If the flag will not be flown at half-staff continuously the flag should be again raised to the peak before it is lowered for the day.

5.3 American Flag May Be Presented at Half-Staff

- A. During Peace Officers Memorial Week.
- B. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff.
- C. Thirty days from the death of the current or a former United States President.
- D. Ten days from the day of death of the current Vice President, the current or a retired Chief Justice of the United States, or the current Speaker of the House of Representatives.
- E. From the day of death until interment of the Governor of the State of Arizona.
- F. Line of duty death of an Arizona law enforcement officer, firefighter, or other person deemed appropriate by the City Manager or designee.

5.4 Conduct During Raising and Lowering of the American Flag

- A. During the ceremony of raising or lowering the flag, all persons present should:
 - 1. Face the flag and stand at attention with the right hand over the heart.
 - 2. Those present in uniform should render military salute provided they are wearing a head cover.
 - 3. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart.