

Delaware County Emergency Medical Service Standard Operating Guidelines

Subject	Effective	Supersedes	This Sheet	Total
Flag Etiquette	August 1, 2007	All	1	2

This policy describes the procedure and responsibilities for the display etiquette of the national, state and county flags. The goal is to ensure consistent and proper flag display throughout our facilities.

Flag Display:

The flags of the United States and the State of Ohio shall be displayed from flag poles as follows:

- From 0800 hrs to 1800 hrs sharp, each day of the year, except during rain or strong winds.
- Flags may be displayed 24 hours on a staff if illuminated during the hours of darkness.
- The flag of the United States shall fly above the flag of the State of Ohio, and both must be in good condition.
- The flag shall be hoisted briskly and lowered slowly, and neither shall ever be allowed to touch the ground.
- Personnel raising and lowering flags shall be in proper uniform, and not smoking.
- The on-duty Captain is responsible to assure that the flag is properly displayed, and that respectful care is being observed when it is not in use. The flags shall be properly folded as described below, and stored appropriately when not in use.

Half-Staff Flag Display:

Half-staff flag display will follow these procedures.

- The flag, when flown at half-staff, should be first hoisted to the peak and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
- A general announcement via e-mail or radio, shall notify the stations of half-staff orders and of state- and national-level events that warrant flying the flag at half-staff as described below.
- By order of the President of the United States, the flag shall be flown at half-staff upon the death of a principal figure of the United States government.
- The Chief or his designee may order flags lowered to half-staff when appropriate. If the Chief or his designee is unavailable, the following guidelines apply for the on-duty Captain:
 - If an on-duty member of DCEMS is killed in the line of duty, the flags will be lowered to half-staff and remain until the member's funeral is completed. Flags will be raised to full staff the following day.
 - If a DCEMS member or retiree dies from other than a line of duty cause, the flags will be lowered the day of the funeral and raised to full staff the following day.
 - If a member of a fire department or law enforcement agency within Delaware County is killed in the line of duty, the on-duty Captain may order the flags lowered to half-staff, until the member's funeral is completed. Flags will be raised to full staff the following day.
 - If there is a paramedic, firefighter, or law enforcement line of duty death outside of Delaware County, within the State of Ohio, the on-duty Captain should contact the Chief for guidance, at which time a decision will be made on flag protocol to be followed.

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Flag Etiquette:

- Members of the armed forces, paramedics, law enforcement, and firefighters in uniform wearing uniform dress hat shall salute the flag with a hand salute when they are present when it is being raised or lowered.
- A flag may be cleaned, but not repaired. It shall be replaced when faded or torn.
- To dispose of a flag, return it to the DCEMS Administrative Offices.
- No flag shall be placed or flown above the flag of the United States of America.

Flag Folding:

The following is the correct method of folding the flags of the United States and the State of Ohio.

1. Straighten out the flag to full length and fold lengthwise once.
2. Fold it lengthwise a second time to meet the open edge, making sure that the union of stars on the blue field remains outward in full view (a large flag may have to be folded lengthwise a third time).
3. A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
4. The outer point is then turned inward parallel with the open edge to form a second triangle.
5. This triangular folding is continued toward the blue union until the end is reached, with only the blue with white stars showing and forming a triangle.

Issuing Authority:



DCEMS Chief Rob Farmer

08/01/2007

Date