



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-1 NMCTA Flag Usage and Etiquette	Issued: 9/28/05 Effective: 9/28/05	Reviewed: 5/27/26 Revised: 4/20/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Title 36, USCS, Sections 173 thru 177

## REFERENCE:

- A. Vol. II, Encyclopedia Americana.
- B. Vol. 6, The New Book of Knowledge.
- C. GSD Memo dated October 19, 1992, and Subject: Display of POW/MIA Flags, Legal Holidays.

## PURPOSE:

To establish principles of flag use, customs, and etiquette at the New Mexico Corrections Training Academy (NMCTA) in accordance with United States and State of New Mexico flag traditions and applicable law.

## APPLICABILITY:

This policy applies to all personnel of the New Mexico Corrections Training Academy.

## FORMS:

None

## ATTACHMENTS:

None

## DEFINITIONS:

None

## POLICY:

To engender reverence and respect for the flags of the United States of America and the State of New Mexico by strict observance of the laws, customs and traditions relating to the same.



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## AUTHORITY:

Policy *CD-191000*

## PROCEDURE:

### A. Flying the Flag:

1. The flags of the United States of America and the State of New Mexico shall be flown from the flag poles in front of the New Mexico Corrections Training Academy (NMCTA) complex daily from sunrise until sunset, except when weather conditions are severe enough to damage the flags.
2. The National Flag will be flown to the complex's right and to the left of those entering the complex.
3. The Chief of Basic Training shall ensure that the flags are raised at the start of each duty day and lowered at the end of the day.
4. When not in use, the flags shall be properly folded and stored in a secure area.
5. The flags shall be hoisted briskly and lowered ceremoniously, and should never be allowed to touch the ground.

### B. Flying the Flags at Half-Staff:

1. A flag flown at half-staff is a sign of mourning.
2. The flag shall be first hoisted to the top of the staff for an instant and then lowered to the half-staff position.
3. The flag shall be again raised to the top of the staff before lowering it at the end of the day.
4. The National Flag is flown at half-staff only when the entire country mourns; it is not lowered to half-staff on occasions of local mourning except by;
  - a. Proclamation from the Governor.

- b. The United States Flag shall fly at half-staff:
  - 1) For 30 days after the death of a sitting United States President or former president.
  - 2) For 10 days after the death of the United States Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives, and from the day of death until burial of an Associate Justice, or a Secretary of an executive or military department.
  - 3) Upon the death of the Governor or one of the State's Senators until burial. The same practice shall follow if a Representative of this congressional district dies.
  - 4) September 11<sup>th</sup>, of each year (Patriot Day).
  - 5) On December 7<sup>th</sup> of each year (Pearl Harbor Day).
- c. No other flag may be flown higher than the United States Flag.
- d. If the State Flag is flown at half-staff in time of local mourning, the National Flag will remain at full-staff.

**C. Saluting the Flag:**

- 1. During the ceremony of hoisting or lowering the flag, all persons involved with the ceremony except those in uniform should face the flag and stand at attention with their right hand over their heart. Those present in uniform should render the military salute until the flag is raised or lowered.
- 2. Non-uniformed men involved in the ceremony should remove their hat with their right hand and hold it to their left shoulder, with their right palm inward over their heart, until the flag is raised or lowered.

**D. Caring for the Flag:**

- 1. The flag shall be folded carefully and put away in a protected manner when not in use.
- 2. The flag is to be first folded twice lengthwise, to form a long strip.
- 3. Starting at the stripe end, the National Flag is to be given a series of triangular folds; the State Flag is to be similarly folded.
- 4. When a flag is no longer fit for display, it is to be disposed of in a dignified way, preferably by burning and not in public.