



## Flag Etiquette

### .01 Policy

It is the policy of the Bladensburg Police Department 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 directive.

### .02 Terms

Union: In the case of an American flag, this is the blue field with the stars.

### .03 Governing Legislation and Reference

Governing Legislation:

Title 36 U.S.C. 170-189.

Forms: N/A

### .04 Procedure

#### A. National Anthem

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.

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 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 required duties.

#### B. Flag Courtesy During Ceremonies and Processions

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.

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.

In certain circumstances, orders may be given for officers to come to attention and salute. The orders include:

- "Attention" calls for a member to stand erect with shoulders back, chest out, stomach in and heels together with toes slightly pointed outward;
- "Present Arms" calls for a member to render a salute; and,
- "Order Arms" calls for a member to terminate a salute.

#### C. Procedure for Saluting

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.

A Civilian Salute is rendered from a position of attention. Non-uniformed male 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 female members with or without a hat and male members 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

##### Outdoors

1. The American flag is customarily displayed from sunrise to sunset on buildings and stationary flagstaffs. The flag must be

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- illuminated when displayed at night.
2. The American flag should not be displayed outdoors during inclement weather.
  3. When the American flag is displayed from the same flagpole with another flag, the American flag will be the top-most flag.
  4. 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.
  5. 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.
  6. 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.

### Indoors

1. 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 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.
2. When the American flag is displayed at a public assembly where there is no speaker, it will be to the right of the assembly.
3. 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.
4. 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.

### Flag in Mourning

1. 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. 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.
2. 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

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

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.

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HISTORY: Adopted April 1, 2014

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:

A handwritten signature in black ink, appearing to read "Charles L. Owens". The signature is written in a cursive style with large, flowing letters.

Charles L. Owens  
Chief of Police