



ADMINISTRATIVE PROCEDURE

SECTION: 700—Facilities and Property Management	PROCEDURE #: 702-D
TITLE: Facility Use - Special Recognition Flag Display	IMPLEMENTS POLICY #: 702
SPONSORING DEPARTMENT/DIV: Support Services/Facilities and Parks Services	
EFFECTIVE DATE: 10/27/2021	REVIEWED:

OBJECTIVE:

When appropriate, there may be a cause to display (fly) a special recognition flag by Washington County. This procedure establishes the framework for such a display:

PROCEDURE:

1. The flag display must be requested by a Washington County-established staff recognition committee. (such as the LGBTQ + Pride Month Committee)
2. The cause the flag represents must have a Board of County Commissioners (BCC) Proclamation.
3. Facilities & Parks Services (FPS) will receive the request via work order and determine the following: flag availability, scheduling of the display, and proper display protocols.
4. Concurrent with step 1.3 above, the requestor will process the request to County Administration Office (CAO) for CAO approval.
5. Once CAO approval is obtained, FPS will procure (at no cost to the requestor) and display the flag. There must be adequate lead time to procure the flag, and a recognized flag associated with the cause must be available thru our established flag vendor.
6. Only one special recognition flag will be displayed at any time, and the only display location will be the flag poles on the west side of the Public Services Building (PSB). FPS staff will consult with their flag vendor on appropriate display protocols and FPS will determine appropriate display protocols.
7. The County Administrator has final approval of any special recognition flag display requests.

8. The duration of the display will be no longer than the stated period of the BCC Proclamation.
9. Each proclamation will require its own request for display. For example, a flag honoring an annual proclamation/recognition in 2021 must be requested again in 2022 for special recognition display.
10. All flags are procured and managed by FPS and will not be presented or provided for other uses such as parades or other display purposes.