

State of Iowa Department of Corrections Policy and Procedures

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Subject: Display and Use of Flag
ACA Standards: NA
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Authority:

1. PURPOSE

To show the proper protocol when displaying the United States flag, the State of Iowa flag, and the Iowa Department of Corrections (IDOC) flag.

2. POLICY

It is the policy of the IDOC that the institutions under its care and the Judicial District Department of Correctional Services shall comply with the rules and protocols for the proper display and use of the United States flag, the State of Iowa flag, and the IDOC flag.

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3. DEFINITIONS – As used in this document:

- A. Half-Staff – The position of the flag when it is one-half the distance between the top and bottom of the staff.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Position and Manner of Display

1. Each institution and district shall maintain at least two staffs for flying flags. When two flagstaffs are used, when facing the flags from the area of most prominent public viewing: the left hand staff shall fly the U.S. flag and, if used, the POW/MIA flag below; the right hand staff flying the State of Iowa flag with the IDOC flag below and, if used, an institutional or district flag flown below. When three flagstaffs are used, when facing the flags from the area of most prominent public viewing: the center staff shall fly the U.S. flag and, if used, the POW/MIA flag; the left hand staff shall fly the IDOC flag with, if used, the institutional or district flag flown below; the right hand staff shall fly the State of Iowa flag.
2. No other flag or pennant should be placed above, or on the same level, to the right of the U.S. flag.
3. The U.S. flag should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
4. The U.S. flag should be displayed daily on or near the main administration building of every public institution/facility.
5. It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs. However, when a patriotic effect is desired, the U.S. flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.
6. The U.S. flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.
7. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the U.S. flag, the latter should always be at the peak. When the flags are flown from adjacent staffs, the U.S. flag should be hoisted first and lowered last. The flag should not be

displayed on days when the weather is inclement, except when an all weather flag is displayed.

8. On Memorial Day, the U.S. flag should be displayed at half-staff until noon only, and then raised to the top of the staff.
9. When used on a speaker's platform or public auditorium, the U.S. flag should hold the position of prominence and in the position of honor at the speaker's right as they face the audience. Any other flag should be placed on the left of the speaker or to the right of the audience.

B. Method for Placing Flag at Half-Staff

1. Upon a declaration from the President of the United States of America, the U.S. flag shall be raised to the peak for an instant and then lowered to the half-staff position midway between the top and the bottom of the staff. The U.S. flag should be again raised to the peak before it is lowered for the day. The U.S. flag must never touch the ground when being raised or lowered. The U.S. flag should be raised briskly and lowered slowly and ceremoniously. At no time shall any other flag be above the U.S. flag.
2. When the U.S. flag is lowered to half-staff position, other flags should similarly be lowered. The Governor of Iowa must authorize the lowering of the State of Iowa flag.
3. The Warden or District Director must authorize the lowering of the IDOC flag and institutional/district flag from date of death through sunset the day of the funeral for a death of an active employee.

C. Method of Notification to Display Flags at Half-Staff

Upon verifying the death of a person for whom the flags are to be flown at half-staff, the Warden/District Director at the affected site will notify the Director, Deputy Directors, Wardens and District Directors of the pertinent information regarding the employee death. The IDOC flag and institutional/district flag shall be flown at half-staff from date of death through the day of the funeral for the death of an active employee.

D. Respect for the Flag

1. No disrespect should be shown to the U.S. flag.
2. The U.S. flag should not be dipped to any person or thing.
3. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

E. Disposal of the Flag

The U.S. flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.