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WASHINGTON TOWNSHIP FIRE DISTRICT
TOWNSHIP OF WASHINGTON, GLOUCESTER COUNTY
NEW JERSEY

Board of Fire Commissioners
P.O. Box 653
Turnersville, NJ 08012-0653

Fire Companies:
Grenloch
Hurffville
Whitman Square

FIRE DEPARTMENT POLICY # 16 - 97
regarding
THE DISPLAY AND USE OF THE FLAG OF THE UNITED STATES OF AMERICA

It is the policy of the Washington Township Board of Fire Commissioners to establish and maintain a written protocol regarding the display and use of the flag of the United States of America. The protocol is intended to be consistent with the rules and regulations in the United States Code pertaining to the display and use of the flag promulgated by the Government of the United States of America. Any rule, guideline, or practice set forth in the United States Code may be altered, modified, or repealed or additional rules with respect thereto may be prescribed by the President of the United States, whenever he deems it to be appropriate or desirable, and any such alteration or additional rule shall be considered adopted herein until such time that an appropriate revision to this policy has been duly presented and approved at a meeting of the Board of Fire Commissioners.

For the purposes of this policy, the protocol regarding the display and use of the flag of the United States is subdivided into sections consistent with the manner of organization of the Federal laws pertaining to the flag.

1. **Conduct during the Playing of the National Anthem:** During rendition of the national anthem when the flag is displayed, all present except those in uniform shall stand at attention facing the flag with the right hand over the heart. Men not in uniform shall remove any hats or other headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform shall render the military, right-hand salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the source of the music and behave in the same manner as if the flag were displayed there.

2. **Conduct during the Pledge of Allegiance to the Flag:** The pledge of allegiance to the flag should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men shall remove any hats or other headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military, right-hand salute.

3. **Time and Occasions for Display of the Flag:** The flag should be displayed on a daily basis at every fire station in the Washington Township Fire District. The flag may remain on display twenty-four hours per day if properly illuminated during the hours of darkness. If not illuminated, the flag shall be properly lowered and stored at sunset each evening. The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

On Memorial Day the flag should be displayed at half-staff from sunrise until noon, then raised to the top of the staff.

4. **Position and Manner of Display of the Flag:** The Fire Department shall position and display of the flag of the United States in accordance with the applicable guidelines provided below, except when flying at half-staff, the guidelines for which follow.

   a. The flag, when carried in a procession with another flag or flags, should either be on the marching right, that is to the right when facing the direction of movement, or, if there is a line of other flags, in front of the center of that line.

   b. When the flag is displayed on a Fire Department vehicle, it shall be mounted on a staff that is fixed firmly to the chassis or clamped to the right front fender. The flag shall not be draped over any part of the vehicle.

   c. No other flag or pennant shall be placed above or, if on the same level, to the right of the flag of the United States. The flag of the United States, when displayed with another flag against a wall with crossed staffs, shall be on the flags right (to the left when facing the flag), and its staff shall be in front of the staff of the other flag.

   d. When it is displayed with a number of flags or pennants of states, localities or societies which are grouped and displayed from staffs, the flag of the United States shall be at the center and at the highest point of the group.

   e. When the flag of the United States is flown on the same halyard with another flag, the United States flag shall always be at the peak, above the other flag.

   f. When the flag is displayed either horizontally or vertically against a wall, the union shall be uppermost and to the flag's own right, that is, to the observer's left. When used on a speaker's platform, the flag, if displayed flat, shall be displayed above and behind the speaker.

   g. The flag should form a distinctive feature of a ceremony for the unveiling of a statue or monument, but should never be used a the covering for the statue or monument.

   h. The flag may be used to cover a casket during a funeral ceremony. When the flag is used to cover a casket, it shall be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

5. **Flying the Flag at Half-staff:** The following guidelines shall be followed when flying the United States flag at half staff.

   a. The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff.

   b. The flag, when flown at half-staff, shall first be hoisted to the peak for an instant and then lowered to the half-staff position. If the flag is to be lowered at the end of the day, it shall be again raised to the peak before it is lowered.

c. By order of the President of the United States or of the Governor of the State of New Jersey, the flag shall be flown at half-staff upon the death of present or former principal figures of the United States Government or the Government of the State, respectively, as a mark of respect to their memory. Unless specifically directed otherwise by the President or Governor, when the flag is flown at half-staff upon the death of such an official, it shall be flown at half-staff for the time period specified according the schedule below.

I. Thirty (30) days for the death of the President or a former President of the United States.

ii. Ten (10) days for the death of the Vice President, the Chief Justice or a former Chief Justice of the Supreme Court of the United States, or the Speaker of the House of Representatives.

iii. From the day of death until internment for an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of the State of New Jersey.

iv. On the day of death and the following day for a member of the United States Senate or House of Representatives.

d. In accordance with this policy, the flag should be flown at half-staff upon the death of present or former personnel of the Washington Township Fire District as a mark of respect to their memory. Unless specifically directed otherwise by the Chairman of the Board of Fire Commissioners, the flag shall be flown at half-staff for the time period specified according to the schedule below.

I. Fourteen (14) days for a line of duty death of a firefighter presently serving the Washington Township Fire District.

ii. Ten (10) days for the death of a Commissioner, Chief, or former Chief presently serving the Washington Township Fire District.

iii. Seven (7) days for the death of a company President, Assistant Chief, Life Member, or former Commissioner who served at least one full 3-year term.

iv. Five (5) days for an active firefighter serving the Washington Township Fire District.

v. Three (3) days for non-firefighting personnel of the Washington Township Fire District.

6. **Conduct during Hoisting, Lowering, or Passing the Flag:** During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their hat with their right hand and hold it at the left shoulder, the hand being over the heart. The salute to the flag in a moving column should be rendered at the moment the flag passes.

The flag should be hoisted briskly and lowered ceremoniously, taking care that the flag does not touch the ground.

7. **Respect for the Flag:** No disrespect should ever be shown to the flag of the United States of America. The guidelines included below should be followed whenever possible.

   a. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

   b. The flag should not be dipped down to any person or thing.

   c. The flag should never touch anything beneath it, such as the ground, floor, or water.

   d. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

This policy was adopted at a regularly scheduled meeting of the Board of Fire Commissioners on July 3, 1997.

BY:

Edwin L. Etschman, Chairman

Attest:

John F. Ryder, Secretary

Distribution:

Commissioners
Grenloch Fire Company
Whitman Square Fire Company
Washington Township Firemen's Association

Adoption Record:

Original: July 3, 1997