



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY #17



FLAG ETIQUETTE	EFFECTIVE	01/FEB/03
	REVISED	2/OCTOBER/2020

1.0 Purpose

- 1.1 To establish a supplement to the City of Highland Park Administrative Order No. 12 (Flag Display Policy)
- 1.2 To establish a Policy for the displaying of the American Flag and other flags.
- 1.3 To establish the appropriate uniform to be worn during flag ceremonies.
- 1.4 To establish proper saluting procedures during flag ceremonies.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 Company Officers or Acting Company Officers shall be responsible to ensure that the flag of the United States of America is displayed and handled in a proper manner on a daily basis.
- 3.2 Flags shall be displayed from 07:00 until sunset except in inclement weather, including rain, snow, or high wind conditions. Flags shall be flown from the top of the staff unless otherwise ordered.
 - 3.2.1 Station flags may be left displayed if illuminated properly.
- 3.3 Flags shall be flown at half-staff when similarly flown at the United States Capital, the Illinois State Capital, or when directed by the City Manager or Fire Chief.
 - 3.3.1 When ordered to fly the flag at half-staff, the flag shall be hoisted to the top of the staff before lowering to half staff.
 - 3.3.1.1 Other flags displayed on City staffs will first be lowered to half-staff, and will be lower than the U.S. flag at all times.
 - 3.3.2 When moving the flag to half-staff from full staff, it shall be moved directly to half-staff.
 - 3.3.3 When lowering a flag from half-staff, hoist it to the top of the staff before lowering it for storage.
 - 3.3.4 When returning the flag to full staff from half-staff, it shall be moved directly to full staff.
 - 3.3.4.1 The U.S. flag will be raised to full staff before any other flags on other staffs are raised.
- 3.4 After lowering, flags shall be folded and properly stored.
- 3.5 The U.S. flag shall be exchanged for a new one through proper Department procedures when its condition is no longer a fitting emblem for display.
- 3.6 The U.S. flag shall not be displayed with the Union (Stars) on the bottom.
- 3.7 The flag shall not be allowed to touch the floor, ground, or trail in water.
- 3.8 The U.S. flag shall never be displayed or stored in a manner that would allow it to be soiled or damaged.
- 3.9 The U.S. flag shall always be hoisted briskly and lowered slowly.
 - 3.9.1 The U.S. flag shall be lowered last when more than one flag is displayed.

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4.0 Flag Etiquette During Ceremonies

- 4.1 If the Fire Department participates in an event that will involve flag ceremonies, the following information will help guide personnel:
- 4.1.1 Unless otherwise directed for the specific event, the work uniform will include the utility cap (baseball hat) and will be worn by on-duty personnel while participating or attending parades, ceremonies, and formations, except when indoors. Personnel who are not wearing appropriate headgear shall not render hand salutes. Generally, it is inappropriate to wear a cap indoors except when participating in large formations such as gymnasiums, sports arenas, or other large venues.
 - 4.1.2 Off-duty personnel shall wear dress uniforms, winter or summer to be determined as directed in the attendance order.
- 4.2 The following guidelines are provided on when it is appropriate to salute during flag ceremonies. This information is documented in the Flag Code of the United States, Title 36, U.S.C., Chapter 10.
- 4.2.1 *During hoisting, lowering, or passing the flag.* During the ceremony hoisting or lowering the flag, or when the flag is passing in a parade or in review, those present *in uniform* should keep hats on heads and render the military salute. The salute in a moving column should be rendered at the moment the flag passes.
 - 4.2.2 *Conduct during the playing of the National Anthem.* During rendition of the National Anthem when the flag is displayed, all persons *in uniform* should render the military salute at first note of the anthem and retain this position until the last note.
 - 4.2.3 *During the Pledge of Allegiance.* Persons *in uniform* should remain silent, face the flag, and render the military salute.

5.0 Reference

- 5.1 Highland Park Fire Department

Approved:  Fire Chief