

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.09.05 FIRE STATION FLAGS



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	Lonnie J. Rash

Purpose: To establish the proper display and handling procedures for the flags of the United States of America and State of Washington. It is also to provide and establish adequate guidelines for the actions of fire district personnel relative to the United States and State of Washington flags.

References: 1 U.S. CODE: TITLE 4--FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES CHAPTER 1--THE FLAG Sec. 7. Position and manner of display

Procedure:

1. It shall be the responsibility of all fire district personnel to closely observe the standards set forth in this procedure.
2. The on-duty crew members will be responsible for the proper display of the United States flag at district fire stations.
3. It is the responsibility of the on-duty crew members to periodically inspect the condition of both the United States and State of Washington flags.
4. It shall be the responsibility of the on-duty crew members at district fire stations to ensure flags are flown correctly.
 - a) Always hoist the United States flag briskly.
 - b) Lower it ceremoniously.
 - c) Flags should be taken down at sunset unless there is permanent lighting after dark.
 - d) The United States and State of Washington flags should not be displayed during inclement weather, (i.e. raining, freezing rain, or high winds).
 - e) When a flag become unfit for service it should be replaced with a new flag and the old flag returned to the Support Services Division for proper disposal.
 - f) When the United States flag is displayed indoors on a staff it shall hold the position of superior prominence, in advance of the audience, and to the speaker's right (facing the audience).
 - g) If other flags are displayed, they shall be displayed to the speakers left.
5. Half-Staff Procedures.
 - a) The flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs/authority or practices consistent with law.

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- b) In the event of the death of a present or former official of the government of any state, territory, or possession of the United States, the Governor of that state, territory, or possession may proclaim that the National flag shall be flown at half-staff.
- c) The Fire Chief may authorize fire station flags to be displayed at half-staff in the event of a fire service member's death in accordance with recognized customs or practices not inconsistent with law.
- d) Notification of authorized flag half-staff periods will be made to the on-duty crew members by the Assistant Chief.
- e) The United States flag should be first hoisted to the peak and then lowered to half-staff.
- f) The flag should again be raised to the peak before being lowered for the day.
- g) On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff.