

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2220 – FLAG DISPLAY POLICY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	10/13/2020
Resolution No.	Resolution 2020-14	Revised:	

Purpose

The purpose of this policy is to maintain consistency and ensure proper respect for the flag. The following policy is also adopted to ensure the proper care and display.

Policy

2220.1 Flags should be displayed in conformance with Federal and State law, 4 U.S.C.A § 1 et seq. and the State of California Government Code § 430 - 439.

2220.2 To establish a policy with respect to the location, time, and manner the flags should be displayed, the following procedures should be followed.

2220.3 The General Manager shall be responsible for ensuring the proper execution of this policy at all District facilities.

Procedures

2220.4 Location of the flags

- a) The flag of the United States (“National flag”) and the flag of the State of California (“State flag”) shall be prominently displayed:
 - 1) At the District Office.
 - 2) The flags should be displayed daily on or near the main entrance of the building.

2220.5 Display of the flags

- a) The National flag and State flag shall be the same size.
- b) If only one flagpole is used for the display of both flags, the National flag shall be placed above the State flag and the State flag shall be hung in such a manner as not to interfere with any part of the National flag. The National flag shall be placed in the higher position than the State flag at all times.
- c) Flags flown outdoors shall be all-weather flags.

2220.6 Time of Display

- a) The National flag and State flag should only be displayed outdoors from sunrise to sunset, unless the flags are properly illuminated during the hours of darkness.
- b) If the flags are not illuminated then they shall be raised after sunrise, and lowered prior to sunset from the flagpole daily.

2220.7 Days of Display

- a) The flags should be displayed on all days, especially on:
- New Year's Day, January 1
 - Inauguration Day, January 20
 - Martin Luther King Jr.'s birthday, third Monday in January
 - Lincoln's Birthday, February 12
 - Washington's Birthday, third Monday in February
 - National Vietnam War Veterans Day, March 29
 - Easter Sunday (variable)
 - Mother's Day, second Sunday in May
 - Armed Forces Day, third Saturday in May
 - Memorial Day (half-staff until noon), the last Monday in May
 - Flag Day, June 14
 - Father's Day, third Sunday in June
 - Independence Day, July 4
 - National Korean War Veterans Armistice Day, July 27
 - Labor Day, first Monday in September
 - Constitution Day, September 17
 - Columbus Day, second Monday in October
 - Navy Day, October 27
 - Veterans Day, November 11
 - Thanksgiving Day, fourth Thursday in November
 - Christmas Day, December 25
 - The birthday of the State of California (date of admission), September 9
 - and on State holidays or any other such days as may be proclaimed by the President of the United States.
- b) The flags should be flown at half-staff on the following days:
- Peace Officers' Day, May 15
 - Memorial Day (flag shall be flown at half-staff only until noon and then raised to the top of the staff), the last Monday in May
 - Patriot Day, September 11
 - Pearl Harbor Day, December 7
- c) The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff
- d) Flags should also be flown at half-staff upon the death of a United States president, California State Governor, or other principal figure of the United States or State Government as a mark of respect to their memory. In the event of the death of other officials, foreign dignitaries, or a member of the Armed Forces, the flag is to be displayed at half-staff according to President (or Governor) instructions.
- e) To display the flag at half-staff, first raise it briskly to the full height, and then lower it ceremoniously to half-staff. When a district office is closed, and no staff is available to lower the flag to half-staff, then the flag should not be flown.
- f) The flying of flags at half-staff shall be coordinated at the District Office. The General Manager shall be responsible for coordinating. Except for the days listed in Section b above, approval shall otherwise be obtained from General Manager prior to flying flags at half-staff. When a

staff member is aware of a situation, which would seem to be appropriate to fly the flags at half-staff, he/she should advise the General Manager and obtain direction.

- g) The State flag or any other flag shall never be placed above the National flag; thus, all other flags shall also fly at half-staff when the National flag flies at half-staff or shall be removed.

2220.8 Care and Removal of the flags

- a) The flags should be hoisted briskly and lowered ceremoniously.
- b) Upon being removed from the flagpole, the National flag should be properly folded into the shape of a triangle. It should be folded as follows:
 - 1) Begin by holding the flag so that its surface is parallel to the ground.
 - 2) Fold the flag in half twice, length-wise.
 - 3) Fold one corner into the opposite side of the flag, forming a triangle.
 - 4) Repeat this triangular folding until only a strip of the star field shows.
 - 5) Tuck the remaining strip into the triangle.
 - 6) When the flag is completely folded, only a triangular blue field of stars should be visible.
- c) Note that the folding procedure identified in Section b above only applies to the National flag, not the State flag.
- d) When not on the flagpole, the flags should not be left unfolded, nor should they be allowed to touch or lie on the ground. Flags should be properly stored to ensure their safekeeping. Flag should never be stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- e) Questions regarding the display or care of the flags should be directed to the General Manager.
- f) Flags may be disposed of by any dignified method approved by the branches of the United States military.