

RESOLUTION NO. 138-19

4-23-19

COL County Flag Policy

Adopting a County Flag Guideline Policy

BY: Hon. Joseph DeForest, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the County wishes to adopt a County Flag Guideline Policy; now therefore be it

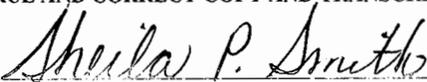
RESOLVED, The Cayuga County Legislature does hereby adopt The Cayuga County Flag Guideline Policy, Section No. 8 in the County Policy Manual; and be it further

RESOLVED, that the policy be posted to the County Website, County Portal and distributed by the Clerk of the Legislature to all Department Heads; and it is further

RESOLVED, that this resolution will take effect immediately upon its adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 23rd DAY OF APRIL 2019 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

4-24-19 - 7:32AM


CLERK, CAYUGA COUNTY LEGISLATURE

Cayuga County Flag Guideline Policy

SECTION NO. 8

RESOLUTION NO. 138-19

DATE ADOPTED 4-23-19

DATE AMENDED _____

Flag Protocols and Display



PURPOSE:

It is appropriate for the County to have a clear policy with respect to display of our national and State flags. Such a policy serves to instruct County staff and may well provide guidelines for other public and private agencies.

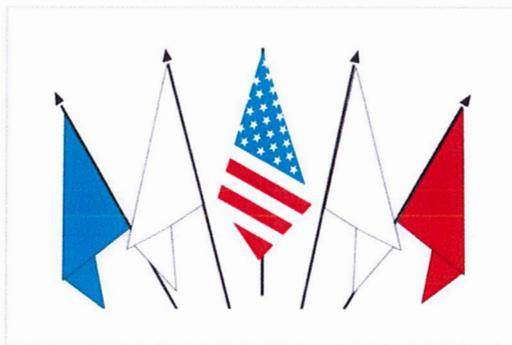
INFORMATION:

Article 19 of the Executive Law addresses the display of the US Flag and [Section 403](#) of the Executive Law provides the rules for display of the US Flag on state and local government property.

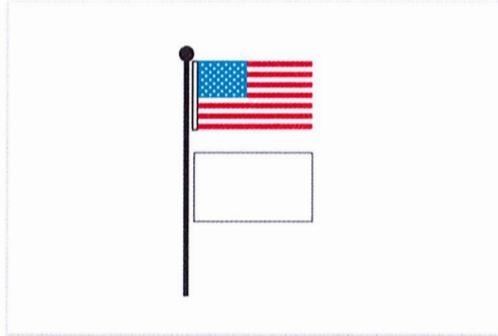
PROCEDURE: The flag shall be flown at full staff at all times except it shall be flown at half-staff on the eleventh of September, known as September 11th Remembrance Day, the seventh day of December, known as Pearl Harbor Day, and to commemorate the death of a personage of national or state standing or of a local serviceman, official or public servant who, in the opinion of Chairman of the Legislature or his/her designee, contributed to the community. In addition, the County Sheriff may direct that flags displayed at buildings, which the Sheriff's Department occupies and exercises responsibility over, shall be lowered to half-staff upon the death of a law enforcement official, whom the Sheriff has determined should be so honored. It may also be flown at half-staff during special periods of mourning designated by the President of the United States or the Governor of this state. For further detail and guidance regarding the display of the US Flag, POA Flag, Military Flags and other approved customs please review Cayuga County Flag Policy Guidelines.

POLICY GUIDELINES:

1. It is the policy of the Board of Legislatures that the national and State flags will be displayed at major County buildings that are equipped with appropriate flagpoles or display facilities, during all business hours. The flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness. The United States flag may be displayed on all days when the weather permits and should be flown especially on:
 - a. New Year's Day, January 1
 - b. National Inauguration Day, January 20 (every four years)
 - c. Lincoln's Birthday, February 12
 - d. Washington's Birthday, Third Monday in February
 - e. Easter Sunday, variable
 - f. Mother's Day, second Sunday in May
 - g. Armed Forces Day, third Saturday in May
 - h. Memorial Day, Last Monday in May (half-mast until noon)
 - i. Flag Day, June 14
 - j. Father's Day, third Sunday in June
 - k. Independence Day, July 4
 - l. Labor Day, first Monday in September
 - m. Constitution and Citizenship Day, September 17
 - n. Columbus Day, Second Monday in October
 - o. Navy Day, October 27
 - p. Veteran's Day, November 11
 - q. Thanksgiving Day, fourth Thursday in November
 - r. Christmas Day, December 25
2. The flag shall not be displayed on days when the weather is inclement.
3. When a number of flags of states or localities or pennants of societies are grouped and displayed from staffs, the flag of the United States of America shall be at the center and at the highest point of the group.



4. When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter shall always be at the peak



5. When displayed over the middle of the street, the flag should be suspended vertically with the union (blue field) to the north in an east and west street, or to the east in a north and south street.



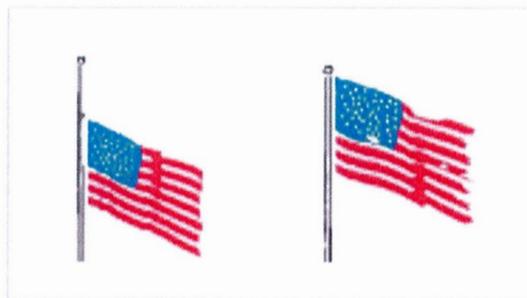
6. When the flag is displayed from a staff projecting horizontally or at any angle from the window sill, balcony, or front of a building, the union (blue field) of the flag should go to the peak of the staff (unless the flag is to be displayed at half-mast).



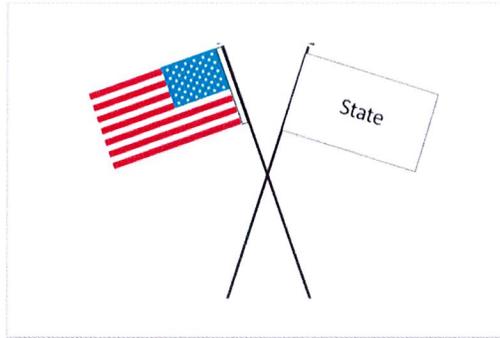
7. Flags shall be lowered to half-staff as required by federal law pursuant to direction of the President of the United States and/or the Governor of New York. The Chairperson of the Board of Legislatures or his/her designee also may direct that flags, shall be lowered to half-staff upon the death of an official, a local serviceman, or public servant who, in the opinion of the Chairman of the Legislature or his/her designee contributed to the community and the Chairperson has determined should be so honored. In addition, the County Sheriff may direct that flags displayed at buildings, which the Sheriff's Department occupies and exercises responsibility over, shall be lowered to half-staff upon the death of a law enforcement official, whom the Sheriff has determined should be so honored.



8. The flag, when flown at half-staff, shall be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak before it is lowered for the day. Half-staff is one-half the distance between the top and the bottom of the staff. On Memorial Day, display the flag at half-mast until noon, then hoist to the top of the staff.



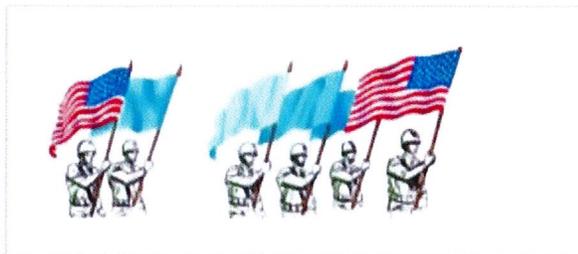
9. When displayed with another flag from crossed staffs, the flag of the United States should be on the right (the flag's own right, the observer's left) and its staff should be in front of the staff of the other flag.



10. When the flag is used to cover a casket, it should be placed so that the union (blue field) is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.



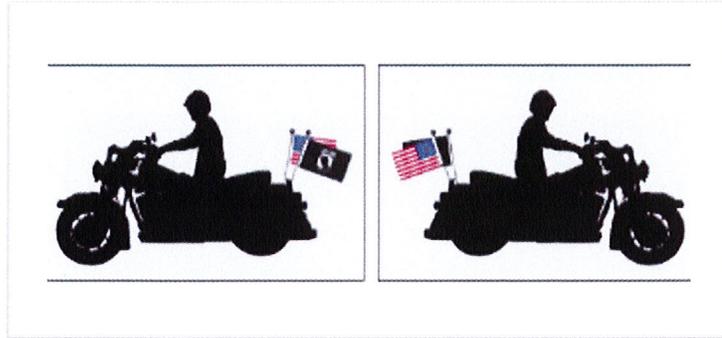
11. When carried in a procession with another flag or flags, the national flag should be either on the marching right, or when there is a line of other flags, in front of the center of that line.



12. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.



13. The flag should not be draped over the hood, top, sides, or back of a vehicle. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.



14. HOW TO DISPLAY THE POW/MIA FLAG OF THE NATIONAL LEAGUE OF FAMILIES

- a. DISPLAYING THE POW/MIA FLAG AND THE UNITED STATES FLAG WITH OTHER FLAGS ON THE SAME FLAGSTAFF
- b. When flying the POW/MIA flag on the same flagstaff as the United States flag, the POW/MIA flag should fly immediately below the United States flag. If the United States flag and a state flag and/or other flag or pennant will be flown along with the POW/MIA flag on the same flagstaff, the order from top to bottom should be: the United States flag, the POW/MIA flag, then the state flag or other flags, unless otherwise stipulated by your state flag code.
- c. The Defense Authorization Act, Public Law 105-85, section 1082, signed by President Clinton on November 18, 1997, mandates that the U.S. Postal Service, the White House, the U.S. Capitol, the Departments of State, Defense and Veterans Affairs, all national cemeteries in the Federal system, the National Vietnam Veterans Memorial and the Korean War Memorial must fly the POW/MIA flag on the following designated days each year:
 - i. Armed Forces Day—the third Saturday in May
 - ii. Memorial Day—the last Monday in May
 - iii. Flag Day—June 14th
 - iv. Independence Day—July 4th
 - v. National POW/MIA Recognition Day—the third Friday in September
 - vi. Veteran’s Day—November 11th



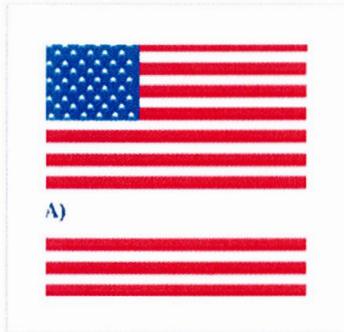
15. Each of the five uniformed military services has a flag. When these flags are displayed together, they are displayed according to an Order of Precedence determined by the Department of Defense as issued in

Department of Defense Directive No. 1005.8 (dated October 31, 1977). The Order of Precedence is based on the seniority of the services and has several applications. It is used to determine the order of march in parades, the order service songs are played and the order in which the service flags are displayed. The flags or colors in order for the military branches serving within the Department of Defense are: U.S. Army, U.S. Marine Corps, U.S. Navy and U.S. Air Force. Since the Coast Guard is not assigned within the Department of Defense but currently is under Homeland Security, which is junior to the Department of Defense, the Coast Guard follows behind the Air Force in the Order of Precedence.



OTHER APPROVED CUSTOMS

1. The traditional method of folding the flag is as follows:
 - a. Straighten out the flag to full length and fold lengthwise once.



- b. 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.)



- c. A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.



- d. The outer point is then turned inward, parallel with the open edge, to form a second triangle.



- e. The diagonal or triangular folding is continued toward the blue union until the end is reached, with only the blue showing and the form being that of a cocked (three-corner) hat.



E)



2. Funeral Flag Presentation Protocol

- a. Stand facing the flag recipient and hold the folded flag waist-high with the straight edge facing the recipient.
- b. Kneel, on one knee, in front of the flag recipient and solemnly present the flag to the recipient.

