



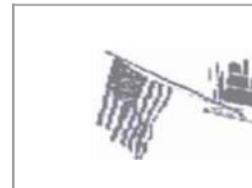
Administrative Service Department
Facilities Management Division



Alachua County Proposed Procedure



For Displaying, Handling, Inventorying, Inspecting Maintaining, Replacing and Disposing of The U.S. Flag



- ./ **Respect It**
- ./ **Display It Correctly**
- ./ **Treat It With Care**



Regulation Number _____
 Effective Date _____
 Review Date _____
 Revised Date _____



Alachua County
Proposed Procedure
for
Displaying, Handling, Inventorying, Inspecting, Saluting
Maintaining, Replacement and Disposition
of the
U.S. Flag

Prepared by Alachua County Administrative Services

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(Draft)

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1.0 **Introduction**

The purpose of this procedure is to provide procedures as it relates to displaying, handling, maintaining, saluting, replacement and disposition of the U.S. Flag. In addition, it provides direction on how to lowering the U.S. Flag to half-staff.

The term "American Flag" refers to the flag flown on a flag pole or hung as a banner. This procedure does not apply to replicas of the American Flag on paintings, stickers, clothing or other material.

The term "half staff" refers to the position of the American Flag when it is flying half the distance between the top and bottom of the flag pole.

2.0 **Location of American Flags at County Locations**

The American Flag is flown at the following Alachua County Locations. No other flag, banner or pennant should be displayed in such a way as to remove the American Flag from the position of superior prominence. If the State Flag is flown on the same flagpole, the American Flag should be displayed at the upper most position. (See pictures illustrated at Step #10)

It is proper to fly the American Flag from sunrise until sunset. The American Flag can, however, be flown twenty-four hours a day if there is proper illumination. The size of the American Flag should be such that the length of the flag should be approximately 1/4 the height of the flagpole. For example, if the pole is 15 foot the flag should be 3X5, if pole is 25 foot the flag should be a 4X6 and a 30 foot pole should have a 4X6 Flag.

Location of Flag	24 Hours/Daily	Responsibility
Jail Facility	24 Hours a day	Jail Staff
Sheriff's Facility	24 Hours a day	Sheriff's Staff
Fire Rescue Headquarters	24 Hours a day	Fire Rescue Staff
Community Services	Daily (8:00am-5:00pm)	Community S. Staff
Courthouse	Daily " "	Facilities Staff
Administration Bldg.	Daily " "	Facilities Staff
Agriculture Ext. Office	Daily " "	Agriculture Staff
Welcome Center	Daily " "	Welcome Center Staff
Transfer Station	24 Hours a day	Transfer Station Staff
Kanapaha Hall Park	24 Hours a day	Office of Veterans Services
Earl Powers Park	Daily	Public Works Staff
Public Works Building	24 Hours a day	Public Works Staff
Fire Station 8, Orange Hts.	24 Hours a day	Fire Rescue Staff

Fire Station 12	24 Hours a day	Fire Rescue Staff
Fire Station 15	24 Hours a day	Fire Rescue Staff
Fire Station 16	24 Hours a day	Fire Rescue Staff
Fire Station 18	24 Hours a day	Fire Rescue Staff
Jonesville Station	24 Hours a day	Fire Rescue Staff
High Springs Fire Station	24 Hours a day	Fire Rescue Staff

3.0 Displaying the American Flag

If the American Flag is displayed from a staff in an auditorium setting, the American Flag should be located to the speaker's right and the State Flag should be placed on the left of the speaker. The American Flag should hold a height position of superior prominence to the State Flag. (See attachment situation # 2). When the U.S. Flag is on display with Oags of other nations, all staffs should be of equal height with the U.S. Flag in the position of honor at the U.S. Flag's own right, which is the extreme left as the flags are viewed.

U.S. Flag displayed in Auditorium. If the American Flag is displayed out in an auditorium setting, the American Flag should be above and behind the speaker. The blue field of the American Flag with the 50 stars should always be on the observers' left. (see situation #2 at attachment 2).

U.S. Flag mounted on staff. If the American Flag is mounted on a staff among other Oags, the American Flag should always be in the center of the Oags and be taller than the other flags. Any flag can be flown alone but it is preferable to display the American Flag at the same time. (See situation # 5 at attachment 2).

Order of Precedence. The American Flag takes precedence over all other Oags when flown on a flagpole. Other flags may be flown the same height on other flagpoles and be the same size as the American Flag. When multiple flagpoles are used in a line, the point of honor is on the extreme left from the standpoint of the observer. The order from left to right of flags flown together is first the American Flag, state Oags, county and city flags. (See attachment 3).

Extreme weather condition. The American Flag should not be flown during extreme weather conditions that may damage the flag. If damaged, the American Flag should be repaired prior to being flown. If the flag becomes wet, it should be dried prior to being folded. (See folding pictures at attachment 4).

The American Flag should never touch the ground or the floor. If a flag is too large for a single person to handle, another person should assist in the procedure for handling of the American Flag.

The American Flag should not be displayed on a float, motor vehicle or boat unless from a staff. No objects should be placed on an American Flag and the American Flag should not be displayed on the ceiling of a room. No objects such as insignias, figures, pictures or drawings should be placed on the American Flag.

4.0 Federal Guidelines for Lowering the American Flag

By order of the President, the American Flag shall be flown at half-staff upon the death of a principal figure of the United States Government. The order to lower the flags shall be specific in nature and State and local government are expected to carry out the lowering of the American Flag upon notification from the federal government. In the event of the death of other officials or foreign dignitaries, the American Flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the American Flag shall be flown at half-staff. The American Flag shall be flown at half-staff (thirty) days from the death of the President or a former President; ten days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress.

Any American Flags being flown on Memorial Day should be flown at half-staff position until noon and raise to the top of the staff for the rest of the day.

5.0 State Guidelines for Lowering the American Flag

The Governor and Cabinet have fixed the time for flying the American Flag and of the State of Florida Flag on the occasion of the death of present and past State officials. In addition, the Governor has been vested with discretionary authority. Local government shall carry out the lowering of the flag upon notification from the state capital.

The American Flag and the Florida State Flag are to be flown at half-staff for the period of time indicated, unless otherwise directed by the Governor, or the State Cabinet:

- 5.1 Governor of Florida or United States Senator from Florida: two weeks from day of death.
- 5.2 Members of the Florida Cabinet, Florida Supreme Court Justice, Congressman

from Florida, former Governor or former United States Senator; one week from day of death.

- 5.3 Member of the Florida Senate or House of Representatives, or former member of the Florida Cabinet, Supreme Court, or Congressman; from day of death until interment.
- 5.4 Any other elected State official; at the discretion of the Governor, but not to exceed a period from day of death until interment.

6.0 County Guideline for Lowering the American Flag

- 6.1 The County Manager as the Chief Executive Officer of the County has discretionary authority to determine when and for how long the American Flag should be flown at half-staff.
- 6.2 For in the line of duty deaths, the flag may be flown at half-staff for one (1) week at the designated County Facilities.
- 6.3 Local Citizens can submit a request to the County Manager asking that the U.S. Flag be flown at half-staff in recognition of deserving citizen (See Request Form at Attachment 7)
- 6.4 The County Manager may issue an order to lower the U.S. Flag in some or all County facilities to half-staff in recognition of the honoring the death of retired or former county employees or officials only by the direction of the County Manager. (See Attachment 7)
- 6.5 The United States Flag shall be flown at half-staff for those national and state officials whom the President of the United States or Governor of the state may determine to be so recognized.
- 6.6 On Memorial Day, the County Manager may direct that the U.S. flag be displayed at half-staff.
- 6.7 For off-duty or non work-related deaths, the flag may be flown at half-staff for two days at the designated County facilities

7.0 Responsibility

- 7.1 The County Manager will shall notify the Facilities Manager and Department Heads when an official dies who merits half-staff honors.
- 7.2 It should be the responsibility of the department heads to notify the County Manager of any deaths and if they believe that it warrants lowering the U.S. Flag

to half-staff. Department head/s must complete the request form at Attachment 7)

- 8.0 **The process of communicating the decision to lower the U.S. Flag.**
The County Manager will communicate this decision by informing the Facilities Manager who will then communicate the County Manager's directive to all Department Directors. Managers.
- 9.0 **Protocol for Lowering the American Flag**
The proper procedure for flying the American Flag at half staff is to first hoist the flag to the peak of the flagpole for an instant and then lower the flag to the half staff position. The American Flag should be lowered from the half staff position by first being hoisted to the peak of the flagpole and then lowered to the bottom of the staff (See 15 Steps in lowering the U.S. flag to half-staff at Attachment I).
- 10.0 **U.S. Flag is used to cover a Casket**
When the U.S. Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground (See attachment 9).
- 11.0 **Displaying flags of two or more nations**
In this circumstance, all the flags including the U.S. flag are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace. (See attachment 9-When flags of two or more nations are displayed).
- 12.0 **Displaying U.S. flag outside with other state flags**
When displayed outside with other flags, the position of honor for the U.S. flag's own right which is normally the extreme left position as the flags are most frequently viewed (See attachment 9-When displayed outdoors with other flags).
- 13.0 **Saluting the Flag**
When a national flag is raised or lowered as part of a ceremony, or when it passes by in a parade or in review, all persons, except those in uniform, should face the flag and stand at attention with the right hand over the heart. Those in uniform should give the military salute. When not in uniform, a person should remove their hat with the right hand and hold it at the left shoulder, the hand being over the heart. The flag should be saluted at the moment it passes in a parade or in review. (See attachment 10- Saluting the U.S. Flag)
- 14.0 **Displaying U.S. Flag on pole projecting from building**
When the U.S. Flag is displayed on a pole projecting from a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff. When suspended from a pole, the flag should be hoisted out union first from the building.

(Sec Attachment 9).

15.0 **Displayed on a flat wall on a speakers platform**

If displayed flat against a wall on a speaker's platform the U.S. Flag should be placed above and behind the speaker. When displayed either horizontally or vertically the union of the flag should be in the upper left hand corner as the audience faces the flag (See situation #2, attachment 2).

16.0 **Displaying from a staff in a church or public auditorium**

When displaying from staff in a church or public auditorium, the flag of the U.S. should be in the position of honor at the clergyman's or speaker's right as he faces audience (the left of the audience). Any other flag so displayed is to be placed to the speaker's left as he faces the audience (the right of the audience) (Sec situation #1 on attachment 2).

17.0 **Maintenance and Inspections**

Each Flag Handler should inspect the condition of flags for appearance and serviceability on a daily basis. When a flag has holes, rips, tears or even beginning to show discoloration, it should be reported to the Facilities Manager who will make a decision whether to repair or replace the flag. Flag handlers should not attempt to repair any flags. Flag poles will be inspected on a routine basis by the Facilities Management Division. However, Flag Handlers should inspect the flags and poles weekly to ensure that the pole is securely anchored to the ground and that hooks and ropes are in good shape.

18.0 **Replacement of Flags**

When an American Flag is no longer useable due to excessive soiling, wear or damage beyond repair, the flag should be properly disposed of in a respectful manner.

Manager, Directors and or Flag Handlers must submit a Requisition for Flag Replacement Form at attachment 6, and coordinate the replacement of National and State Flags with the Facilities Manager who will work with the Alachua County Veterans Office in getting them at a reduced/reasonable rate.

Facilities Manager will coordinate with the Alachua County Veterans Director for both ordering and disposing of U.S. flags.

19.0 **Disposition of Flags**

Managers, Directors and or Flag handlers can request for facilities to destroy flags that are deemed no longer fitting for county use. Request should be submitted on a Flag Disposition Request Form. (Sec attachment 5).

Managers, Director and or Flag Handlers should place the unserviceable flag in a brown

bad and turn it in to the Facilities Manager.

Alachua County Facilities Management Division will turn over all un-serviceable flags to the County Veterans Office for disposition/burning.

20.0 Training of Flag Handlers

Alachua County Facilities Management Division and the County Veterans Office will jointly provide training to county employees on the proper use, handling, safeguarding, inspecting, maintenance and disposition of flags on county facilities. In addition, Alachua County Facilities Management Division and County Veterans Office will teach flag coordinators on how to inspect flag poles, ropes, clips and support mounts for serviceability.

21.0 Folding of the National Flags (See attachment 4).

22.0 Inventory of County-Owned Facilities with Flag Poles and flags

The Alachua County Facilities Management Division will be responsible for maintaining an inventory of flag poles, ropes, national and state flags that are in use across the county. Inventorying flags and the condition of ropes and poles will become a routine part of the site inspection program.

23.0 Important Don'ts (See attachment I I)

Approved By _____ Date _____
County Manager

Originated: October 2002

-Draft-



Steps for lowering U.S. Flag to Half- Staff



1

Step #1 Inspect Flag pole ropes and hooks ensuring that the rope is Not damaged and hooks are secured.

2

Step #2 Deliver National Flag to partner/assistant.

3

Step #3 Inspect & check Flag.

4

Step #4 Unfold and continue inspecting Flag.

5

Step #5 Contact 1st hook on rope to the top loop in flag closest to the union slowly rising the flag connecting the 2nd hook.

6

Step #6 Connect the 2nd set of hooks to the State flag slowly rising the flag.

7

Step #7 Rise the flag to the top of the pole.

8

Step #8 Slowly lower the flag to the half way point on the pole.

9

Step #9 Pull the rope tight and secure it to the bracket on the pole. The flag is now at **HALF-STAFF**.

10

Step #10 Once a decision is made to resume normal operations, the flag will be raised to the top of the pole and lowered, then removing the state flag first, then U.S.

11

Step #11 Open, inspect and prepare the National Flag for folding.

12

Step #12 Inspect Flag pole ropes and begin folding starting on the stripes end.

13

Step #13 Continue folding until the center flap is folded to the blue field. And then fold the blue field.

14

Step #14 Push the flag into the pole and secure the ropes to the bracket on the edge of the flag.

15

Step #15 Secure ropes to bracket on flag pole.



Displaying of The U.S. flag - Order of Precedence -



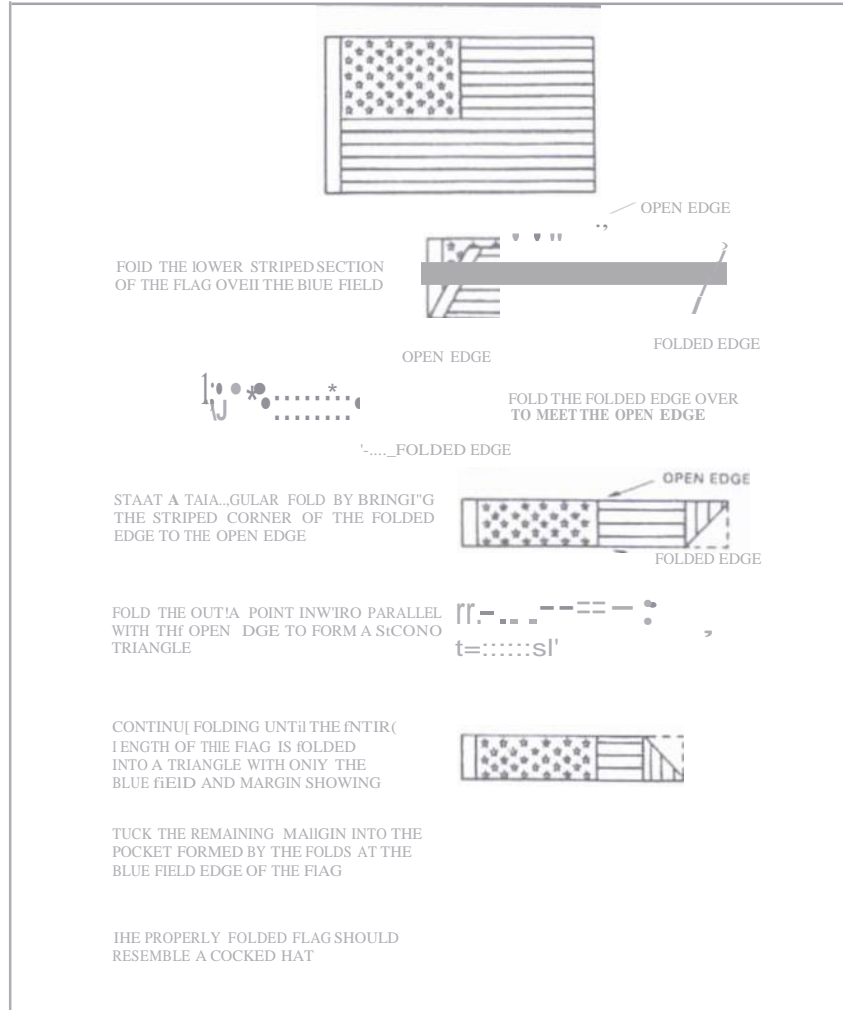
When displayed outdoors with other flags, the position of honor for the U.S. flag is the U.S. flag's own right which is normally the extreme left position as the flags are most frequently viewed.

When flags of two or more nations are displayed: in the circumstance, all the flags including the U.S. flag are to flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.





Correct Method of Folding The United States Flag





Request to Destroy The U.S. Flag



Name of Requestor : _____

Phone Number : _____ Alternate Number _____

Fax Number _____ Date of the Request: _____

Condition of flag (Please Check One):

- Dis-colored
- Tom
- Ripped
- Holes

Type of Flag:

- NationaJ/American Flag
- State of Florida J lag

Physical Address of Location: _____

Name of Facility: _____

Urgency of Request (Please Circle One)

- Next Day
- 48 llours
- 72 Jiors
- Within next 7 days
- Within next 14 days
- Within next 30 days

Please submit request to:

Alachua County Facility Manager
 105 S.E. 1st Avenue Suite
 28,Star Garage Gainesville,
 Florida 32602-2877

Phone; (352) 374-5229 or Fax:(352) 374-5279

Status of Request (Circle One) Received Processed

facility's Signature: _____ Date _____



Requisition For Flag Replacement



Name of Requestor: _____

Phone Number: _____ Alternate Number _____

Date of the Request: _____

Purpose of the request: _____

Type of Flag:
National American Flag
State of Florida Flag

Physical Address of Location: _____

Name of Facility: _____

Urgency of Request (Please Circle One) Next Day
48 hours
72 hours
Within next 7 days
Within next 14 days
Within next 30 days

Please submit request to: Alachua County Facility Manager
105 S.E. 1st Avenue
Suite 2B, Star Garage
Gainesville, Florida 32602-2877

Phone: (352) 374-5229 or Fax: (352) 374-5279

Status of Request (Circle One) Received Processed

Comments: _____

Facility's Signature: _____ Date



Request To Lower The Flag To Half Staff



Name of Requestor : _____

Phone Number: _____ Alternate Number _____

Date of the Request: _____

Purpose of the request: _____

Period Flag is requested to be flown at Half Staff Month/Date / _____

Physical Address of Location _____

Type of Facility (Please circle One) Building / Park/

Business Hours : From to _____

Please submit request to: Alachua County Manager's Office
12 S.W. First Street
2nd Floor
Gainesville, Florida 32602-2877

Phone: (352) 264-6905 or Fax: (352) 338-7363

County Manager's Action (Circle One) Approved Disapproved

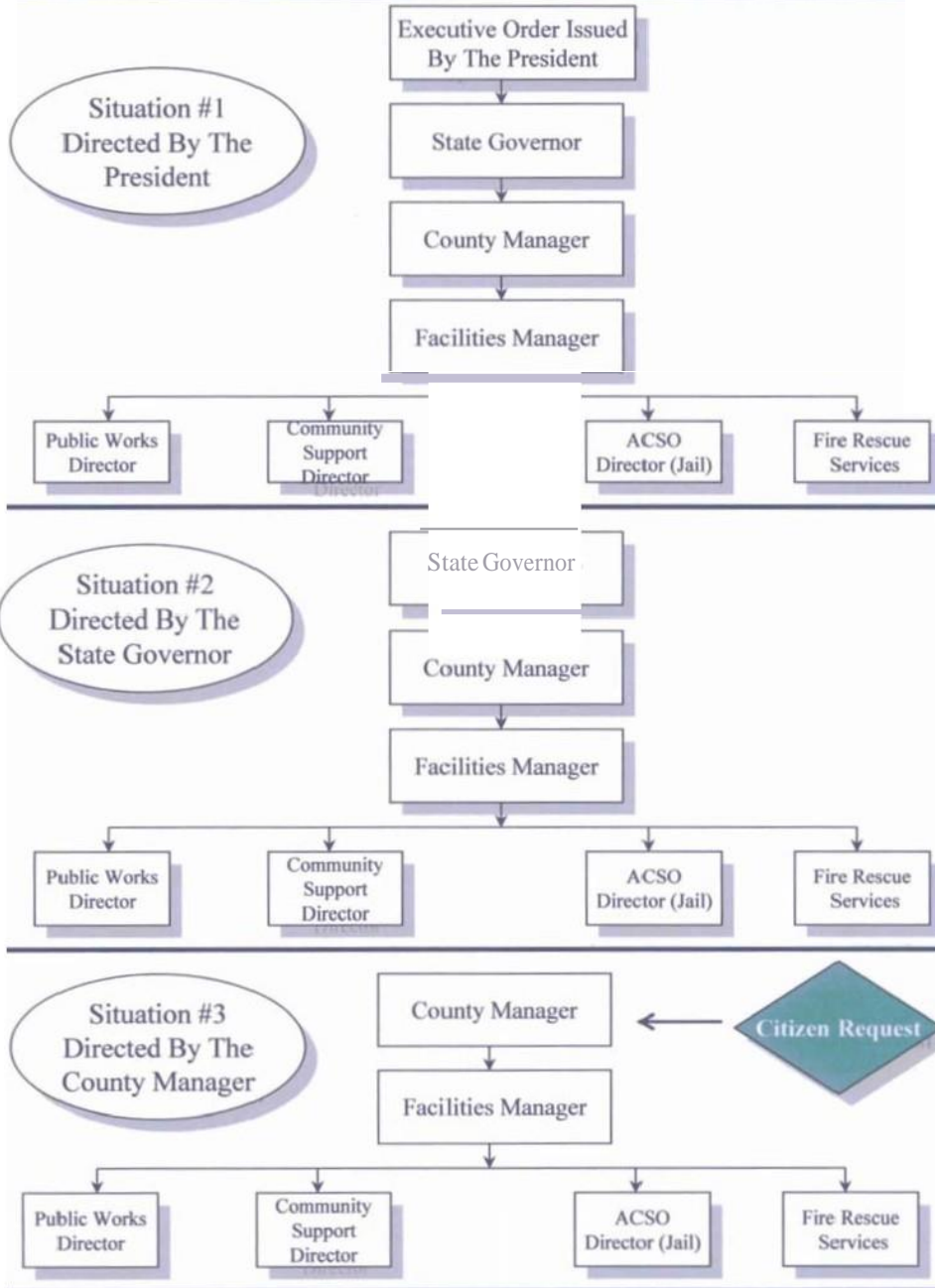
Comments: _____

County Manager's Signature:

Date

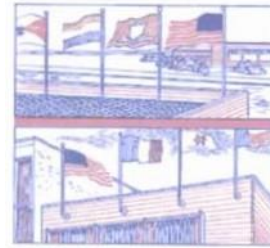


Proposed Method of Communication





Displaying of The U.S. flag



When displayed outdoors with other flags, the position of honor for the U.S. flag is the U.S. flag's own right which is normally the extreme left position as the flags are most frequently viewed.

When flags of two or more nations are displayed: in the circumstance, all the flags including the U.S. flag are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.



When the U.S. flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.



When the U.S. flag is displayed on a pole projecting from a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff. When suspended from a rope extending from the building on a pole the flag should be hoisted out union first the building.



Saluting The U.S. Flag



SALUTING THE FLAG: When a national flag is raised or lowered as part of a ceremony, or when it passes by in a parade or in review, all persons, except those in uniform, should face the flag and stand at attention with the right hand over the heart.

Those in uniform should give the military salute. When not in uniform, a man should remove his hat with his right hand and hold it at the left shoulder, the hand being over the shoulder. The flag should be saluted at the moment it passes in a parade or in review. Citizens of other countries stand at attention, but need not salute.



-Important Don'ts –



Never in any way disrespect be shown to the U.S. flag.

The U.S. flag should never be dipped to anyone or thing.

State flags and others are dipped as a mark of honor the U.S. flag

The U.S. flag should never be displayed with the union down except as a signal of dire distress in instances of extreme danger.

The U.S. flag should never touch beneath it-ground, floor, water or merchandise.

The U.S. flag should never be carried horizontally, but it should always be aloft and free.

The U.S. flag should never be fastened, displayed, used or stored in a manner which will permit it to be easily torn, soiled or damaged in any way.

Never use the U.S. flag as a covering or drape for a ceiling.

Never use the U.S. flag for receiving, holding, carrying or delivering anything.

Never use any part of the U.S. flag as a costume or athletic uniform. a flag patch may be affixed to uniforms.

When the U.S. flag is in such condition that it is no longer a fitting emblem for display, it should be turned into Alachua County Facilities for Destroying in a dignified way, preferably by burning.

Never display the U.S. flag from a float except from a staff, or so suspended that its folds fall free as though staffed.

Information presented on this sheet is based on Public Law 94-344 94th Congress & Amendments. There to.