



Operating Procedure

Effective Date June 1, 2016	Number 320.1
Amended	Operating Level Department
Supersedes Operating Procedure 320.1 (7/1/13)	
Authority COV §2.2-3310.1, §53.1-10	
ACA/PREA Standards None	
Office of Primary Responsibility General Services Unit	

Subject
EMBLEMS, SIGNS, AND FLAGS

Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	FOIA Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attachments Yes <input checked="" type="checkbox"/> #3 No <input type="checkbox"/>
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I. PURPOSE

This operating procedure provides guidelines to standardize signs and flags displayed by all units of the Department of Corrections 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 units.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

DOC Unit - All offices and buildings operated by the Department of Corrections including but not limited to Institutions, Facilities, Probation and Parole Offices, Regional Offices, and Headquarters.

IV. PROCEDURE

A. Logo

1. The logo of the Department of Corrections and its sub-agencies and institutions will be the "Virginia Department of Corrections, Public Safety First" circle.
2. The *Logo Specifications and Standards Guide* (see Attachment 1) provides guidance on how the logo may be displayed on publications, forms, buildings, vehicles, advertisements, and elsewhere when such use is appropriate.
3. Artwork is provided on the Virtual Library with this operating procedure for copying to 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.

B. Signs

1. Each DOC unit shall 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.
2. 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.

C. Flags

1. The Department of Corrections Flag (see Attachment 2), which may be used by all facilities and institutions, shall be the Virginia Department of Corrections Logo on a field of blue and red stripes. Contact the DOC Headquarters General Services Unit for information on obtaining DOC Flags.

2. This flag may be displayed in addition to the United States flag and the Commonwealth of Virginia flag in accordance with the rules and customs outlined in the [Flag Code](#), as amended, (4 USC Sec. 7) and the applicable sections of the [Code of Virginia](#).
3. [COV §2.2-3310.1](#) requires that agencies and institutions of the Commonwealth shall display the POW/MIA flag on public buildings on the following days each year:
 - a. Armed Forces Day - the third Saturday in May.
 - b. Memorial Day - the last Monday in May.
 - c. Flag Day - June 14.
 - d. Independence Day - July 4.
 - e. National POW/MIA Recognition Day - the third Friday in September.
 - f. Veterans Day - November 11.

4. 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

5. Display of Flags
 - a. Guidance on display of flags may be obtained from [A Guide to Virginia Protocol and Traditions](#).
 - b. Where there is more than one flag pole of equal height, it is mandatory that the United States flag be flown to the flag's own right (the observers' left) when approaching the building. The sequence shall be as follows:
 - i. United States Flag
 - ii. Commonwealth of Virginia Flag
 - iii. Department, Institution, or Local Flag
 - iv. Other Flags (Accreditations, Certifications, etc.)
 - v. The POW/MIA flag may replace Department, Institution, Local Flag or Other Flags or it may be flown on the same pole below the United States Flag or the Commonwealth of Virginia Flag.
 - c. No other flag or pennant should be placed above or, if on the same level, to the right (observer's left) of the flag of the United States of America.
 - d. The flag of the United States of America, 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.
 - e. The flag of the United States of America 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.
 - f. When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak.
 - g. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last.

D. Letterhead

1. Official DOC communications shall be on the blue letterhead with the State Seal. (see Attachment 3) Units should adapt this letterhead by inserting the Unit name, address, and Unit Head name/title for official unit communications.
2. Internal communications and other documents may use the DOC Logo in addition to or in place of the State Seal.

V. REFERENCES

[4 USC Sec. 7](#)

[A Guide to Virginia Protocol and Traditions](#)

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

The office of primary responsibility reviewed this operating procedure in June 2017 and no changes are needed at this time.

Signature Copy on File

4/26/16

N. H. Scott Deputy Director of Administration

Date