

FELTON FIRE PROTECTION DISTRICT
STANDARD OPERATING PROCEDURES

ARTICLE: II

SOP: 2300

SECTION: 2300

BUILDINGS, GROUNDS & FACILITIES

SUBJECT: FLAG ETIQUETTE

PURPOSE:

To provide for the consistent and proper displaying and storing of the American and State flags.

SCOPE:

It will be the Fire Chief's responsibility to see that this policy is adhered to.

PROCEDURE:

1. Flags shall be raised by 0800 hours each day and retrieved at 1700 hours each day.
2. Flags, when not in use, shall be properly folded and put away in a neat manner.
3. Flags shall not be raised or used outside of buildings during any inclement weather.
4. When appropriate, flags shall be raised to half mast. When raising a flag to half mast, the flag is raised to the top of the pole and then lowered approximately twice the height of the flag. FFPD's flags are 3' by 5'. Therefore the flag should be lowered 6' from the top. When lowering the flag at the end of the day from half mast, raise the flag to the top and then lower it down.