

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

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American Flag

OVERVIEW: This procedure outlines Alachua County's Flag policy.

SCOPE: This policy applies to the posting of flags on all Alachua County buildings, structures and properties with flags and flag poles. The American and State flags will be handled by Alachua County staff under the Board of County Commissioners using proper flag protocol. American Flags flown on Alachua County property shall be flown in accordance with the United States Constitution Title 4, Chapter 1 "The Flag."

PROVISIONS:

1. Location of American Flags at County Locations- Raising and lowering of the American flag on County Properties by flag handlers.
2. The American flag flies at half-staff or at half-mast when the country or a state is in mourning. The President, Governor, or the County Manager can order flags to fly at half-staff in Alachua County.
3. Citizens and staff can submit a request to the County Manager requesting the American Flag be flown at half-staff in recognition of a deserving, deceased, Alachua County citizen.
 - a. The County Manager has the discretionary authority to determine when, at which Alachua County facilities, and for how long the American Flag shall be flown at half-staff.
4. Care and maintenance information can be found in the Flag Handbook.

Ref: U.S. Flag Code