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<b>Display of Flags</b>	<b>ACA Standards: None</b>		
<b>Joe M. Allbaugh, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Display of Flags

All Oklahoma Department of Corrections (ODOC) facilities display the flags of the United States of America, State of Oklahoma, and Oklahoma Department of Corrections. For the purpose of this procedure, reference to “the flag” denotes the flag of the United States of America. The flag is to be handled and displayed in accordance with the United States flag code and state law.

### I. Lowering of Flags

- A. By order of the President of the United States or the Governor of Oklahoma, the flag will be flown at half-staff upon the death of principal figures as a mark of respect to their memory.
- B. Unless otherwise directed by presidential or gubernatorial order, the flag will be flown at half-staff:
  - 1. Every day for 30 days from the day of death of the president or a former president;
  - 2. Every day for 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives;
  - 3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, a former vice president, or the governor of a state;
  - 4. On the day of death and the following day for a member of Congress; and
  - 5. On the day of order from the Governor of Oklahoma.

## II. Time and Occasions for Display

- A. It is customary to display the flag only from sunrise to sunset on building and stationary flagstaffs in the open. However, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.
- B. The flag is to be hoisted briskly and lowered ceremoniously. It need not be displayed on days when the weather is inclement, except when an all weather flag is displayed.
- C. The flag may be displayed daily on or near the main administration building of each institution. It is to be the highest point of the group when a number of other flags are grouped and displayed.

## III. Request Notification Procedure

Upon the "on duty" death of an Oklahoma Department of Corrections (ODOC) employee, the facility, district, or unit head may request through the appropriate regional director or division head that the director notify the Governor's office of the death. The Governor may order the following:

### A. Regional Compliance

The employee's facility/district/unit to display flags at half-staff for a specified period at all buildings within its jurisdiction.

### B. Agency-Wide Compliance

All ODOC facilities to display flags at half-staff for a specified period.

### C. State-Wide Agency Compliance

All state agencies to display flags at half-staff for a specified period at all buildings within their jurisdiction.

## IV. Flag Protocol

### A. Half-Staff

1. On all occasions when flown at half-staff, the flag will be raised to the peak for an instant and then lowered to the half-staff position. Before lowering the flag for the day, it will again be raised to the peak.
2. On Memorial Day, the flag will be displayed at half-staff until noon only then raised to the top of the staff.

### B. Respect for the Flag

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1. No disrespect will be shown to the flag of the United States of America; the flag will not be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags are to be dipped as a mark of honor.
2. The flag may never touch anything beneath it, such as the ground, the floor, water, or merchandise.
3. It may never be carried flat or horizontally unfurled, but always aloft and free.
4. It may never be fastened, displayed, used or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
5. It may never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
6. Advertising signs may not be fastened to a staff or halyard from which the flag is flown.
7. The flag, when it is in such condition that it is no longer a fitting emblem for display, must be destroyed in a dignified way, preferably by burning.

V. References

Title 36, U.S. Code 36 § 175, Presidential Proclamation No. 3044

State Statute Title 25, Chapter 5, Section 152, "Display of U.S. Flag" and Chapter 3, Section 91.1, "Display of State Flag"

VI. Action

The division head is responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-150402 entitled "Display of Flags" dated May 28, 2014

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