



FLAG PROTOCOLS

Directive 14 - 132

Date Issued: September 2016 Amends/Cancel: N/A

I. PURPOSE

The purpose of this Directive is to ensure proper flag etiquette and procedures are followed by Maryland Capitol Police (MCP) personnel when handling, honoring, and displaying the U.S., Maryland State, and POW/MIA Flags.

II. POLICY

It is the policy of the MCP to follow the guidelines set forth in Title 4 and Title 36 of the United States Code, U.S. Public Law 101-355; and State Government Article, §13-201 and §13-204 when handling, honoring and displaying the U.S., POW/MIA and Maryland State flags.

IV. PROCEDURES

A. UNITED STATE 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.
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 again raised to the peak before it is lowered for the day.
6. During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, those present in uniform should render the military salute.
7. 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. 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).



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).

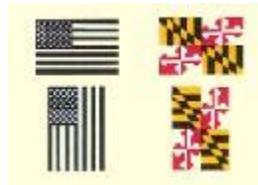


Figure 2

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.

C. POW/MIA FLAG PROTOCOL

1. On August 10, 1990, the 101st Congress passed U.S. Public Law 101-355, recognizing the National League of Families POW/MIA Flag and 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." (Figure 6).



Figure 6

2. When displayed from a single flag pole, the POW/MIA flag should fly directly below, and be no larger than, the U.S. flag.
3. If on separate poles, the POW/MIA flag 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.

4. Typically, the POW/MIA flag will be flown from a flag pole erected by DGS Facilities Operations and Maintenance (FOM) which will be located in the Maryland Ave side of the State House Grounds. FOM will erect the flag poles prior to the holiday observance.
5. When the U.S. flag is flown at half-staff, the POW/MIA flag not be flown unless it can be displayed at half-staff as well.
6. MD State Government Code § 13-205 designated five national observances for the display of the POW/ MIA flag:
 - a. Armed Forces Day—Third Saturday in May
 - b. Memorial Day – May 30th and the Saturday and Sunday that are closest to the day of observance,
 - c. Independence Day—July 4th
 - d. National POW/MIA Recognition Day—Third Friday in September
 - e. Veterans Day—November 11th and the Saturday and Sunday that are closest to the day of observance
7. The POW/MIA flag will be raised at sunrise and lowered at sunset on the days of observance.

D. FLAG NOTIFICATIONS

1. The Office of the Maryland Secretary of State will send out electronic notifications when the President or Governor have ordered the lowering of the U.S. flag. These notifications will be sent via email to MCP Command Staff.
2. When a flag notification email is sent, the first available Commander that is able to open the notification should copy the Flag Status Alert describing the reason for and duration of the flag status. That commander should then send this information to:
 - a. All MCP Command Staff,
 - b. Assistant Detachment Commanders,
 - c. DGS Secretary,
 - d. DGS Deputy Secretary,
 - e. Director of DGS FOM, and
 - f. FOM Superintendents.
3. Detachment Commander's will ensure that the procedures outlined in the notification are carried out at facilities within their jurisdiction.
4. Upon completion, the Detachment Commander's will promptly notify MCP Headquarters Command Staff.

E. SPECIAL FLAG REQUESTS

1. On occasion, the Department will receive requests to fly the Maryland flag 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 request received by the Department will be forwarded to the Annapolis Detachment Commander who will make contact with the requestor to notify them of the procedures for delivery of the flag and subsequent return.
 4. The requestor 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 Detachment 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 Detachment Commander
29 Saint John's Street
Annapolis, MD 21401

5. Once received, the Detachment Commander will arrange to have the flag flown over the State House.
6. Upon completion, the Detachment Commander will return the flag to the requestor along with:
 - a. A certificate of authenticity, signed by the Chief of Police, attesting to the date and reason the flag was flown over the State House;
 - b. A certificate from the Secretary of State, if the request originated through that office.