
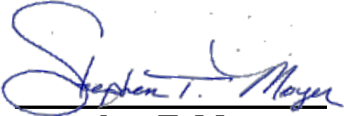


Executive Directive



Title: Flag Protocol	Executive Directive Number: OSPS.020.0020
Related MD Statute/Regulations: U.S. Code, Title 4—Flag and Seal, Seat of Government, and the States, Correctional Services Article, §§2-103, Annotated Code of Maryland; State Government Article, §§13-201—13-204, Annotated Code of Maryland	Supersedes: Department Directive Number: DPSCS.020.0020, dated April 30, 2014
Related ACA Standards: NA	Responsible Authority:  Assistant Secretary, Programs and Services
Related MCC Standards: NA	Effective Date: June 10, 2015 Number of Pages: 7



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Secretary



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.01 Purpose.

This directive continues protocol for appropriately displaying flags of the United States, Maryland, Department of Public Safety and Correctional Services (Department), and if applicable, other flags, on property under the Department's jurisdiction.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. The Department shall display and handle the U.S., Maryland, Department, and, if applicable, other flags in a manner demonstrating the highest level of respect due the official symbols of the body each flag represents.
- B. The Department shall uniformly display the U.S., Maryland, Department, and, if applicable, other flags according to protocol promulgated by Maryland's Office of the Secretary of State (Office).
- C. The Secretary of Public Safety and Correctional Services (Secretary), consistent with protocol promulgated by the Office for the display of flags, shall direct the display of the Department flag.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

(1) "Department flag" means the flag adopted by the Secretary as a symbol of the Department.

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- (2) “Maryland flag” means the State flag as set forth under State Government Article, §§13-201-13-202, Annotated Code of Maryland.
- (3) “Unit” means an organization, an institution, agency, or a division established by statute or created by the Secretary.
- (4) “Unit” head” means the highest authority of a unit.
- (5) “Unit flag” means a flag adopted by a unit head and approved by the Secretary as a symbol of the specific unit.
- (6) “U.S. flag” means the United States flag as set forth under U.S. Code, Title 4—Flag and Seal, Seat of Government, and the States.

.05 Responsibility.

- A. The Office of the Secretary of State (Office) has the responsibility for State protocol for the use and display of the Maryland flag, individually or in combination with other flags.
 - (1) The Office adopted the U.S. protocol for the display of the U.S. flag, individually or in combination with other flags.
 - (2) The Office published detailed information concerning [State protocol for use and display of flags](#) that is available on the Internet.
- B. The Secretary has responsibility for directing the display of the Department flag.
 - (1) The Secretary may direct display of the Department flag to honor:
 - (a) Department or unit-related events; and
 - (b) Events related to other State units, other states, or local government.
 - (2) A unit head may request, through the chain of command, permission from the Secretary to display the Department flag:
 - (a) To honor a unit-specific event; or
 - (b) At half-mast to honor a deceased employee.
- C. Upon a decision by the Secretary, or a designee, on a request made under §.05B(2) of this directive, the Secretary, or a designee shall advise the Executive Director of Communications (Executive Director) , or a designee, who shall:
 - (1) Advise the unit head making the request of the Secretary’s decision and if the decision is to lower the Department flag;
 - (2) On behalf of the Secretary, issue an order to the affected unit or units concerning the display of the Department flag that, at a minimum, includes:

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- (a) Language that indicates the Secretary has approved lowering the Department flag;
 - (b) The purpose for lowering the Department flag;
 - (c) The period of time that the Department flag is to be lowered; and
 - (d) Other relevant information concerning the lowering of the Department flag, such as funeral arrangements.
- (3) If the Department flag is lowered Department-wide, notify all Department personnel of the reason;
- (4) If the Department flag is lowered at specific Department units or facilities, ensure that the managing official of the affected units or facilities is instructed to notify unit or facility employees of the reason for lowering the Department flag.
- D. If the Department flag is displayed with other flags, the individual responsible for displaying the flags shall ensure that the Department flag assumes the proper place of honor among the other flags, displayed consistent with the Office protocols.
- E. A unit displaying a U.S., Maryland, Department, and, if applicable, other flag shall display the flags according to protocol published by the Office and direction of the Secretary.
- F. An individual responsible for organizing a Department, unit, or public assembly involving the display of the U.S., Maryland, or Department flag, individually or in combination with other flags, shall ensure the flag is displayed according to Office protocol and direction of the Secretary.
- G. Maryland Flag – General.
- (1) The Maryland flag is flown with the black stripe on the diagonal band of the first quarter at the top of the flagstaff.
 - (2) Only a gold cross bottony may be used as an ornament on the top of the flagstaff that carries the Maryland flag.
 - (3) The Maryland flag shall be displayed on state holidays and on historic and special occasions.
 - (4) The Maryland flag may not be displayed outdoors earlier than sunrise or later than sunset unless the Maryland flag is directly illuminated during hours of darkness.
 - (5) Unless an all-weather flag is used, the Maryland flag may not be displayed during inclement weather.
 - (6) When appropriate, the Maryland flag is displayed on or near the main administration building of a State facility.
 - (7) The Maryland flag is lowered slightly to honor:
 - (a) The U.S. flag;

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- (b) The National Anthem if the U.S. flag is not displayed; or
 - (c) The flag of another nation or the nation's national anthem if the flag is not displayed.
- (8) The Maryland flag is carried aloft and free.
- (9) The Maryland flag may not be used as a:
- (a) Drape over the hood, top, sides, or back of any vehicle, or on any railroad train, boat, or airplane;
 - (b) Cover on a platform or speaker's desk; or
 - (c) Drape for a speaker's platform.
- (10) If the Maryland flag is displayed, inside or outside of a building in a manner other than on a flagstaff, the flag is displayed flat.
- (11) If the Maryland flag is displayed horizontally or vertically against a wall, the first quarter is at the top and to the flag's own right (the observer's left).
- (12) The Maryland flag may not touch anything beneath the flag.
- (13) The Maryland flag may not be used as a receptacle for receiving, holding, carrying, or wrapping.

H. Maryland Flag – Display with Other Flags.

- (1) If the Maryland flag is displayed with other flags, the following positions of honor apply:
- (a) The U.S. flag occupies the position of highest honor, to the observer's extreme left or the highest point in a grouping of flags;
 - (b) Each of the following flags is displayed to the U.S. flag's left (observer's right), in the following positions of honor:
 - (i) When applicable, the flag or flags of other nations ranked in alphabetical order;
 - (ii) The Maryland flag;
 - (iii) The flags of other states;
 - (iv) The flags of Maryland counties, including Baltimore City;
 - (v) The flags of Maryland municipalities;
 - (vi) The Department flag; and
 - (vii) A unit flag.

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- (2) If the U.S. flag and Maryland flag are flown from a single flagstaff:
 - (a) The U.S. flag is displayed from the highest point of the flagstaff;
 - (b) The Maryland flag is immediately below the U.S. flag; and
 - (c) The Maryland flag may not be larger than the U.S. flag.
- (3) If the U.S. flag and Maryland flag are displayed on separate flagstaffs:
 - (a) The flagstaffs are to be the same height;
 - (b) The Maryland flag may not be larger than the U.S. flag;
 - (c) The U.S. flag is flown from the flagstaff to the observer's left;
 - (d) The Maryland flag is flown from the flagstaff to the observer's right.
- (4) If the U.S. flag and the Maryland flag are displayed from a staff on a speaker's platform or at floor level in a public auditorium:
 - (a) The U.S. flag is displayed to the speaker's right (speaker facing the audience); and
 - (b) The Maryland flag is displayed to the left (observer's right) of the U.S. flag.
 - (c) Both the U.S. and the Maryland flags may be to the speaker's right (observer's left), or the Maryland flag may be at the speaker's left (observer's right).
- (5) If the U.S. flag and the Maryland flag are displayed from separate staffs grouped around a central point:
 - (a) The U.S. flag is displayed at the highest point of the group; and
 - (b) The Maryland flag is displayed to the U.S. flag's right on the extreme right of the group (observer's extreme left).
- (6) If the U.S. flag and the Maryland flag are displayed at crossed staffs:
 - (a) The U.S. flag is displayed on the U.S. flag's own right (observer's left); and
 - (b) The Maryland flag is displayed to the U.S. flag's left (observer's right) with the Maryland flag's staff behind the U.S. flag's staff.
- (7) If the Maryland flag and other flags are carried from flagstaffs in a procession:
 - (a) The U.S. flag is carried on the marching right (the observer's left);
 - (b) The Maryland flag is carried on the U.S. flag's left (observer's right).

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- (8) If the U.S. flag and the Maryland flag are displayed together against a wall, the U.S. flag is displayed on the Maryland flag's own right (observer's left);
 - (a) The U.S. flag union is positioned at the top of the U.S. flag's own right (the observer's left).
 - (b) The Maryland flag is displayed with the first quarter at the top and to the flag's own right (the observer's left).
 - (c) The Maryland flag may not be larger than the U.S. flag; and
 - (d) The Maryland flag may not be displayed higher than the U.S. flag.

I. Period of Mourning.

- (1) If the U.S. flag and the Maryland flag are flown together at half-staff from a single flagstaff with:
 - (a) A single halyard:
 - (i) The U.S. flag is attached first;
 - (ii) The Maryland flag is secured to the halyard immediately below the U.S. flag; and
 - (iii) Both flags are raised to the peak and lowered to half-staff; or
 - (b) Two halyards:
 - (i) The U.S. flag is always raised first and lowered last;
 - (ii) The U.S. flag is attached first and raised to the top of the flagstaff;
 - (iii) The Maryland flag is attached to the second halyard, raised to the top of the flagstaff and lowered to half-staff; and
 - (iv) The U.S. flag is lowered to half-staff after the Maryland flag is lowered.
- (2) The Governor, or a designee, may order the Maryland flag flown at half-staff for a period determined by the Governor, or a designee:
 - (a) On the death of a present or former:
 - (i) Government official; or
 - (ii) State or national leader; and
 - (b) On other occasions determined by the Governor, or a designee.
- (3) The Maryland flag is flown at half-staff when ordered by a county or municipal government official on property under the official's jurisdiction.

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- (4) On Memorial Day, the U.S. flag and the Maryland flag are:
 - (a) Flown at half-staff until noon; and
 - (b) After noon, raised to the top of the flagstaff,
- (5) The Maryland flag may be used to cover the casket of:
 - (a) A State trooper killed in the line of duty; or
 - (b) A State official or public servant whose career was substantially devoted to public service in the State.
- (6) If the Maryland flag is used to cover a casket:
 - (a) The Maryland flag is positioned with the first quarter at what would be the head of the individual and over the left shoulder; and
 - (b) The Maryland flag may not be lowered into the grave or to touch the ground.
- (7) During a period of official mourning:
 - (a) The Maryland flag may be draped with crepe when it is not possible to display the flag at half-staff; or
 - (b) When ordered by the Governor, or a designee, the staff used to display the Maryland flag shall display black crepe, tied in a bow with streamers of equal length, at the top of the staff and below the cross botany.

.06 Attachment(s)/Link(s).

[Secretary of State Flag Protocol](#)

.07 History.

- A. This Executive Directive replaces Directive Number: DPSCS.020.0020 dated April 30, 2014 to align responsibilities based on Department re-alignment.
- B. This directive supersedes provisions of any other prior existing Secretary's, Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

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S Posts responsible for displaying flags.