

Purpose:

To describe the procedures and responsibilities for the display of the National, State, and Mourning Flags at all San Diego County fire agency facilities. The goal is to ensure consistent flag display and proper respect and etiquette for flags throughout the County of San Diego.

Policy:

This policy should be used to ensure proper flag etiquette is followed and flag use is conducted uniformly throughout the San Diego fire agencies.

Definitions:

Incident-Related Line of Duty Death

- A fatality which is the result of an acute injury or illness that is directly attributable to only one emergency incident in which the deceased was providing service to another. The fatality will likely have occurred either at the scene or as the result of injury or illness requiring immediate hospitalization following the incident.

Non-Incident-Related Line of Duty Death

- A fatality that is the result of an injury or illness that occurs on-duty while not assigned to an incident or as the result of a documented work-related condition.

Non-Occupational death

- Any fatality that does not meet either of the line of duty death criteria above.

Procedure:

National and State Flag Display

The United States and California flags shall be displayed as follows:

- From 0800 hours to 1700 hours sharp, each day of the year
 - **Exception:** Flags may be displayed 24 hours if illuminated during hours of darkness.
 - Flags will be displayed during all weather conditions, including rain. All-weather flags should be used during inclement weather per the U.S. Flag Code.

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- The flag of the United States shall always be flown above all other flags.
 - Personnel hoisting or lowering flags shall always do so in full uniform.
 - All displaying flags must be in good condition.
 - The Company Officer is responsible for the proper display and respectful care of flags during display and when not in use. The flag shall be properly folded as described in the attachment and stored appropriately.

National Holidays:

- Out of respect and honor for those who have given their lives for the United States and as directed per the U.S. Flag Code, the U.S. Flag will be flown at half-staff on the following holidays.
 - Memorial Day last Monday in May (0800-1200hrs. only)
 - Peace Officer's Memorial Day May 15
 - Patriot Day September 11
 - National Fallen Firefighters Memorial Service (Early October)
 - Pearl Harbor Remembrance Day December 7

Half-Staff Flag Display

The orders to place the flag at half-staff and return to full- staff will be given by Department Administration,

- The flag when flown at half-staff, should be first hoisted briskly to the peak and then lowered slowly to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
- When displaying the U.S. Flag at half-staff, no other flags should be presented on the same staff.
- Department with line of duty death or related duty death shall contact dispatch.
- A general announcement via area's dispatch or Email shall notify field locations of half-staff orders and of state and national level events that warrant flying the flag at half-staff as described below.
- The U.S. Flag will be flown at half-staff by proclamation of the U.S. President, Governor, City Mayor or directed by city policy.

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- The Chief of the Department or designee will order flags be lowered to half-staff or Mourning flags to be flown whenever it is appropriate as described in the guidelines below. The following guidelines should be referenced.
 - A. If a Firefighter within the County of San Diego is killed in an Incident-Related Line of Duty Death, the Mourning Flag will be displayed, and Mourning Badge Shrouds worn from time of notification until sunset on the day of the funeral. The U.S. Flag will be lowered to half-staff upon authorization from the Governor of California until sunset on the day of the funeral.
 - B. If an active Firefighter in the County of San Diego dies from a Non-Incident Related Line of Duty Death the Mourning Flag will be displayed from time of notification until sunset on the day of the funeral. Mourning Badge Shrouds are authorized for the same period.
 - C. If an active, non-suppression Firefighter in the County of San Diego dies from any cause, Mourning Badge Shrouds shall be worn from time of notification until sunset on the day of the funeral.
 - D. For an active Firefighter that dies from a non-occupational death, the Mourning Flag shall be displayed, and Mourning Badge Shrouds shall be worn from time of notification until sunset on the day of the funeral.
 - E. If a retired Firefighter with in San Diego County dies within 5 years of separation as a direct result of a documented, work related cause, the Mourning Flag shall be displayed, and Mourning Badge Shrouds shall be worn from 0800 hours until sunset on the day off the funeral
 - F. If there is a Firefighter line of duty death outside San Diego County, or in California the Mourning Flag shall be displayed upon official notification to the office of the Fire Chief from the time of notification until sunset on the day of the funeral. Mourning Badge Shrouds shall also be displayed for the same period. The US flag will also be lowered to half-staff upon order from the President of the United States for the duration ordered.
 - G. If there is a Firefighter line of duty death of significant magnitude at the national level the Chief or designee will determine the appropriate flag display status. At the Chief's discretion the morning flag may be displayed from time of notification until sunset on the day of the funeral. The US flag will also be lowered to half-staff upon order from the President of the United States for the duration ordered.
 - H. The Fire Chief has direction to order actions outside of this protocol under special circumstances.

Lowering U.S. Flag to Half-Staff

To comply with United States flag code proper flag etiquette, the department shall ensure that the President of the United States or the Governor of California officially orders the lowering of the U.S. flag prior to lowering to half-staff unless otherwise directed by City Policy.

Morning Badge Shrouds

Morning Badge Shrouds are authorized to be worn as described for the circumstances listed above. The shroud should be 1/2" to 1" black band placed horizontally and covering the seal.

Firefighter Mourning Flag

The Firefighter Mourning Flag shall be displayed for Firefighters only as described in the circumstances above.

Upon direction from department administration the Mourning Flag will be placed in an area accessible to on duty fire personnel.

The Company Officer is responsible for the proper display of the Mourning Flag and its respectful care when not in use. Replacement of the Mourning Flag shall be requested from the individual assigned or Color Guard.

The Mourning Flag may be displayed when the U.S. and State flags are at half-staff. However, the Mourning Flag is to be displayed on a separate pole and affixed in a bracket attached to the building.

At no time shall the Mourning Flag be flown equal to, or above any U.S., State, or local flag.

Apparatus Display

- Nylon U.S. Flags can be displayed on front-line Type 1 engines, truck companies and all Type 3 apparatus. All other vehicles will continue to have "sticker/emblem" type flag displayed.
- Fleet Services in conjunction with the Operations Chief will oversee the flag distribution/installment.
 - A. Identifying consistent display location on like (make/model) apparatus.
 - B. Facilitate mounting the flag.

- C. Ensure flag size consistency (no larger than 2' X 3').
 - D. The flag must be an all-weather flag, per U.S. Flag Code.
 - E. Flags should not be mounted in a manner or location which interferes with the safe operation of apparatus, including, but not limited to operator/crew visibility, and/or visibility or proper function of operating/warning devices.
 - F. Flags should be removed from apparatus operating in wildland fire situations due to the possibility of ignition. Removal of flags should not significantly delay response or deployment. Flags should be mounted in a manner and location which permits prompt removal should conditions warrant.
- All displayed flags must be in good condition at all times and replaced when faded, torn or tattered.
 - A. Replacement flags should be ordered through the agency's normal procurement process, or as otherwise directed by the Fire Chief or designee.
 - B. Flags in disrespectful condition (dirty, faded, torn, or tattered) should not be displayed on apparatus. In the absence of a respectful flag, no flag should be displayed until an acceptable replacement is obtained.

Flag Etiquette

- Personnel raising and lowering flags should be in full uniform.
- The flag shall be hoisted briskly, to the peak, lowered slowly, and not allowed to touch the ground.
- No flag shall be placed or flown above the flag of the United States of America.
- When flags are displayed on multiple flag poles, the U.S. Flag shall always be presented to its own right.
- A flag may be cleaned, but not repaired. It shall be replaced when faded or torn.
- To dispose of a flag, contact the department's Honor Guard or other designated person, to ensure flags are destroyed in a dignified manner following proper protocols. This is to include all flags received by the public.

Related Reference

None

Legal Cites/References

- U.S. Flag Code (4 U.S.C. Chapter 1)
- U.S. Patriotic and National Observances (36 U.S.C. Chapter 1)

Attachments

- Flag Display Summary
- Flag folding procedure

Flag and Shroud Guidelines

		US Flag	Mourning Flag	Mourning Shrouds
San Diego County	Active firefighter incident related line of duty death.	U.S. Flag lowered to half-staff only upon Presidential/Governor proclamation or city policy.	Time of notification to sunset on day of funeral.	
	Active firefighter non incident related line of duty death.		Time of notification to sunset on day of funeral.	
	Active firefighter non occupational death.		Time of notification to sunset on day of funeral.	
	Active professional staff employee death.		Time of notification to sunset on day of funeral.	
Retired firefighter (<5 years) occupational death.	/		Time of notification to sunset on day of funeral.	
CA	Active firefighter death. (refer to SOP details)		Time of notification to sunset on day of funeral.	
National	Active firefighter incident related death.	Mourning Flag and badge shrouds while at half-staff.		
LAW	Active law Enforcement incident related line of duty death. (partner city)	/	Time of notification to sunset on day of funeral.	

- U.S. Flag lowered to half-staff only upon Presidential/Governor proclamation.
- If the Mourning Flag is displayed, Mourning Badge shrouds are to be worn.
- These are simple guidelines and situation/discretion may supersede.

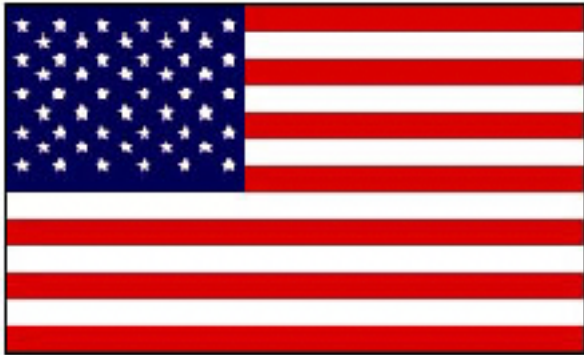
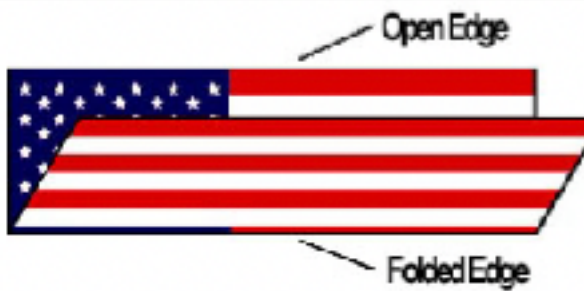
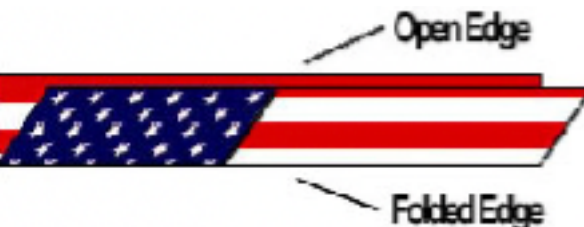
Flag Folding

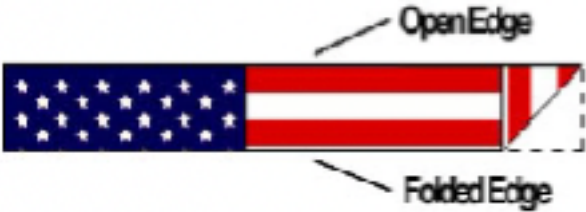



State and Mourning Flag

Shall be folded and cared for in a respectful manner.

US Flag

Diagram below is the correct method of folding U.S. Flag.

Start		
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.

Step 3		<p>A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.</p>
Step 4		<p>Outer point is then turned inward parallel with the open edge to form a second triangle.</p>
Step 5		<p>Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field</p>
Complete		<p>Neatly tuck the remaining edge into the fold.</p>

Sample Mourning Flag

Attachment 3

