

Georgia Department of Public Safety Policy Manual

SUBJECT UNITED STATES AND GEORGIA FLAGS	POLICY NUMBER 7.09
DISTRIBUTION ALL EMPLOYEES	REVISED DATE 5/16/2024
	POLICY REVIEWED 5/16/2024

7.09.1 Purpose

The purpose of this policy is to provide for the proper display and handling of the United States and Georgia flags.

7.09.2 Policy

It shall be the policy of the Georgia Department of Public Safety (DPS) to ensure that all employees treat the flags of the United States and the state of Georgia with the utmost respect, and that these flags are displayed and handled properly at all times.

7.09.3 Procedures

- A. The United States Flag and Georgia Flag shall be flown at DPS Headquarters, all Georgia State Patrol Posts, and all DPS weigh stations.
- B. The flags may be flown both day and night if they are properly lighted. "Proper illumination" is a light specifically placed to illuminate the flag (preferred) or having a light source sufficient to illuminate the flag, so it is recognizable as such by the casual observer. If not properly lighted, the flags shall be raised before 0800 hours and lowered as close to 1700 hours as practicable.
- C. The procedure for flying the flags at half-staff shall be to raise the flags to full-staff, then lower them to half-staff. If the flags are at full-staff when notification is received to fly them at half-staff, simply lower them to half-staff. When lowering the flags from half-staff, first raise them to full staff then slowly and ceremoniously lower them.

Flags shall only be flown at half-staff upon orders from competent authority as outlined in Policy #5.06 - Death and Funeral of a Member.

- D. The flags should not be flown during inclement weather unless they are made of nylon or other water-resistant material.
- E. Work Unit Supervisors, or their designee, should inspect flags periodically and replace them when they become worn and/or faded. The old flags should be disposed of properly, preferably by burning them.
- F. Inmates shall not be allowed to handle the flags at any time.
- G. When not being flown, flags should be neatly folded and stored in an appropriate location within the facility.

1. When folding the United States flag, special care should be taken that no part of the flag touches the ground. The flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.
2. This custom is reserved for the United States flag, only.
3. How to properly fold the flag:
 - a. Step 1: Begin by holding it waist-high with another person, so that its surface is parallel to the ground.
 - b. Step 2: Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.
 - c. Step 3: Fold the flag again lengthwise with the blue field on the outside.
 - d. Step 4: Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.
 - e. Step 5: Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.
 - f. Step 6: The triangular folding is continued until the entire length of the flag is folded in this manner.
 - g. Step 7: When the flag is completely folded, only a triangular blue field of stars should be visible.