



# Virginia Department of Corrections

## General Services

### Operating Procedure 320.1

### *Emblems, Signs and Flags*

**Authority:**

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None

<b>Content Owner</b>	Donald Wothe General Services and Facility Management Manager	<i>Signature Copy on File</i>	6/23/22
		Signature	Date
<b>Reviewer:</b>	Lisa C. Hernandez Corrections Administration Manager	<i>Signature Copy on File</i>	6/23/22
		Signature	Date
<b>Signatory:</b>	Joseph W. Walters Senior Deputy Director	<i>Signature Copy on File</i>	6/23/22
		Signature	Date

### REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

*The content owner reviewed this operating procedure in June 2023 and determined that no changes are needed.*

*The content owner reviewed this operating procedure in July 2024 and determined that no changes are needed.*

### COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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## **DEFINITIONS**

**Organizational Unit** - A DOC unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit (e.g., Human Resources, Offender Management, Internal Audit).



## PURPOSE

This operating procedure provides guidelines to standardize signs and flags displayed by all units of the Department of Corrections (DOC) to facilitate recognition and ensure conformation of such markings to those of the Commonwealth of Virginia and its other agencies. This operating procedure provides protocols for proper and respectful display of the various flags flown at DOC organizational units.

## PROCEDURE

- I. Logo
  - A. The logo of the DOC and its organizational units will be the “Virginia Department of Corrections, Public Safety First” circle.
  - B. Attachment 1, the *Logo Specifications and Standards Guide* provides guidance on how the logo may be displayed on publications, forms, buildings, vehicles, advertisements, and elsewhere when such use is appropriate.
  - C. Artwork is provided on the Virtual Library for use on DOC produced documents (PNG versions) and providing to vendors for production of logo products (EPS vector versions). Artwork is provided in each format for full color, grayscale, and single color versions.
- II. Signs
  - A. Each DOC organizational unit will be uniformly marked with a sign or signs showing "Department of Corrections" or "Virginia Department of Corrections" and the name of the facility or office in white block letters on a standard blue background, with the logo or state seal if appropriate.
  - B. Organizational units whose signs cannot be easily read from a main highway should place a road sign or signs at the main intersections to show the location of the unit.
- III. Flags
  - A. When notified by the Director of the Governor’s Flag Order, the following will be responsible for ensuring compliance:
    1. The Deputy Director for Institutions or Deputy Director for Community Corrections will notify the Regional Administrators to advise the Facility Unit Heads.
    2. The Senior Deputy Director will notify the Corrections Administration Manager to advise:
      - a. The Academy for Staff Development Training Director or designee.
      - b. The Director of General Services and Facility Management or designee.
  - B. Attachment 2, *Department of Corrections Flag*, which may be used by all facilities and institutions, will be the Virginia Department of Corrections logo on a field of blue and red stripes. Contact the DOC Headquarters General Service and Facility Management Unit for information on obtaining DOC flags.
  - C. This flag may be displayed in addition to the United States of America (U.S.) flag and the Commonwealth of Virginia flag in accordance with the rules and customs outlined in the Flag Code, as amended, 4 USC, Section 7, and the *A Guide to Virginia Protocol and Traditions*.
  - D. COV §2.2-3310.1, *Display of the POW/MIA flag* Display of the POW/MIA flag, requires that agencies and institutions of the Commonwealth will display the POW/MIA flag on public buildings on the following days each year:
    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. Protocol for flying the POW/MIA flag

1. When displayed from a single flagpole, the POW/MIA flag should fly directly below the U.S. flag.
2. The POW/MIA flag should be no larger than the U.S. flag.
3. If on separate poles, the U.S. flag should always be placed to the right of other flags, the viewer's left; the flag's own right.
4. The POW/MIA flag may replace the Department, institution, local flag, or other flags, or it may be flown on the same pole below the U.S. flag or the Commonwealth of Virginia flag only on the six national observances for which Congress has ordered display of the POW/MIA flag.
5. On the six national observances for which Congress has ordered display of the POW/MIA flag, it is generally flown immediately below or adjacent to the U.S. flag as second in order of precedence.
6. The POW/MIA flag is generally not included in a color guard.

F. The following flag sizes are recommended for use based upon the height of the flag pole.

<u>Pole</u>	<u>Flag</u>
20 to 30 foot	3 by 5 foot
30 to 40 foot	5 by 8 foot
40 foot or higher	8 by 10 foot

G. Display of flags

1. Guidance on display of flags may be obtained from *A Guide to Virginia Protocol and Traditions*.
2. Where there is more than one flag pole of equal height, it is mandatory that the U.S. flag be flown to the flag's own right, the observers' left, when approaching the building. The sequence will be as follows:
  - a. U.S. flag
  - b. Commonwealth of Virginia flag
  - c. Department, institution, or local flag
  - d. Other flags (accreditations, certifications, etc.)
3. No other flag or pennant should be placed above or, if on the same level, to the right, observer's left, of the U.S. flag.
4. The U.S. flag, when it is displayed with another flag against a wall from crossed staffs, should be on the flag's own right, the observer's left, and its staff should be in front of the staff of the other flag.
5. 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.
6. 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.
7. When the flags are flown from adjacent staffs, the U.S. flag should be hoisted first and lowered last.

H. Flying the flags at half-staff

1. US Code, Title 4, *The Flag, and Seal, Seat of Government and the States*, Chapter 1, Section 7, *Position and manner of display* mandates that the U.S. flag will remain at full staff except:
  - a. On any occasion when the U.S. flag is flown at half-staff by Federal statute or Executive Order or



- b. By order of the Governor, in the event of death of a present or former official of the government of the state.
2. The Virginia flag will be flown at half-staff when the U.S. flag is flown in such a manner.
3. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
4. The term “half-staff” means the position of the flag when it is one-half the distance between the top and bottom of the staff.

#### IV. Letterhead

- A. Official DOC communications must be on the blue letterhead with the State Seal; see Attachment 3, *Official Letterhead*. Organizational units should adapt this letterhead by inserting the unit name, address, and Unit Head name/title for official unit communications.
- B. Internal communications and other documents may use the DOC logo in addition to or in place of the State Seal.

#### V. Use of the Great Seal of the Commonwealth

- A. The Seal will not be altered or have anything attached to or overlapping it, nor is it to be used as a watermark effect or have anything written or printed over them.
- B. The Seal will not be displayed or reproduced on items that are intended for short-time use and disposal, such as paper, Styrofoam, or plastic cups and plates.
- C. The Seal will not be used on welcome mats, towels, handkerchiefs, napkins, or other items intended for cleaning, drying, or being walked upon.
- D. The Seal will not be silk screened or otherwise printed on any garment. It may be embroidered on collared shirts and other garments with approval of the Office of the Secretary of the Commonwealth.
- E. No other seal, logo, service mark, trademark, or other graphic, except the Great Seal of the United States, will be displayed more prominently than the Seal of the Commonwealth in any presentation.
- F. The Seal will not be used in any manner that might reasonably be considered as being for a political purpose.
- G. The Seal will not be used on any badge except those issued by or under the authority of an agency of the Commonwealth, its agencies or political subdivisions, and with specific approval of the Office of the Secretary of the Commonwealth.

### REFERENCES

US Code, Title 4, *The Flag, and Seal, Seat of Government and the States*, Chapter 1, Section 7, *Position and manner of display*

COV §2.2-3310.1, *Display of the POW/MIA flag*

### ATTACHMENTS

Attachment 1, the *Logo Specifications and Standards Guide*

Attachment 2, *Department of Corrections Flag*

Attachment 3, *Official Letterhead*

### FORM CITATIONS

None

