



POLICY MANUAL

Daily Operations – P.R.

Flag Etiquette

Revised: 09-20-99

Code: 1 – 13 – 5

Book Chapter Subject

Page 1 of 1

5.0 Purpose: Establish Procedures For Flag Etiquette.

5.01 Scope: All Fire Department Personnel.

5.02 WHEN TO DISPLAY

The flag of the United States shall be displayed at all Fire Department stations from 0800 hours to 1700 hours each day of the week. However, it may be flown 24 hours if the flag is lit.

The flag shall not be flown during rainy or extremely adverse weather conditions where damage to the flag might occur.

The United States flag shall always be flown above all other flags.

5.03 HOISTING AND LOWERING

The flag should be raised quickly to the top of the staff. Lower the flag with dignity; NEVER let the flag touch the ground.

5.04 FOLDING AND STORING

Fold the flag in the triangular fold and store the United States flag on top of the California flag.

5.05 FLAG AT HALF STAFF

The flag shall be displayed at half staff on Memorial Day until 1200 hours and then raised to full staff.

Flying the flag at half staff is also permitted to honor the death of various local, state and federal government persons with approval by the **Fire Chief** and **City Manager**.

Flying the flag at half staff to honor the death of a local, state and federal firefighter is also permitted with approval of the **Fire Chief**. Flags will normally be lowered to half staff for 72 hours, being raised to full staff at 0745 hours the day after the memorial service.

5.06 RETIRED FLAGS

The Boy Scouts of America will accept all our retired station flags. They will be ceremonially burned for merit badges at the Boy Scout summer camp each year. The flags can be delivered to their headquarters at 4539 N. Brawley, Fresno, phone 275-0811.