
	Florida State University Police Department	
FLAG ETIQUETTE		
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POLICY

It shall be the policy of the Florida State University Police Department to define when and how to display respect for the American Flag and National Anthem.

PROCEDURE

A. National Anthem (flag not displayed)

When the National Anthem is played and the American Flag is not visible, all members shall stand at attention and face the direction of the music.

1. Uniformed members wearing hats shall 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.
2. Uniformed members not wearing hats and non-uniformed members shall stand at attention and render a civilian salute, except when doing so interferes with the performance of required duties.

B. National Anthem (flag displayed)

When the National Anthem is played, and the American Flag is displayed:

1. Uniformed members wearing hats shall face the flag and render a military salute, except when doing so interferes with the performance of required duties.
2. Uniformed members not wearing hats and non-uniformed members shall face the flag and render a civilian salute, except when doing so interferes with the performance of required duties.

C. Flag Courtesy in Ceremonies and Processions

1. During ceremonies such as the Pledge of Allegiance or the raising or lowering of the flag, all present shall face the flag.
2. Uniformed members wearing hats shall render a military salute.
3. Uniformed members not wearing hats and non-uniformed members shall render a civilian salute.
4. In a procession, the flag shall be saluted from a position of attention with the salute rendered at the moment the flag passes.
5. Uniformed members wearing hats shall render a military salute.
6. Uniformed members not wearing hats and non-uniformed members not wearing hats shall render a civilian salute.

D. Procedure for Saluting

1. Military Salute
 - a. The military salute shall be rendered from a position of attention, standing erect with shoulders back, chest out, stomach in and heels together with toes slightly pointed outward.
 - b. The right forearm shall be inclined at a left 45-degree angle with the upper arm parallel to the ground and the elbow slightly forward.
 - c. The tip of the right forefinger shall touch the hat brim slightly to the right of the right eye with thumb and fingers extended and joined. The hand and wrist shall be in a straight line with the palm slightly inward.
 - d. The military salute will only be rendered by uniformed members while wearing hats.
2. Civilian Salute
 - a. The civilian salute shall also be rendered from a position of attention, standing erect with shoulders back, chest out, stomach in and heels together with toes slightly pointed outward.
 - b. The right hand shall be placed over the heart with the palm inward and the hand in an open position with the fingers and thumb together.
3. Saluting While Wearing Hats
 - a. Non-uniformed male members wearing hats shall remove the hat and hold it in the right hand against the left shoulder, with the right hand over the heart.
 - b. Non-uniformed female members wearing hats shall place the right hand over the heart with the palm inward and the hand in an open position with the fingers and thumb together.

E. Procedure for displaying the American Flag

1. Outdoors
 - a. The American Flag is customarily displayed from sunrise to sunset on buildings and stationary flagstaffs. It can be displayed at night when illuminated.
 - b. The American Flag should not be displayed outdoors during inclement weather.
 - c. When the American Flag is displayed from the same flagpole with another flag, the American Flag shall be the top-most flag.
 - d. When the American Flag is displayed with flags which are on other poles, the American Flag shall be positioned to the right of the other flagpoles facing outward from a building or structure. The American Flag shall be the first raised and last lowered.
 - e. When displayed on a motor vehicle, the flagstaff shall be fixed or clamped firmly to the chassis or body of the vehicle. The flag shall not be draped over the hood, top, or back of the vehicle.
 - f. When carried in a procession, the American Flag shall be on the right of the marchers. If multiple flags are displayed, the American Flag shall be either to the right of the display or centered to the front of the display of staffed flags.
 - g. When a member is on traffic or crowd control assignment on a parade route, he/she should salute only the first American Flag accompanied by a color guard in the parade, and then only those following American Flags borne by military (Air Force, Army Navy, Marine-active duty or reserve; Coast Guard; R.O.T.C. Units; American Legion and/or Veterans of Foreign Wars) or police color guards. The member should start the salute as the flag approaches within six (6) paces of him/her and hold it until the flag has passed six (6) paces.
2. Indoors

- a. When the American Flag is displayed in a public meeting place where there is a speaker, the flag shall be in front, and to the right of the speaker facing the audience. If the flag is displayed flat, it shall be above and behind the speaker, against a wall and facing the audience with the union (stars or blue field) at the top and to the flag's own right.
- b. When the American Flag is displayed on a staff with another staffed flag, the American Flag shall be to the right. When displayed with another flag with crossed staffs, the American Flag shall be placed on its own right, with its staff crossed in front.
- c. When the American Flag is displayed with multiple staffed flags, the American Flag shall be in the center and at the highest point of display.

F. Flag in Mourning

1. The American Flag shall be flown at half-staff to indicate mourning for designated, principal government leaders and upon presidential or gubernatorial order. To place the flag at half-staff, it shall 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 shall be raised to the peak and then lowered. On Memorial Day, the flag is displayed at half-staff until noon and at full staff the remainder of the day.
2. When the American Flag is used to cover a casket, it shall be placed so that the union is at the head and over the left shoulder. The flag shall not be lowered into the grave or allowed to touch the ground.

G. Procedure for Folding the Flag

When the flag is lowered, no part of it should touch the ground or any other object. To store the flag, it shall be folded neatly. The flag shall be 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 shall be made until the flag resembles a triangular hat with the blue field exposed.

H. Procedure for Disposal of the Flag

When an American Flag is badly worn, soiled or faded, and is not fit for display, it shall be disposed of in a dignified manner.

CAA 03/17/20

Filed: General Order 419

Title: **Flag Etiquette**

Approved:



Terri S. Brown, Chief

Date: 03/17/2020