

**SUBJECT:** National Flag - Anthem**SECTION:** 200.05**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 3

## **PURPOSE**

---

To provide the necessary information to Fire members concerning those actions and procedures considered proper in dealing with the National Flag or National Anthem.

## **POLICY**

---

All Fire Department members shall observe and display proper respect toward the National Flag or National Anthem.

## **STATION PROCEDURE**

---

- A. The United States Flag shall be properly displayed at the top of the flag staff at the Valley and Hilltop Fire Stations every day of the year.
- B. The Flag shall be displayed 24 hours a day by use of an illumination system at night and during poor weather conditions.
- C. During extreme weather conditions such as high winds, flags may be lowered and properly stored to protect and preserve them.
- D. The United States Flag should be displayed above all other flags.
- E. When a flag becomes unfit for service, it shall be replaced with a new flag and the old flag shall be properly disposed of.

## **HALF-STAFF PROCEDURE**

---

- A. The Flag shall fly at half-staff on the following official days:
  - 1. Peace Officers Memorial Day, May 15<sup>th</sup>.
  - 2. Memorial Day, last Monday in May (Flag raised to full staff at 1200hrs)
  - 3. Korean War Veterans Day, July 27<sup>th</sup>
  - 4. Patriot Day, September 11<sup>th</sup>
  - 5. Pearl Harbor Remembrance Day, December 7<sup>th</sup>

- B. When flown at half-staff, the flag is first hoisted to the top of the staff, and then lowered to the half-staff position. Before lowering for the day, it is again raised to the top and then lowered.
- C. Pursuant to United States Code Title 36 Section 10, the United States Flag can only be flown at half staff by order of the President of the United States and / or The Governor of Ohio or said State.

## FLAG SALUTE

---

Members shall salute the flag as it passes on all public occasions, ceremonies, or parades; or when it is carried into any building, room or any other place in which they are present. The procedure for properly saluting the flag is as follows:

- A. NOT IN FORMATION, IN UNIFORM; head covered or uncovered, with hand salute.
- B. NOT IN FORMATION, civilian clothes:
  - 1. With head covered; uncover and with right hand hold hat over left breast.
  - 2. With head uncovered, hold right hand over left breast.
- C. INFORMATION, AT A HALT: The command shall be brought to attention and turned to face the flag; the Commanding Officer of the formation and such officers and members not in ranks shall give the hand salute.
- D. IN FORMATION, IN MOTION: The command shall execute eyes right (or left) upon command and the Commanding Officer of the formation and all other officers and members not in formation shall give the hand salute.
- E. IN ALL CASES: The individual, on command, except when in motion, shall face the flag and assume the position of attention. The salute shall be given when the flag has arrived within a distance of six paces and continued until it has passed six paces beyond.

## THE NATIONAL ANTHEM

---

- A. Salutes to the National Anthem shall be rendered in the same manner and the same guidelines shall prevail as for the salute to the National Flag.
- B. The Command shall face the music and render the appropriate salute at the first note of the National Anthem and shall so continue until the last note is sounded.

- C. In cases where the National Anthem is played concurrently with the raising of the National Flag, members shall face the Flag, render the appropriate salute, and shall so continue until the last note of the National Anthem is sounded.

## **RESPONSIBILITY**

---

- A. It shall be the responsibility of all members of the Fire Department to closely observe the standards set forth in this policy.
- B. On-duty Officers will be responsible for the proper display of the National Flag at the Valley and Hilltop Fire Stations.