

FLAG ETIQUETTE

Procedures for Handling and Displaying
the American and Oklahoma State Flags

Oklahoma Department of Corrections

2016

Course Information:

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| Course Title: | <i>Flag Etiquette: Procedures for Handling and Displaying the American and Oklahoma State Flags</i> |
| ELM code: | DOC 263 |
| Category: | Cadet Academy / In-service / Training for Detailed Inmates |
| Training credit: | 30 minutes |
| Course author and date: | Andrea Jordan, Training Specialist, EDU; May 2016 |
| Reviewer and date: | Terri Vogt, APO II, EDU; 8JUNE2016 |
| Approved by and date: | Phil Gilstrap, Training Manager, EDU; 10JUNE2016 |
| Target population(s): | All DOC staff/Detailed Inmates |
| Approved instructor(s): | Certified Instructor/Trainer/Subject Matter Experts |
| For classroom presentations: | Certified DOC instructors |
| Delivery/presentation method: | Classroom/On-Line |
| Evaluation procedures: | Classroom--Demonstration of Skills/ Online-Review questions |

Information Sources:

United States Code. Title 4, Chapter 1; Title 18, Chapter 33, Section 700; Title 36, Chapter 3

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

OP-150402 Display of Flags Effective Date: 8/2015

U.S. Air Force publication

Department of Corrections Honor Guard

“HONOR THE FLAG: How to properly display the American Flag,” Publication from Event Resources, Inc., East Hartford, CT. Website: <http://eventresources.com/wp-content/uploads/2012/08/How%20to%20Properly%20Hang%20the%20American%20Flag.pdf>

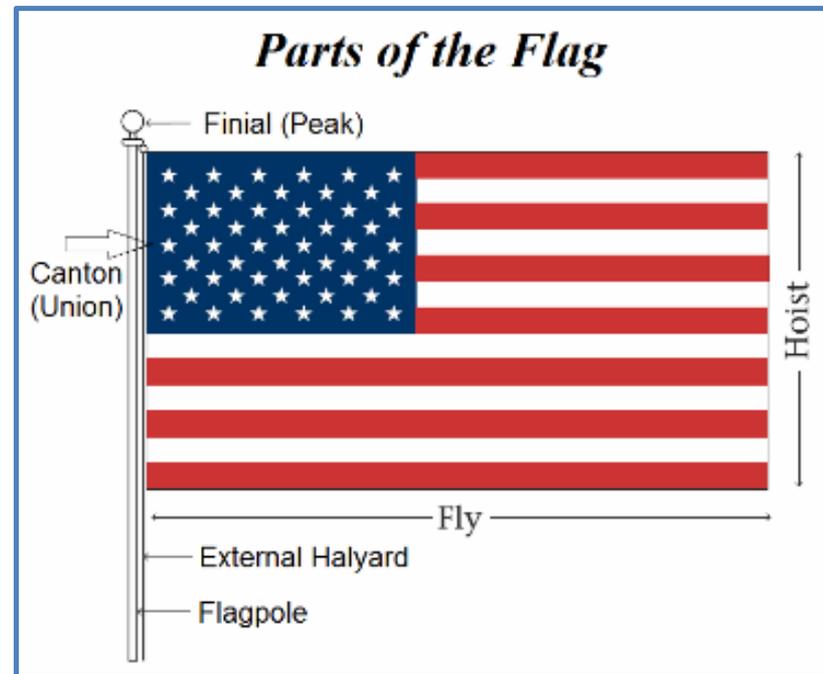
YouTube Website Videos:

1. By Harvey Kronberg & Michele Kronberg (www.austinflag.com)
<https://www.youtube.com/watch?v=RY1pTYxL420>
2. AiirSource Military, “Honor Guard Team Demonstrate Proper Flag Folding Techniques,” published March 22, 2013
<https://www.youtube.com/watch?v=2H7p6j3NsyQ>

United States Code

Title 4 Chapter 1—The Flag

- The laws relating to the flag of the United States of America are found in the United States Code. Title 4, Chapter 1 pertains to the flag;
- Title 18, Chapter 33, Section 700 regards criminal penalties for flag desecration;
- Title 36, Chapter 3 pertains to patriotic customs and observances.
- These laws were supplemented by Executive Orders and Presidential Proclamations.



Did You Know?

**“The flag represents a living country
and is itself considered a living thing.”**

--United States Code
Title 4 Chapter 1, Section 8j



COURSE OBJECTIVES:

At the end of this course you will be able to:

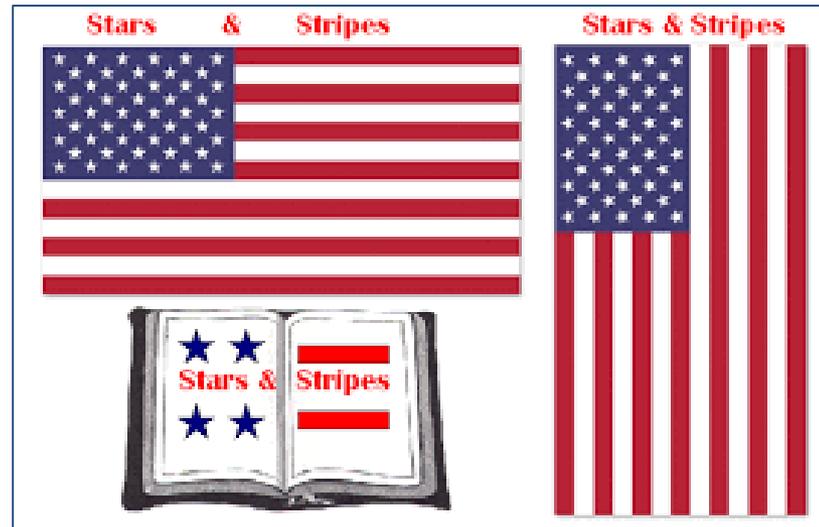
1. Describe the basic standards of respect for the American flag.
2. Demonstrate the 7 steps for folding the American flag.
3. Demonstrate the 5 steps for folding the Oklahoma flag.
4. Demonstrate the proper techniques for raising and lowering the American flag on a flag pole.

Standards for Display of and Respect for the Flag of the United States of America:



Standards for Displaying the Flag of the United States of America:

- The flag should be oriented correctly when being flown, with the blue field (the union) always in the upper right hand corner. Fly the flag upside down only when there is an impending danger that indicates immediate threat to life.
- When the flag is flown from a flagpole that is at an angle, such as those that are suspended from windowsills, the flag should be at its peak.



When hanging a flag, remember:
"Stars and Stripes"



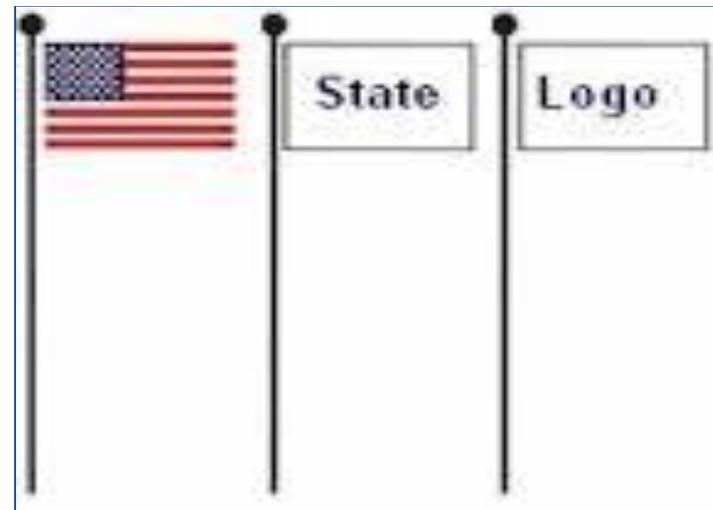
Standards for Displaying the Flag of the United States of America:

- If the flag is displayed outdoors over a street, the union should be facing either north or east depending on how the street is aligned.
- If the flag is flown on a staff that is being crossed with another flag, the staff with the national colors should be placed over the other staff with the US flag to the left of the viewer.



Standards for Displaying the Flag of the United States of America:

- When the national colors are being flown with the flags of other nations, it should **never** be lower than these flags. They should be flown at equal height and the flags should be roughly the same size.



Standards for Displaying the Flag of the United States of America:

- If a flag is flown at half-staff, it must first be fully raised before being lowered. And when lowering a half-staff flag, the same procedure must be followed.
- If the flag is placed on a casket, it must be fully draped so that the union is on the upper left hand corner. And it should be removed before the casket is lowered into the grave.



Standards for Displaying the Flag of the United States of America:

- The **Flag Code** states it is the universal custom to display the **flag** only from sunrise to sunset on buildings and on stationary **flag** staffs in the open. However, when a patriotic effect is desired, the **flag** may be displayed 24 hours a day **if** properly illuminated during the hours of darkness.
- The flag should not be flown during inclement weather unless it is made of an all-weather substance that resists damage.



Standards for Displaying the Flag of the United States of America:

- A torn and tattered flag should never be flown; it should immediately be taken down and replaced. The old flag should then be properly disposed through a respectful burning.
- The flag should never be allowed to touch the ground. If it accidentally does so, it should be picked up immediately.
- Never write on, or otherwise deface, the flag.



Standards of Respect for the Flag:

When Handling the Flag of the United States

DO NOT:

- Dip it for any person or thing, even though state flags, regimental colors and other flags may be dipped as a mark of honor.
- Display it with the union down, except as a signal of distress.
- Let the flag touch anything beneath it: ground, floor, water, merchandise.
- Fasten or display it in a way that will permit it to be damaged or soiled.
- Place anything on the flag, including letters, insignia, or designs of any kind.
- Use it for holding anything.

Standards of Respect for the Flag:

When handling the Flag of the United States

DO NOT:

- Use it as wearing apparel, bedding or drapery
- Use it on a costume or athletic uniform. (A flag patch may be attached to the uniform of patriotic organizations, military personnel, police officers and firefighters.)
- Use the flag for advertising or promotion purposes or print on paper napkins, boxes or anything else intended for temporary use and discard.
- Use it for decoration of any kind. (Use bunting of red, white and blue stripes instead.)

Raising and Lowering of the American Flag



Raising the Flag—Single Flag

1. Facing the flagpole on the downwind side or as appropriate.
2. The flagpole is centered between the halyard pullers.
3. The halyard puller immediately moves to the flagpole and ensures that the halyards are free of the pole
4. Begin to (carefully) unfold the flag lengthwise. **The flag is NOT unfolded width-wise.**
5. The handler attaches the top of the flag to the halyard. The halyard puller raises the flag until the bottom of the flag can be attached.
6. The flag is raised from the handler's hands—The flag handler holds the flag waist high and forearms horizontal to the ground. The handler does not release the flag until it is pulled from his hands.
7. The halyard puller rapidly raises the flag.
8. Halyard is then secured

Lowering the Flag--Single Flag

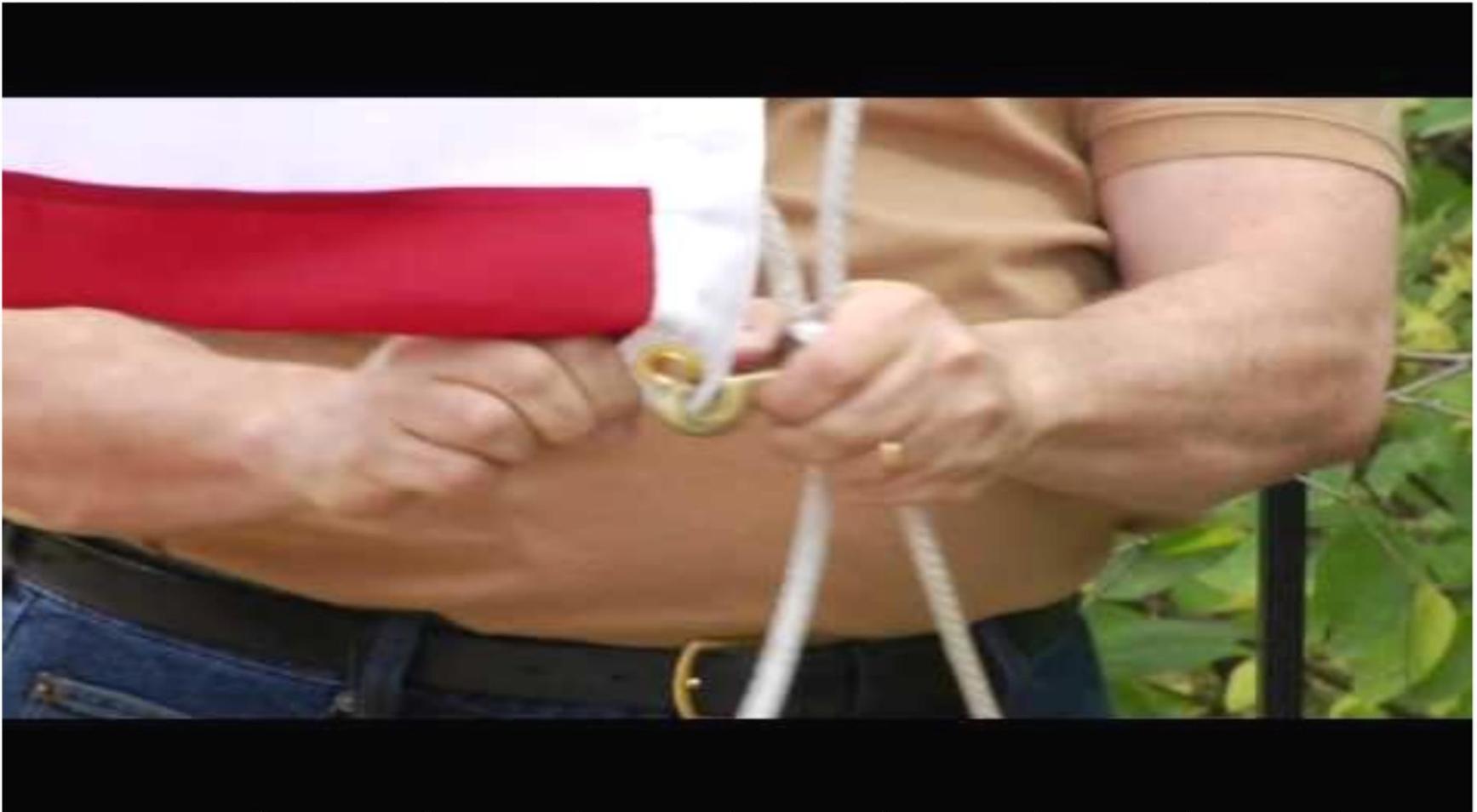
1. Halyard pullers free the halyards, untangle them, and ensure that they are free from the pole.
2. The flag is lowered **slowly** and with dignity.
3. As the flag is lowered to within reach of the Catcher, who does not look up, gathers the flag into his arms making sure to keep the grommets separated.
4. The puller disconnects the flag one grommet at a time.
5. The catcher keeps the grommet on the blue side in the right hand, the other grommet in the tucked with the flag.
6. Halyards are re-secured and preparing to fold the flag.

NOTE: If the flag is to be flown at half-staff, the flag is hoisted briskly to the staff head and then it is lowered to the half-staff position

Raising Multiple Flags

- Always hook up the American flag first and only unfold the triangle folds while keeping hold of the rest of the folded flag.
- Raise the halyard and attach the next flag while keeping hold of it. There is no need to raise the halyard so that the American flag is out of reach as long as both flags are properly secured.





Raising and Lowering the American Flag

<https://www.youtube.com/watch?v=RY1pTYxL420>

Folding the American Flag



Step 1: Begin with the flag parallel to the floor. It is best to use two people when folding the flag.



Step 2: Fold the flag in half lengthwise, crossing the red stripes over the top of the blue square and stars.



Step 3: Holding the flag so that the side with the blue square is toward the ground, fold the flag in half again lengthwise, bringing the folded edge up to meet the open edge (as shown) so that the blue square and stars are on the outside.



Step 4: Starting with the striped end of the folded flag, fold the bottom corner up to meet the open edge of the flag creating a triangular shape.



Step 5: Fold the triangle section in towards the stars, aligning the outside edge along the top.



Step 6: Continue folding down and across in this manner until the final corner remains.

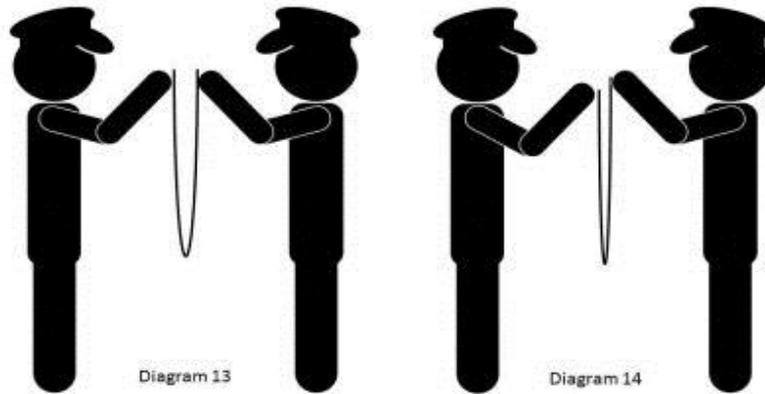


Your final shape should be a blue triangle with stars on both sides.



Seven Steps for Folding the American Flag

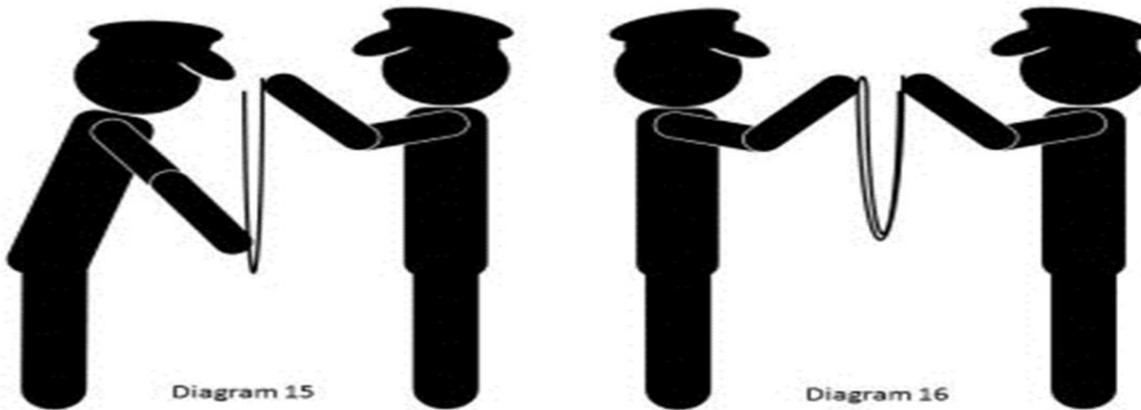
1. Hold the flag with a partner. Folding the flag properly requires two sets of hands. Hold the flag waist-high so that its surface is parallel to the ground (DIAGRAM 13)



2. Fold the flag in half lengthwise. Fold the lower half of the stripe section over the field of stars, holding the bottom and top edges securely. Make a gutter when folding, by folding it just below the grommet. This offset is to ensure the thickness of the flag and to ensure that there is **NO red** showing (DIAGRAM 14).

Seven Steps for Folding the American Flag

3. Fold the flag again lengthwise with the blue field on the outside. Keep the crease tight and make sure the corners are aligned with the first fold's offset (DIAGRAM 19).



4. Make a triangular fold. Bring the striped corner of the folded edge to meet the offset edge of the flag. It's important to start with the folded edge, to make sure the folds align correctly in the end (DIAGRAM 20).

Seven Steps for Folding the American Flag

5. Turn the outer end point inward. Fold the triangle you've just created, parallel to the open edge, to form a second triangle.



Diagram 19

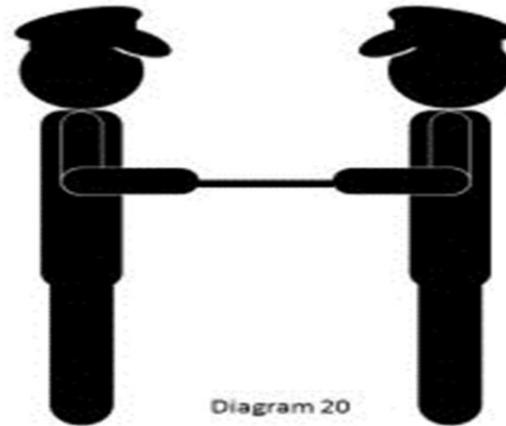


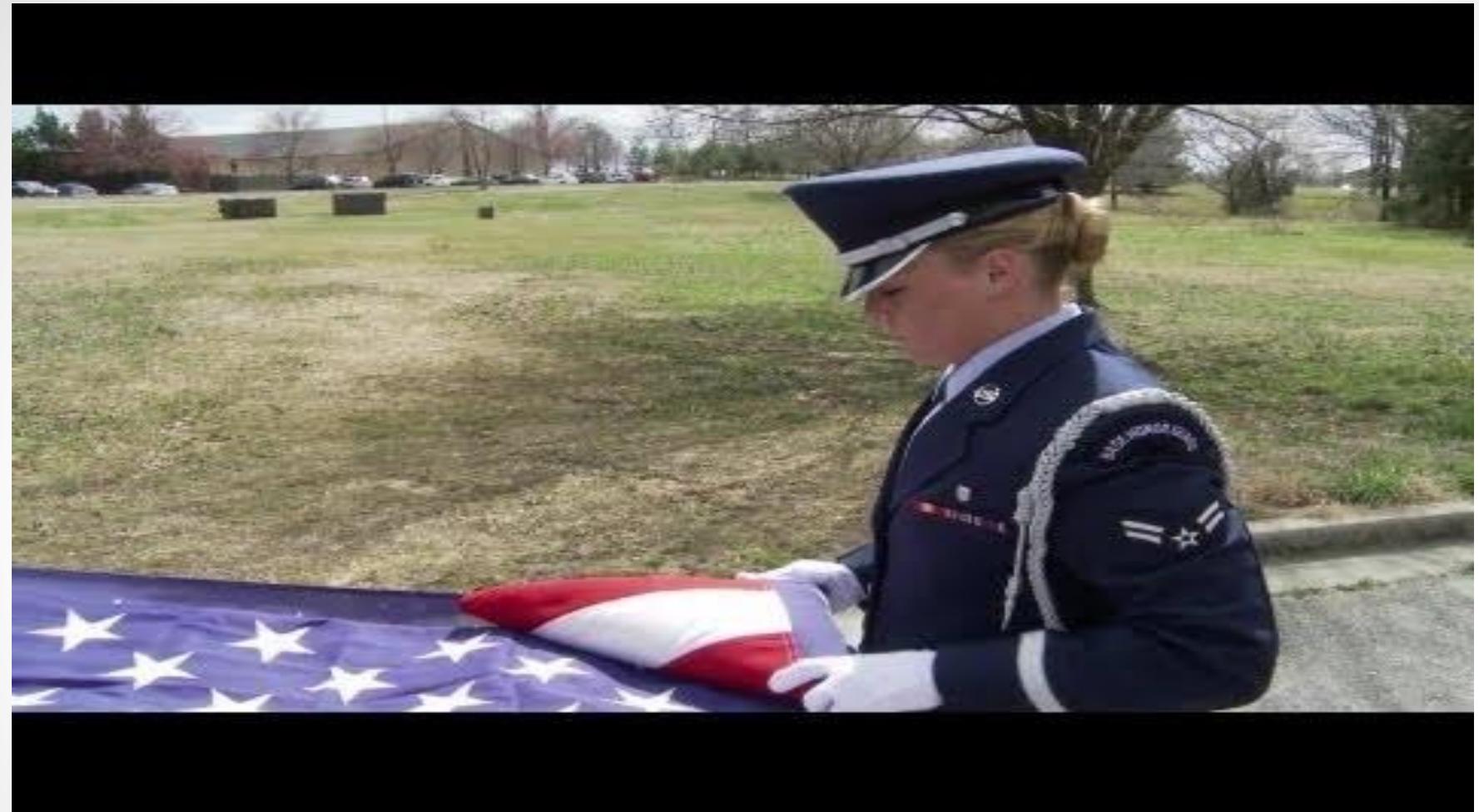
Diagram 20

6. Continue the triangular folding for the entire flag. The entire sequence of folds should involve 13 folds, which represent the thirteen original colonies.

Seven Steps for Folding the American Flag

7. Ensure the flag is folded properly. When the flag is completely folded, only a triangular blue field of stars should be visible. Tuck the end into the fold to secure the flag in place. Make a 45 degree fold and then tuck the fabrics in, or do a credit card swipe. The finished flag must have **NO** red showing, has four stars pointing upward, and square corners.





Proper Steps for Folding the American Flag

<https://www.youtube.com/watch?v=2H7p6j3NsyQ>

Folding the State of Oklahoma Flag



STEPS FOR FOLDING THE STATE FLAG OF OKLAHOMA

1. Hold the flag with a partner. Folding the flag properly requires two sets of hands. Hold the flag waist-high so that its surface is parallel to the ground----SAME AS THE AMERICAN FLAG.
2. Fold the flag in half lengthwise TWICE, holding the bottom and top edges securely. Make a gutter when folding placing the state seal inside.

NOTE: THERE IS NO OFFSET WITH THE GROMMETS LIKE THE AMERICAN FLAG. THE GROMMETS LINE UP TOGETHER.

STEPS FOR FOLDING THE STATE FLAG OF OKLAHOMA

3. Turn flat, waist high and parallel with the ground.
4. Start the fold on the blue end of the flag.
 - **Place a 4 to 6 inch rectangle “fold over” or “bob” before starting. This reduces the amount required to tuck in the end.**
5. Continue the same folding pattern as with the American Flag.



Review Questions:

- Explain the differences in folding the American and Oklahoma flags?
- How many times do both flags get folded lengthwise?
- How many folds are completed?
- How many people are required at a minimum to properly perform the flag folding ceremony?

Summary:

As you practice folding the flags, keep this in mind:

The American and Oklahoma flags are flown every day in front of our office buildings and institutions. In addition, both flags are part of ceremonies we conduct and attend as DOC employees. Proper display and handling of the flags is a reflection of our professionalism as an agency, and shows that we as employees honor the nation and state they represent.