

CHAPTER 1
FLAGS—PROPER DISPLAY AND HONORS
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CHAPTER 1

FLAGS—PROPER DISPLAY AND HONORS

1. PURPOSE.

a. It is essential this Department demonstrates the utmost honor and respect for the flag of the United States of America (Colors) and the California State Flag. It is also important for uniformed personnel to respond with proper honors during official functions or ceremonies involving the Colors and the California State Flag.

b. This manual establishes departmental policy for the displaying of the various flags specified below, honoring of the flags by uniformed personnel, and the use of the California State Flag in response to a line of duty death (LODD).

2. AUTHORITY. The authority governing the policy outlined in this manual is derived from several sources. These sources include, but are not limited to, The United States Army, The Institute of Heraldry; Title 4, Chapter 1, and Title 36, Chapter 10, of the United States Code; and Department of Defense Directive 1348.20, 1 December 1967.

3. POLICY.

a. The Colors and the California State Flag shall be displayed at all departmental facilities. In no event shall the California State Flag, or any other flag displayed, be larger than the Colors.

b. Flags should be flown from sunrise to sunset, but may be flown during business hours only if personnel are unavailable to hoist or lower the flags. Flags may be flown 24 hours per day, provided the flags are properly illuminated during the hours of darkness and the office is occupied.

c. Flags shall not be flown during any inclement weather, which may result in damage to the flags.

d. In addition to the Colors and the California State Flag, the following flags may also be displayed at departmental facilities:

- (1) California Highway Patrol (CHP).
- (2) National League of POW/MIA Families.
- (3) Service Flag (also known as the Blue Star Flag).

- e. The POW/MIA Flag shall be displayed at departmental facilities on specified holidays listed in paragraph 4.d. The POW/MIA Flag shall be no larger than the California State Flag.
- f. Honors by uniformed personnel shall be accomplished as specified in this manual.
- g. Commanders shall ensure the proper display and honors are conducted in accordance with this manual.
- h. California State Flags may be used at the scene of a LODD, as specified in paragraph 8.b.
- i. The CHP, POW/MIA, and Service Flags may be obtained as follows:
 - (1) The CHP and POW/MIA Flags may be requisitioned by following the procedures outlined in Highway Patrol Manual 11.2, Materials Management Manual, Chapter 6, Supply Services Acquisitions.
 - (2) Service Flags may be purchased at the command level, via the Procurement Card, through one of the vendors authorized by the United States Army, The Institute of Heraldry, to sell such items. The most current list of authorized vendors may be found online at [TIOH - The Institute of Heraldry](#).

4. DISPLAY.

- a. When flags are flown on the same staff, the Colors shall always be above the California State Flag (refer to Annex A). When flown on separate staffs, the Colors shall always be to the marching right (observer's left) of the California State Flag (refer to Annex B) unless the Colors are at the highest point of the group (refer to Annex C).
- b. For all other flags listed in paragraph 3.d., if displayed, the following protocol shall be adhered to:
 - (1) Unless one of the other flags listed in paragraph 3.d. is being flown, the CHP Flag shall be displayed below the California State Flag or to the marching right, if on a separate staff. If one of the other flags listed is being flown, the CHP Flag shall be flown immediately below or to the marching right, if on a separate staff.

- (2) When the POW/MIA Flag is displayed on the holidays as described in paragraph 4.d., the POW/MIA Flag shall be flown immediately below the California State Flag or to the marching right, if on a separate staff.
 - (3) When the Service Flag is flown from a staff, it shall be flown immediately below the California State Flag or to the marching right, if on a separate staff. Additional policy relative to the Service Flag is contained in paragraph 4.f.
- c. No more than four flags should be flown on a single staff at one time.
 - d. The POW/MIA Flag should be flown on the following holidays:
 - (1) Armed Forces Day, the third Saturday in May.
 - (2) Memorial Day, the last Monday in May.
 - (3) Flag Day, June 14.
 - (4) Independence Day, July 4.
 - (5) National POW/MIA Recognition Day, the third Friday in September.
 - (6) Veterans Day, November 11.
 - e. If June 14, July 4, or November 11 falls on a Saturday, the POW/MIA Flag should be flown on the preceding Friday. If any of those dates fall on a Sunday, the flag shall be flown on the following Monday.
 - f. The following policy applies to the display of the Service Flag:
 - (1) The Service Flag is authorized to be displayed in honor of any member of the CHP serving in the Armed Forces during any period of war or hostilities in which the United States of America is engaged. The member(s) need not be deployed directly from the command electing to display the Service Flag.
 - (2) When the Service Flag is displayed in a manner other than by being flown from a staff, it shall be suspended either horizontally or vertically in a prominent location (e.g., front window or main lobby).
 - (3) Rather than displaying a separate blue star for each member serving, 1 star may be used to represent all.
 - (4) If any member(s) is/are killed while actively serving, a gold star will be placed on the Service Flag between the staff and the blue star so as to be above the blue star, if displayed vertically.

g. Flags shall be flown at half-mast on Memorial Day, as outlined in Chapter 2, Funerals and Special Ceremonies—California Highway Patrol Participation, of this manual.

(1) When displayed at half-mast, flags shall first be raised to the top of the staff, and then slowly lowered halfway. Flags shall also be raised to the top of the staff before being lowered for the day.

(2) If the staff is too short for half-mast, flags should be displayed at a height reasonably below the top of the staff.

(3) In no event shall the flags touch the ground, either during handling or while being flown from a staff.

h. The California State, CHP, POW/MIA, and/or Service Flags may be individually displayed inside any departmental facility. If displayed indoors with the Colors, the aforementioned flags must be positioned as if displayed outdoors, as described in paragraphs 4.a. and 4.b.

5. HONORS.

a. When present at official functions, such as parades or memorial services, but not in formation, uniformed personnel shall render a hand salute to the Colors. The salute shall be rendered when the approaching flag is approximately 18 feet away, or upon command, and shall be held until the Colors has passed. The method for rendering a hand salute is described in paragraph 7.

b. When in formation at official functions, uniformed personnel, upon command, shall stand at “attention.” The commanding officer shall salute the Colors on behalf of the formation.

6. THE UNITED STATES NATIONAL ANTHEM.

a. When the National Anthem or “To the Colors” is played, all uniformed personnel present, but not in formation, shall stand at attention, face the Colors or music, and render the hand salute as described in paragraph 7.

b. While in formation, personnel shall not change positions to face the Colors or music. Rather, all members of the formation shall face toward the front and remain at attention. The commanding officer shall render the hand salute on behalf of the formation while the music is being played.

c. When the National Anthem of any other country is played during an official occasion, uniformed personnel shall respond as above.

7. HAND SALUTE. The hand salute shall be executed in a manner as prescribed below, depending on the applicable circumstances.

a. Ceremonial Hand Salute. The ceremonial hand salute shall be used in a memorial setting (e.g., Peace Officers' Memorial Ceremony, Memorial Bell Ringing Ceremony, funerals). This type of hand salute shall be executed as follows:

(1) Raise the right hand slowly (4-second count) until the tip of the forefinger touches the lower part of the cap or hat brim.

(2) The thumb and forefinger must be extended and joined, palm to the left, forearm inclined at approximately 45 degrees. The hand and wrist shall be straight, forming a direct line from the tip of the middle finger through the elbow.

(3) To end the salute, slowly return the hand to the side along the seam of the trousers, following the same slow 4-second count.

b. Traditional Hand Salute. For all other occasions, the hand salute shall be executed as follows:

(1) Raise the right hand quickly and firmly until the tip of the forefinger touches the lower part of the cap or hat brim. The hand should appear to "snap" into place.

(2) The thumb and forefinger must be extended and joined, palm to the left, forearm inclined at approximately 45 degrees. The hand and wrist shall be straight, forming a direct line from the tip of the middle finger through the elbow.

(3) To end the salute, quickly snap the hand down to the side, along the seam of the trousers.

8. REQUISITION OF FLAGS. As specified, the California State Flag may be requisitioned for use in the following special circumstances:

a. Memorial Packages.

(1) As outlined in Chapter 4, Presentation of State Flags and Memorial Certificates, Area and Division commands may requisition the California State Flag for presentation as memorial packages.

(2) All such requests must be made on a CHP 162A, Peace Officer Funeral Worksheet, and routed through the appropriate channels to the appropriate Commissioner's office. Once approval is granted, the request will be forwarded to the Academy, Administrative Services Program (ASP), for preparation of the memorial package. To expedite the process, the CHP 162A may be preceded by an e-mail routed through channels to the Assistant Commissioner, Field.

b. For Use at the Scene of a Line of Duty Death.

(1) Commanders are authorized to requisition and maintain a maximum of three California State Flags for use at the scene of a law enforcement LODD.

(2) These flags are to be used in covering the body of an officer who has been killed in the line of duty and the body remains at the scene during the course of the investigation.

(3) The only California State Flag authorized to be used in the manner prescribed in paragraph 8.b.(2) is the 5-foot by 7 1/2-foot polyester California "Bear" Flag. This flag may be requisitioned directly from the Supply Services Unit.

(4) In determining whether a fallen officer is to be covered with the California State Flag, primary consideration should always be given to the preservation of evidence and the probability of scene contamination. As such, personnel shall consult with and receive concurrence from the primary investigative authority prior to the flag being draped over a fallen officer.

(a) In order to limit possible cross contamination as a result of using the California State Flag, a previously sealed yellow emergency blanket, or other sterile cover, should be placed over the officer prior to draping the flag.

(5) If the LODD involves an officer from an allied agency, approval shall be obtained from the command element of the agency for which the fallen officer worked.

(a) Allied agency approval should be documented (e.g., dispatch log entry) and should contain, at minimum, the name, rank, and ID number of the person granting approval.

(6) Once the deceased officer has been removed from the scene and the California State Flag is no longer being used as a covering, the flag shall be handled in a manner consistent with local protocol relative to the disposition of items containing biological hazards.

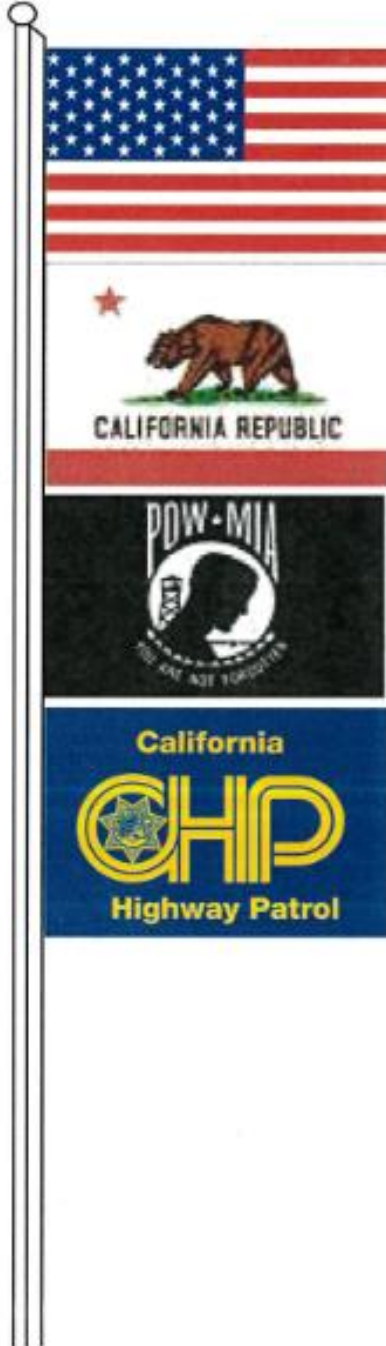
(7) For tracking purposes, whenever a California State Flag is used in a LODD, the circumstances shall be documented on a CHP 162A and forwarded, through channels, to the Academy, ASP, within 30 days of the date of the death.

(8) Area and Division commands shall not use the California State Flag intended for LODDs in the preparation of memorial packages. All memorial packages shall be requested in accordance with paragraph 8.a.

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ANNEX A

POSITION OF FLAGS—SINGLE STAFF



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ANNEX B

POSITION OF FLAGS AS VIEWED BY OBSERVER—MULTIPLE STAFFS



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ANNEX C

POSITION OF FLAGS AS VIEWED BY OBSERVER—TALLER MIDDLE STAFF



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