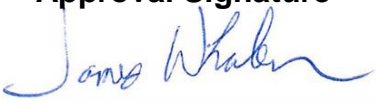


**Department of Public Safety  
Police Division  
Policies and Procedures**

<b><u>Title</u></b>  <b>United States Flag Courtesies and Badge Mourning Bands</b>	<b><u>SOP Number</u></b>  <b>4.1.500</b>
<b>Approval Signature</b> 	
<b>James L Whalen</b>	
<b>Reviewed/Revised by</b>	<b>Pages</b> <b>5</b>
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## ***United States Flag Courtesies and Badge Mourning Bands***

- I. **Purpose:** The purpose of this policy is to establish guidelines for displaying respect for the American Flag and the National Anthem, consistent with custom and tradition. In addition, it establishes guidelines for when UCPD personnel will wear the Badge Mourning Bands.
- II. **Policy:** It is the policy of the University of Cincinnati Police Division (UCPD) for all members to show proper respect to the flag of the United States of America according to the U.S. Flag Code and accepted protocol as established by this policy. It is also the policy of UCPD for all members to show respect and honor to law enforcement personnel who have died as the result of injuries sustained while in the performance of duty as prescribed by this policy.

### **III. Definitions:**

**Badge Mourning Band:** A black band of cloth worn on the badge to designate mourning by division members.

### **IV. Procedure:**

#### **A. National Anthem**

- 1. When the National Anthem is played and the American flag is not visible, all members are to stand at attention and face the direction of the music. Uniformed members wearing hats will render a military salute, beginning with the first note of the music and held until the last note, unless actively engaged in the performance of other required duties. Uniformed members not wearing hats and non-uniformed members will stand at attention.
- 2. When the National Anthem is played and the American flag is displayed, uniformed members wearing hats will face the flag and render a military salute, unless doing so interferes with the performance of other required duties. Uniformed members not wearing hats and non-uniformed members will face the flag and render a civilian salute, unless doing so interferes with the performance of other required duties.

#### **B. Flag Courtesy During Ceremonies And Processions**

- 1. During ceremonies such as the Pledge of Allegiance or the raising or lowering of the flag, all members present will face the flag. Uniformed members wearing hats will render a military salute. Uniformed members not wearing hats and non-uniformed members will render a civilian salute.
- 2. In a procession, the flag will be saluted from a position of attention with the salute rendered while the flag passes. Uniformed members wearing hats will render a military salute. Non-uniformed members and uniformed members not wearing hats will render a civilian salute.
- 3. In certain circumstances, orders may be given for officers to come to attention and salute. The orders include:
  - a. "Attention" calls for a member to stand erect with shoulders back, chest out, stomach in and heels together with toes slightly pointed outward.

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- b. "Present Arms" calls for a member to render a salute.
- c. "Order Arms" calls for a member to terminate a salute.

### **C. Procedure For Saluting**

1. A Military Salute is rendered from a position of attention. The right forearm will be inclined at a left 45-degree angle with the upper arm parallel to the ground and the elbow slightly forward. The tip of the right forefinger will touch the hat brim slightly to the right of the right eye with thumb and fingers extended and joined. The hand and wrist is to be in a straight line with the palm slightly inward.
2. A Civilian Salute is rendered from a position of attention. Non-uniformed members wearing hats will remove the hat and hold it in the right hand against the left shoulder, with the right hand over the heart. Non-uniformed without a hat will place the right hand over the heart with the palm inward and the hand in an open position with fingers and thumb together.

### **D. Procedure For Displaying The American Flag**

#### **1. Outdoors**

- a. The flag must be illuminated when displayed at night.
- b. When the American flag is displayed from the same flagpole with another flag, the American flag will be the top-most flag.
- c. Public Safety will be responsible for raising, lowering and replacing the University American flags at the following locations:
  - 1) On Stratford Avenue in front of Stratford Hall
  - 2) Inside Nippert Stadium in the Horseshoe next to Dieterle Hall
  - 3) At the Main Gate on Clifton Avenue
  - 4) On the East Campus on Sabin Way near Kresge Circle outside of the Medical Sciences building.
  - 5) On Clermont Campus at the front entrance circle and at the rear of the Peter Jones building.
  - 6) On Blue Ash at the main entrance by Muntz Hall
- d. The tool used for flag adjustment will be maintained in the Sergeants' office when not in use.
- e. When displaying the American flag with flags on other poles, the American flag will be positioned to the right of the other flagpoles facing outward from a building or structure. The American flag will be the first raised and the last lowered.
- f. When displayed on a motor vehicle, the flag staff will be fixed or clamped firmly to the chassis or body of the vehicle. The flag will not be draped over the hood, top or back of the vehicle.
- g. When carried in a procession, the American flag is to be on the right of the marchers. If multiple flags are displayed, the American flag will be either to the right of the display or centered to the front of the display of staffed flags.

#### **2. Indoors**

- a. When the American flag is displayed in a public meeting place where there is a speaker, the flag will be in front and to the right of the speaker when facing the audience. If the flag is displayed flat, it will be above and behind the

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speaker, against a wall and facing the audience with the union (stars on blue field) at the top and to the flag's own right.

- b. When the American flag is displayed at a public assembly where there is no speaker, it will be to the right facing the assembly.
  - c. When the American flag is displayed on a staff with another staffed flag, the American flag will be to the right. When displayed with another flag with crossed staffs, the American flag will be placed on its own right, with its staff crossed in front.
  - d. When the American flag is displayed with multiple staffed flags, the American flag will be in the center and at the highest point of display.
3. Flag In Mourning
- a. The American flag may be flown at half-staff at government buildings to show mourning only by order of the President of the United States or by order of a state governor.
  - b. In some circumstances, the University of Cincinnati President may order the American flag be flown at half-staff on University property.
  - c. The American flag will be flown at half-staff on the following days:
    - 1) Peace Officers Memorial Day
    - 2) Memorial Day
    - 3) Patriot Day
    - 4) National Firefighters Memorial Day
    - 5) Pearl Harbor Day
  - d. To place the flag at half-staff, it will be first fully raised to the peak and then lowered to the half point. When the flag is retired at the end of the day, it will be raised to the peak and then lowered.
  - e. On holidays and flag in mourning days, the flag will be lowered at Sunrise of the day of the order and will be raised at sunset of the day of the order.
  - f. When the American flag is used to cover a casket, it will be placed so that the union is at the head and over the left shoulder of the deceased. The flag will not be lowered into the grave or allowed to touch the ground.

### **E. Procedure For Folding The Flag**

1. No part of the American flag should touch the ground or any other object when it is lowered. To store the flag, it will be folded neatly. The flag is first folded lengthwise in half, then lengthwise in quarters, with the blue field on the outside. Starting at the end opposite the flag union, continuous triangular folds are made until the flag resembles a triangular hat with the blue field exposed.

### **F. Procedure For Disposal Of The Flag**

1. When an American flag is badly worn, soiled or faded, and is not fit for display, it will be disposed of privately in a dignified manner, preferably by burning.

### **G. Badge Mourning Bands**

1. Line of duty death (Hamilton County Officers)
  - a. Black bands will be draped horizontally across the breast badge
  - b. Time of death until the fourteenth day after death

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2. Active duty death (not duty related)
  - a. Upon the request of the officer's agency to other Hamilton County agencies.
  - b. Date of death until date of interment
3. Police Officer within the State of Ohio (line of duty)
  - a. Time of death until midnight on day of funeral
4. Funeral Attendance (line of duty and active duty)
  - a. All departmental badges will display black mourning badge bands
  - b. Uniform worn badges and civilian attire badges
  - c. Worn in horizontal fashion
5. The Police Chief may direct that a mourning band be worn for an extraordinary circumstance, such as, but not limited to, the death of an active Federal, State, or City, or University official.