



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: LOWERING OF FLAGS	Policy Number: F-4	Page Number: 1 of 3
	Date Adopted: 10/22/1991	Effective Date: 10/22/1991

I. PURPOSE

The purpose of this policy is to: ~~The County of El Dorado~~

- A. Observes periods of mourning proclaimed upon the death of a specified official, former official, or other person honored by proclamation of the President of the United States or the Governor of California. Federal and State protocols govern the lowering of the American flag and the State flag to half-staff when a federal or state public official has deceased.
- B. ~~This policy is established to provide a County protocol that~~ Recognizes the passing of a member of the County "family". ~~It is intended to show appropriate support for the contributions that person made while an employee of the County of El Dorado and a recognition of their passing.~~

~~In addition, there may be other events or occurrences for which the County wishes to recognize through the County protocol~~

II. POLICY

- A. In accordance with an order by the President or the Governor of California to fly the United States flag at half-staff, the Clerk of the Board of Supervisors shall notify all County Department Heads and the Board of Supervisors when the United States Flag is to be flown at half-staff.
- B. On Memorial Day (last Monday in May) the United States flag should be displayed at half-staff until noon only, then raised to the top of the staff.
- C. The United States flag shall be flown at half-staff on Peace Officers Memorial Day (May 15), unless that day is also Armed Forces Day (third Saturday in May).



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- D. Upon the death of a person covered by this policy, the flag of the County of El Dorado flown at the County Government Complex in Placerville shall be flown at half-mast. The County flag shall fly at half-mast for 72 hours from the time the death is known ~~until the funeral or five working days if no service is held~~. This practice is accompanied by a notice located at the base of the flagpole in honor of the deceased.

Persons covered by this policy shall be the following:

1. Any current or former official elected to office by the voters of El Dorado County;
2. Any person currently employed by El Dorado County;
3. Any person who retired as an employee of El Dorado County, ~~and had worked for the County of El Dorado fifteen (15) years or more, and still resided in El Dorado County;~~
4. ~~Any person employed by the Courts of El Dorado County with a hire date prior to January 1, 2001; or~~
5. Any person as deemed appropriate by the Board of Supervisors.

III. PROCEDURE

- A. The Clerk of the Board of Supervisors or the Department with knowledge of the death of the individual covered under Section II.D. Chief Administrative Officer shall be responsible for contacting General Services who will instruct the Facilities Management Division to lower the flag. Facilities Management personnel will follow established procedures for raising and lowering the flag.
- B. Raising and lowering the flag shall be accomplished as follows:
1. The flag shall be hoisted briskly and lowered ceremoniously.
 2. When flying at half-staff, the flag shall be hoisted to the peak for an instant then lowered to a position half-way between the top and the bottom of the staff.
 3. No flags of States, cities, or localities, or pennants of societies may be placed above the flag of the United States or, if on the same level, to the right of the flag of the United States of America. When such flags are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last.



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IV. REFERENCES

United States Code Title 4, Chapter 1, subsection 7

V. RESPONSIBLE DEPARTMENT

Board of Supervisors

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	10/22/1991	Sunset Review Date:	n/a
Revision Date:	08/08/2017	Sunset Review Date:	08/08/2021