

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O 12.03</b>
		Issue Date: <b>September 7, 2010</b>
		Revision Date:
<b>CHAPTER:</b> Corrections		Related Policy:
<b>SUBJECT: Flag Pole at the Jail</b>		Related Laws: <b>Chapter 1, Title 4, United States Code</b>

**POLICY:** The Corrections Division shall display the flag of the United States of America attached to an approved flag pole at the public plaza.

**RULE:** The flag shall be lighted by sunlight or by luminescent bulb 24 hours per day. The flag shall be illuminated at a minimum before sunset until after sunrise. If the light is not functioning, the flag shall not be displayed but will be folded and stored in the armory. The flag shall be handled only by authorized personnel. Nothing shall be placed on the flag while stored. The flag shall have an “all weather” construction grade. A back-up flag or second flag shall be on hand at all times and stored in the jail armory.

**PROCEDURE:**

I. Flag Treatment

- A. The flag shall be cleaned and mended as needed.
- B. No part of the flag should touch the ground or any other object and should be received by waiting hands and arms.
- C. The flag should be folded neatly and ceremoniously when stored. Folding instructions are located at <http://www.usflag.org/foldflag.html>.

II. Raising and Lowering the Flag

- A. The flag should be raised briskly and lowered ceremoniously.
- B. All uniformed personnel shall salute the flag of the United States of America when hoisted and lowered.
- C. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

III. The Salute

- A. All persons shall come to attention.

- B. Citizens not in uniform may salute by placing their right hand over the heart and head covering on men should be removed and held to the left shoulder, hand over the heart.
- C. Those in uniform shall give the appropriate formal salute.
- D. Members of organizations in formation shall salute upon command of the person in charge.

IV. The Flag in Mourning

- A. To place the flag at half staff, the flag shall be hoisted to the peak for an instant and slowly lowered to a position half way between the top and bottom of the staff.
- B. On Memorial Day the flag is displayed at half staff until noon and at full staff from noon to sunset.
- C. The flag is to be flown at half staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order or by order of the Sheriff or his designee.