



MARYLAND CAPITOL POLICE OPERATIONS DIRECTIVE



Flag Protocol

Distribution:	All Employees	Index:	OPS 14.10
Responsible Unit:	Headquarters	Rescinds:	N/A
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.01 Purpose

To ensure proper flag etiquette and procedures are followed by MCP personnel when handling, honoring, and displaying the U.S., Maryland State, and POW/MIA Flags.

.02 Policy

The MCP will adhere to the guidelines set forth in the applicable Federal and State statutes regarding the handling, honoring, and display of the United States Flag, the POW/MIA Flag, and the Maryland State Flag.

.03 Definitions

HONOR AND REMEMBER FLAG: a flag created and trademarked by Honor and Remember, Inc., a non-profit organization, designed to honor the sacrifice of America’s military fallen service members and their families.

NATIONAL LEAGUE OF FAMILIES POW/MIA FLAG: a flag created for the National League of Families of American Prisoners and Missing in Southeast Asia. On August 10, 1990, the 101st Congress recognized the National League of Families POW/MIA Flag, designating it "as a symbol of our Nation's concern and commitment to resolving as fully as possible the fates of Americans still prisoner, missing and unaccounted for in Southeast Asia, thus ending the uncertainty for their families and the Nation."

.04 Authority

U.S. CODE: THE FLAG, 4 U.S.C. §§ 1-3,

U.S. CODE: PATRIOTIC AND NATIONAL OBSERVANCES, CEREMONIES, AND ORGANIZATIONS, 36 U.S.C. §§ 101 – 2502,

U.S. PUB. LAWS § 101-355,

MD CODE ANN. GEN. PROV. § 7-204 AND § 7-205,

MD CODE ANN. STATE FIN. & PROC. § 4-210.

.05 Procedures

A. United States Flag Protocol

1. The flag will be flown from sunrise to sunset on buildings and on stationary flag staffs in the open. However, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
2. The flag should be hoisted briskly and lowered ceremoniously.
3. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
4. No other flag or pennant should be placed above or, if on the same level, to the observer’s left of the U.S. flag.

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5. 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 raised again to the peak before it is lowered for the day.
6. The Flag will be flown at half-staff on the following occasions and times:
 - a. By order of the President of the United States,
 - b. By order of the Governor,
 - c. Peace Officers Memorial Day, May 15th (sunrise until sunset),
 - d. Memorial Day, last Monday in May (sunrise until noon),
 - e. Patriot Day, September 11 (sunrise until sunset),
 - f. Korean War Veterans Armistice Day (sunrise until sunset),
 - g. National Firefighters Memorial Day (sunrise until sunset), and
 - h. Pearl Harbor Remembrance Day, December 7th (sunrise to sunset).

B. Saluting the United States Flag

1. Uniform personnel will show respect for the flag by rendering a salute under the following circumstances:
 - a. At the playing of our National Anthem.
 - b. When reciting the Pledge of Allegiance to the flag.
 - c. When the flag is raised or lowered from the flagpole at a public event, and
 - d. When the flag is passing by, as in a parade or flag ceremony.
2. National Anthem
 - a. During the renditions of the National Anthem, persons in uniform should:
 - 1) face the flag.
 - 2) stand at attention.
 - 3) render a salute; and
 - 4) hold the salute until the last note.
 - b. Persons not in uniform should:
 - 1) stand at attention facing the flag.
 - 2) place their right hand over the heart.
 - 3) if wearing a cap or hat, remove it with their right hand and hold it at their left shoulder, the hand being over the heart.
 - c. When the flag is not present those present should face forward and act in the same manner they would if the flag were displayed.
3. Pledge of Allegiance
 - a. During the Pledge of Allegiance, persons in uniform should:
 - 1) face the flag.
 - 2) stand at attention.
 - 3) remain silent.

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- 4) render a salute, and
 - 5) hold the salute until the Pledge has concluded.
- b. Persons not in uniform should:
- 1) stand at attention facing the flag.
 - 2) place their right hand over the heart.
 - 3) if wearing a cap or hat, remove it with their right hand and hold it at their left shoulder, the hand being over the heart; and
 - 4) recite the Pledge.
4. Parades and Flag Ceremonies
- During parades and flag ceremonies, persons in uniform should:
- a. face the flag.
 - b. stand at attention.
 - c. render a salute, and
 - d. hold the salute until the flag has either completed the movement or passed their location.

C. The Maryland State Flag Protocol

1. The Maryland flag shall be flown with the black stripe on the diagonal band of the first quarter at the top of the flagstaff (Figure 1). Only a gold cross botany may be used as an ornament on the top of a flagstaff that carries the Maryland flag.



Figure 1

2. When the Maryland flag is displayed within the State of Maryland, it should occupy the position of honor to the observer's right after the U.S. flag and the flag of any other nation, and before the flags of other states, Maryland counties and Baltimore City, municipalities, and public or private organizations (Figure 2).

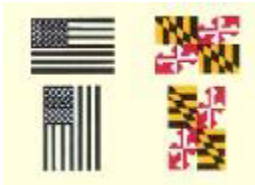


Figure 2

3. When the U.S. flag and Maryland flag are flown from a single flagstaff, the U. S. flag should be displayed from the peak position with the Maryland flag immediately below it. The Maryland flag should be approximately the same size as, but never larger than, the U.S. flag (Figure 3).



Figure 3

4. The U.S. flag and the Maryland flag shall be flown from the State House at Annapolis continuously during sessions of the General Assembly.
5. When the General Assembly is not in session, the U.S. flag and the Maryland flag shall be flown continuously from the State House on each day that the Governor designates as a public occasion, and on any other day, weather permitting, between sunrise and sunset.
6. When the Maryland flag and the U.S. flag are displayed on separate flagpoles, the flagpoles should be of equal height and the Maryland flag should be approximately the same size as, but never larger than, the U.S. flag.
7. The Maryland flag should be flown from the second position of honor, or from the flagpole on the right of the U.S. flag as normally viewed by the observer (Figure 4).



Figure 4

8. When carried in a procession the Maryland flag should be on the marching left (observer's right) of the U.S. flag (Figure 5).

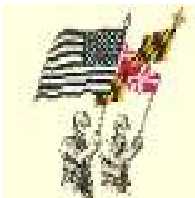


Figure 5

9. When the U.S. flag is flown at half-staff, the Maryland flag will also be lowered to half-staff.
10. The procedures for folding the Maryland flag and its history can be found at www.sos.maryland.gov, or Maryland State Flag Folding Procedures (See Addendum A.)

D. POW/MIA and Honor and Remember Flag Protocol

1. The MD State Finance and Procurement Article §4-210 designates the POW/MIA flag (Figure 6) and the Honor and Remember flag (Figure 7) to be flown whenever the US flag is flown on all State buildings under the control of the DGS, with the following exceptions:
 - a. State buildings determined by DGS Facilities Operations and Management (FOM) to be historic or structurally incapable of withstanding an additional flag will not fly the POW/MIA flag.
 - b. On the State House Grounds, the POW/MIA and the Honor and Remember flags will only be flown on a removable telescopic flagpole located on the Maryland Avenue side of the State House grounds.

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- 1) The flagpole will be put in place by FOM personnel until the completion of the holiday, at which time it will then be removed by FOM personnel until the observance of the next holiday the flag is to be flown.
- 2) The POW/MIA and Honor and Remember flags will be kept behind the State House ground-floor information desk until after the completion of the observed holiday. They will then be stored in the Sergeant's office until the next date they are to be flown.



Figure 6



Figure 7

***Note:** POW/MIA and the Honor and Remember flags may be purchased at: www.honorandremember.org.

2. The POW/MIA and the Honor and Remember flags will be flown from sunrise to sunset, on the designated national observances as follows:
 - a. Armed Forces Day—Third Saturday in May.
 - b. Memorial Day – The last Monday in May and the Saturday and Sunday closest to the day of observance.
 - c. Independence Day—July 4th.
 - d. National POW/MIA Recognition Day—Third Friday in September; and
 - e. Veterans Day—November 11th, and the Saturday and Sunday that are closest to the day of observance.
 - f. It is the responsibility of the Annapolis Division Commander, or their designee, to forward a memo to MCP staff by January 31st each year with the actual observance dates.
3. When displayed from a single flagpole, the POW/MIA and Honor and Remember flags should fly directly below, and be no larger than, the U.S. flag. The United States and Maryland flags are to be raised first.
4. For instances when the United States and Maryland flags may be down due to damage, the POW/MIA and the Honor and Remember flags will not be displayed.
5. If on separate poles, the POW/MIA and Honor and Remember flags should always be placed in the second position of honor to the observer's right of the U.S. flag and the left of other flags.
6. When the U.S. flag is flown at half-staff, the POW/MIA flag and the Honor and Remember flags will not be flown unless it can be displayed at half-staff as well.
7. If the POW/MIA and Honor and Remember flags are flown in an area where the flags are lowered daily, they are lowered first before the United States and Maryland flags.

E. Flag Notifications

1. The Office of the Maryland Secretary of State will send electronic notifications to the MCP Command Staff when the President or Governor orders the lowering of the U.S. flag.
2. Division Commanders will ensure that the procedures outlined in the notification are carried out at facilities within their jurisdiction.
3. Upon completion, the Division Commanders will promptly notify MCP Headquarters Command Staff.

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F. Special Flag Requests

1. On occasion, MCP receives requests to fly the United States and Maryland flags over the State House on behalf of constituents to commemorate birthdays, retirements, deaths, and other special occasions. These requests should only be made through and approved by the following:
 - a. Office of the Governor or Lieutenant Governor.
 - b. Members of the Maryland State Senate or House of Delegates.
 - c. The Secretary of State's Office.
 - d. Officials from Maryland State Law Enforcement Agencies for in-the-line-of-duty deaths for members of their department; and
 - e. Officials from Maryland Fire and Emergency Medical Services Agencies for in-the-line-of-duty deaths for members of their department.
2. All other requests and special circumstances require the approval of the Chief of Police or his designee.
3. Special flag requests received by MCP will be forwarded to the Annapolis Division Commander, who will contact the requester to notify them of the procedures for delivery and subsequent return of the flag.
4. Requestor's should be directed to download and complete a MCP Form 19 – Flag Request available on the MCP webpage: mcp.maryland.gov under the "Documents and Forms" tab.
5. The requester will provide the flag to be flown. The flags must be 3'x5' or 5'x 8' in size and may be delivered to the Division in person or via U.S. Mail with a self-addressed, postage-paid return envelope or box to the following address:

Maryland Capitol Police
Attn: Annapolis Division Commander
29 Saint John's Street
Annapolis, MD 21401
6. Once received, the Annapolis Division Commander, or a designee, will arrange to have the flag flown over the State House.
7. Upon completion, the Division Commander will return the flag to the requester along with a letter of authenticity, signed by the Chief of Police, or his designee, attesting to the date and occasion the flag was flown over the State House.

Approved:



Colonel Michael S. Wilson
Chief of Police 09/29/2025

Flag Folding Protocol for Maryland Flag



The Holder of the MD Flag will have the black box in their left hand symbolizing the that goes over the heart of the deceased. The folder will have the gold box in their left hand.

Step 2 of 17



Make one lengthwise fold leaving a 2 inch border with the black box part of the flag. The Fold side of the flag will mirror the hold person in setting this border.

Step 3 of 17



Make the second lengthwise fold and bring the off black box hand to the lower border that was set on the first lengthwise fold.

Step 4 of 17



Step 5 of 17

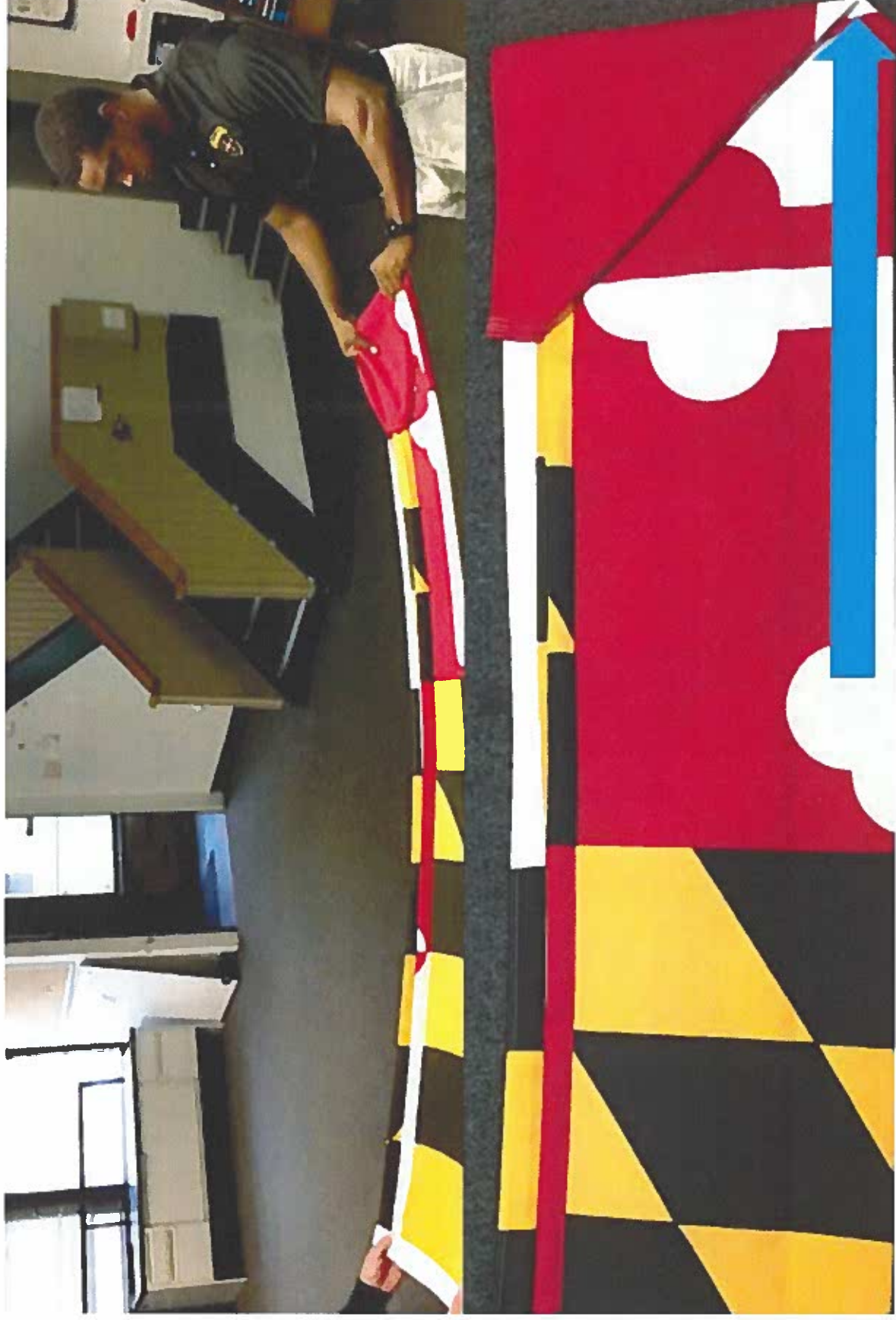
The first triangle fold will be made towards the open edge of the inside border of the flag. That would be the left corner folding towards the right inner edge.



**DETAIL
VIEW**

Step 6 of 17

The second triangle fold will be made with a 1.5 in cut in this fold as shown on the image below.



Step 7 of 17

The third triangle fold will be made staying within the borders of the flag. Folding the right corner to the left edge forming the triangle.



Step 8 of 17

The forth fold will bring the point over to put the fold against a flat edge. Avoid any extra Cut(Cheats) in the flag to ensure there is not too much nor too little to tuck.



Step 9 of 17

The fifth Fold would be bringing the left corner to the right inner edge forming the triangle.



Step 10 of 17

The sixth fold will bring the point over to create a flat edge toward the folder. The fold will be the first fold into the Black and Gold field. The point shouldn't land any further that 2 inches before or after the Black and Gold line as shown.



Step 11 of 17

The seventh fold will bring the right corner to the left edge forming the triangle.



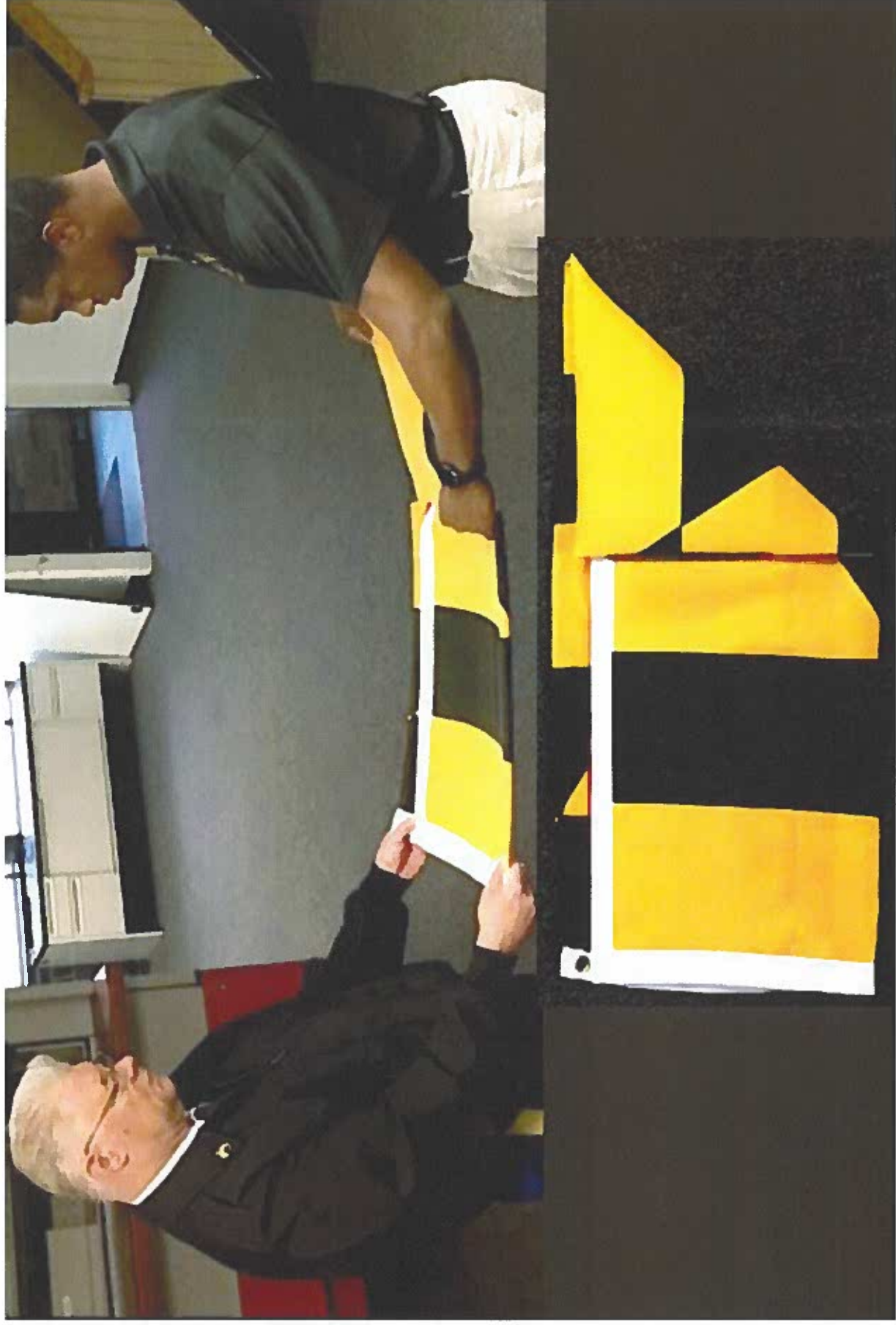
Step 12 of 17

The eighth fold will bring the point forward and form a flat edge toward the fold person.



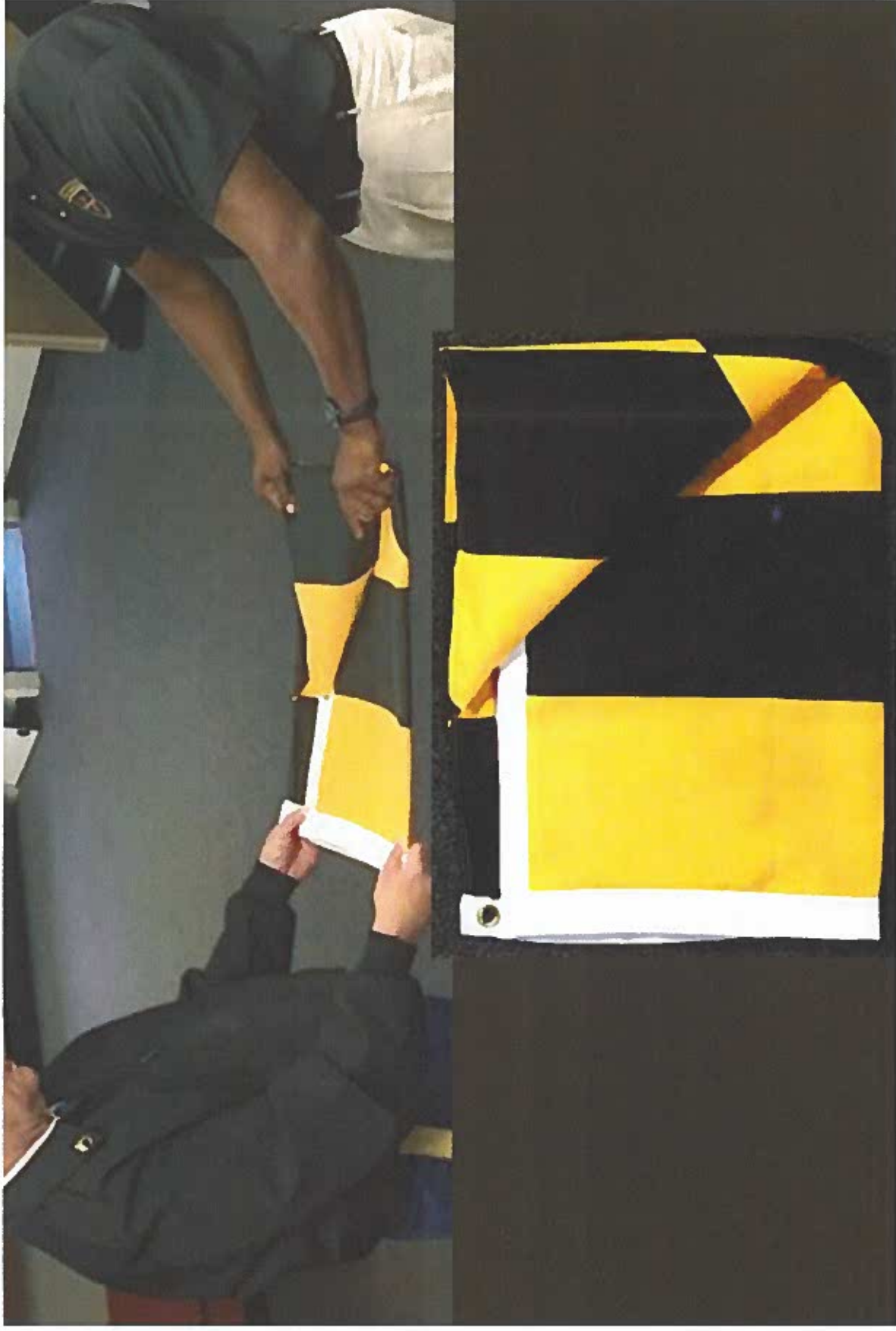
Step 13 of 17

The ninth fold brings the left corner to the right edge forming the triangle.



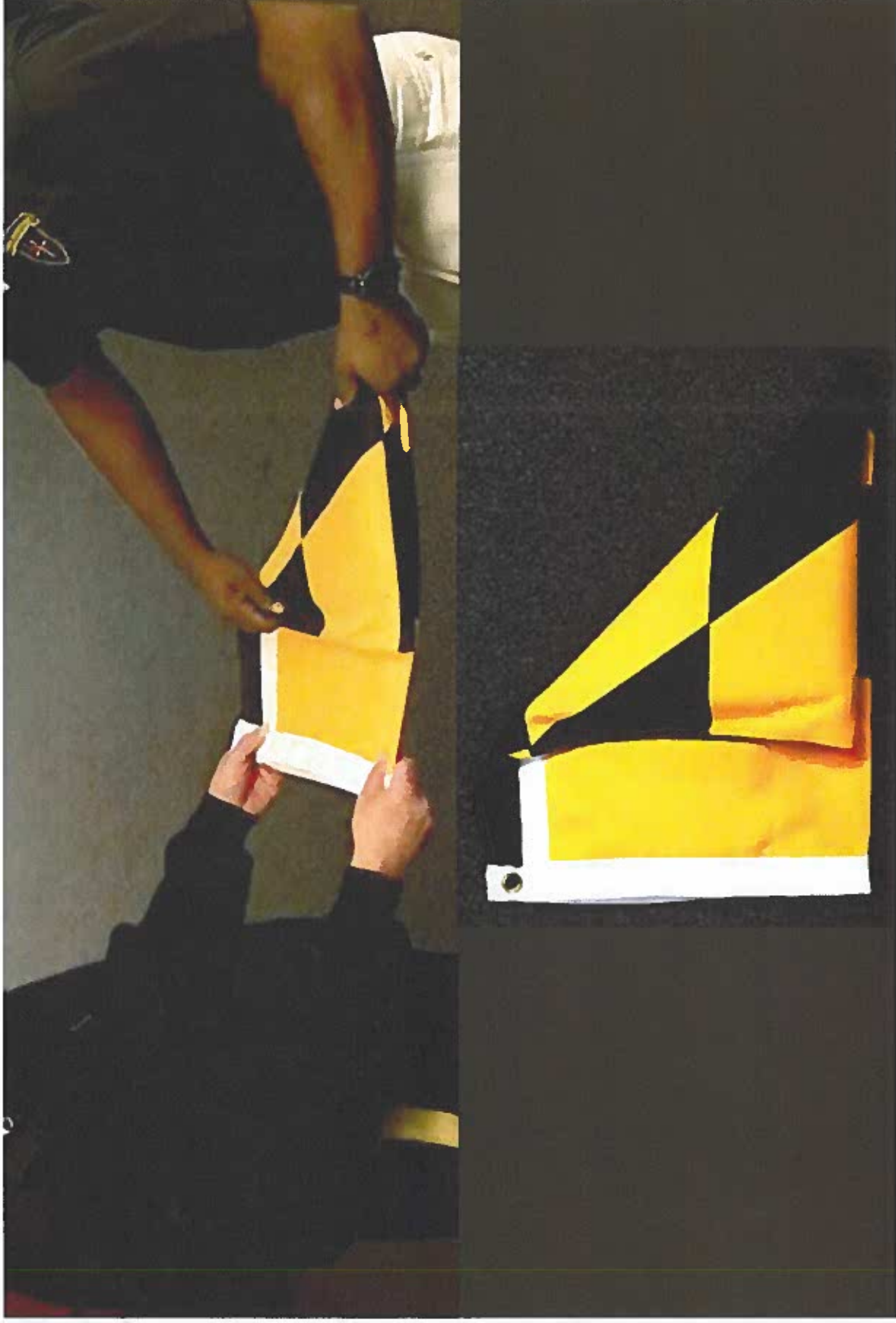
Step 14 of 17

The tenth fold will be placing the point forward creating a flat edge toward the fold person.



Step 15 of 17

The eleventh and final fold you fold the right corner over the the left edge.



Step 16 of 17

The Tuck



For the tuck, take the left side tuck edge and tuck that edge under the folded portion of the flag leaving a small 1-2 inch eyelet on that side. This leaves room for the tuck over that ends corner.

Step 17 of 17

Tuck the remaining fabric into the flag and flatten out the tucked end as neat as possible and you will have the finished product that you see pictured below.

