

Board of County Commissioners Leon County, Florida

Policy No. 96-14

Title: Flags, Displays at Half-Mast

Date Adopted: July 16, 1996

Effective Date: July 17, 1996

Reference: N/A

Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that the following procedures related to occasions when the United States Flag, Florida State Flag, and the Leon County Flag are to be flown at half-mast. This policy shall pertain specifically to the flags located at the Leon County Courthouse and Leon County/LeRoy Collins Public Library as well as at other County facilities which may have such flags or add them in the future.

Section I

A. The United States Flag shall be flown at half-mast:

1. For 30 days after the death of the President or former President of the United States.
2. For 10 days after the death of the Vice President of the United States, Chief Justice or a retired Chief Justice of the Supreme Court, President of the Senate or Speaker of the House of Representatives.
3. From the day of death until interment for an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President or Governor of a State.
4. At all other times as directed by the President of the United States.

B. The Florida State Flag shall be flown at half-mast:

1. In accompaniment of the United States Flag as listed in A. above.
2. For 30 days from the death of the Governor or former Governor of the State of Florida.
3. For 15 days after the death of the Lieutenant Governor or other Cabinet member.
4. At all times as directed by the Governor of the State of Florida.

C. The Leon County Flag shall be flown at half-mast:

1. In accompaniment of the Florida State Flag as listed in B. above.
2. For 10 days from passing, in the event of the death of an active County Commissioner or former County Commissioner.

3. For five days from passing through day of interment, in the event of the death of the County Administrator or former County Administrator.
4. For five days from passing or through day of interment, in the event of the death of an active Constitutional Officer or former Constitutional Officer.
5. For five days from passing or through date of interment, in the event of the death of a Judicial Officer.
6. From the date of passing and for ten days following, in the event of a Aline of duty@ death of a County employee.
7. From the date of death through day of interment, in the event of the death of an active County employee.
8. From date of death through day of interment, in the event of a State, Constitutional or Judicial employee working in a County building.
9. At all times as directed by the Chairman of the Board of County Commissioners.

Section II

Procedure to accomplish directive.

- A. When a member of the public becomes aware of circumstances which they believe may warrant the lowering of the flags, they will notify the Division of Facilities Management. After verifying the circumstances, the Director of Facilities Management or designee shall notify all county building representatives to lower their flags to half mast.
- B. The Division of Facilities Management shall lower the flags to half mast at the County Courthouse.

Section III

Procedural Activities.

In the event the lowering of the flags is to occur and there are multiple flags (United States, State and County) adjacent to one another, the following shall be the method employed to place the flags in the correct position.

- A. The United States Flag shall be the first to be raised to its highest point, followed by the State Flag, then the County Flag. The County Flag shall be lowered to its half mast position, followed by the State Flag, and then the United States Flag. In this manner, no other flag shall be at a point above the flag of the United states.
- B. To remove the flags for that day or to place at full staff following the observance, the United States Flag shall be raised to its highest position, followed by the State Flag, then the County Flag. The County Flag shall then be lowered, removed and folded, followed by the State Flag and then the Flag of the United States.
- C. All flags, upon removal from the mast, shall be folded and stored in a manner which prevents degradation/destruction or soiling.