

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

It is the policy of the Board of Supervisors that the Flag Protocol provide uniform guidelines and proper etiquette for the display of and respect to all flags.

United States and State Of California Flags

The flags of the United States of America (U.S.) and of the State of California (State) shall be flown at all county facilities with flagpoles throughout the County of Riverside.

County of Riverside Flag

The County flag shall be displayed at all county facilities where the U.S. and California flags are flown, and in the manner prescribed for those flags. Whereby, one, single flagpole exists, the height of the flagpole must accommodate the additional flag.

POW/MIA Flag

The POW/MIA flag shall be flown at full-staff at all county facilities with flagpoles on the specified holidays as shown below, or such other times as directed by the Chairman of the Board of Supervisors or the Assistant County Executive Officer/Economic and Community Development. County facilities may fly this flag up to 365 days a year, but no less than the scheduled holidays listed below.

| <i>SCHEDULED DATES TO FLY POW/MIA FLAG</i> | |
|---|---|
| Third Saturday in May | Armed Forces Day |
| Last Monday in May | Memorial Day |
| June 14 | Flag Day |
| July 4 | Independence Day |
| Third Friday in September | National & State POW/MIA Recognition |
| November 11 | Veterans' Day |

Half-Staff

The United States flag and the State of California flag shall be flown at half-staff when directed by the President of the United States, the Governor of the State of California, the Chairman of the Board of Supervisors or the Assistant County Executive Officer/Economic and Community Development.

The Executive Assistant of the Economic Development Agency (EDA) is responsible for sending out the half-staff flag advisory. EDA Maintenance personnel are responsible for implementing the flag protocols at county facilities. The Fire Stations and Riverside University Health Services (RUHS) Hospital Campus are responsible for implementation of the flag protocol at their respective locations. When the United States Flag is lowered to half-staff position, all other flags should similarly be lowered. Additionally, the flags also fly at half-staff during the 6-holidays listed below.

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| SCHEDULED DATES WHERE ALL FLAGS FLY AT HALF-STAFF | | |
|--|------------------------------------|---------------------|
| May 15 | Peace Officers Memorial Day | (Sunrise to Sunset) |
| 3rd Saturday in May | Armed Forces Day | (Sunrise to Sunset) |
| Last Monday in May | Memorial Day | (Sunrise to Noon) |
| September 11 | Patriots Day | (Sunrise to Sunset) |
| October 7 | National Firefighters Memorial Day | (Sunrise to Sunset) |
| December 7 | Pearl Harbor Remembrance Day | (Sunrise to Sunset) |

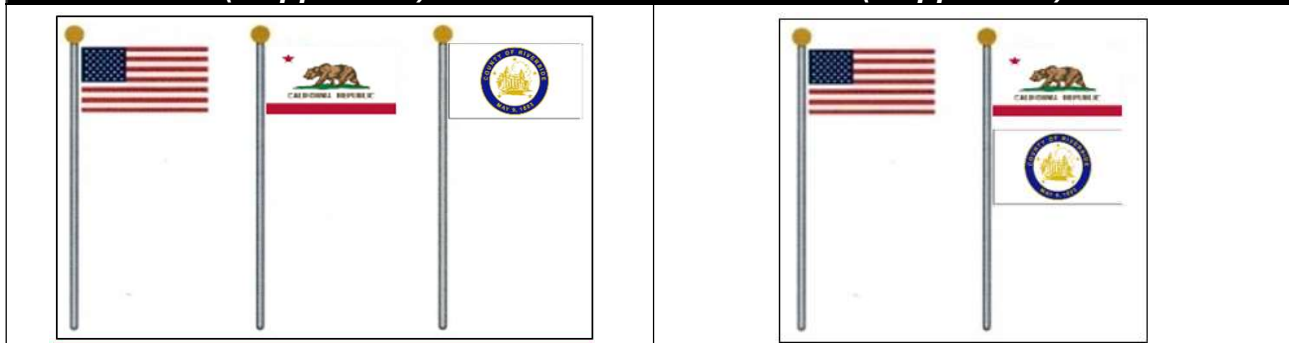
Guidelines & Proper Etiquette of Flags

ADJACENT FLAG POLES

When flying from adjacent-flagpoles, the United States Flag should be hoisted first and lowered last. When facing the front of the building and flagpoles, the United States flag will be the positioned on the left and the other flags will follow.

Please use image below as a reference.

3 Adjacent Flagpoles (if applicable) 2 Adjacent Flagpoles (if applicable)



3 Adjacent Flagpoles When Center Pole Is Higher

When displaying a group of flags, the United States Flag should be in the center and at the highest point.

Please use image as a reference.



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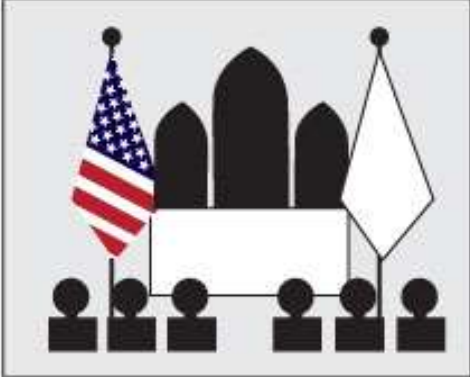
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| <i>SPEAKER'S PLATFORM</i> | |
|--|--|
| <p>When flags on flagpoles are used on a speaker's platform, the flag of the United States of America should hold the position for superior prominence which is to be positioned to the speaker's right as he/she faces the audience. Any other flag so displayed, should be placed the left of the speaker.</p> <p><i>Please use image as a reference.</i></p> |  |

| <i>FLAGS ON ONE POLE</i> | |
|--|--|
| <p>When flags of States, Counties, or pennants of societies, are flown on the same halyard with the flag of the United States, the United States flag should always be at the peak, or at the top.</p> <p><i>Please use image as a reference.</i></p> |  |

| HOW TO FLY POW/MIA FLAG | | |
|---|--|---|
| <i>3 Adjacent Flagpoles</i> | <i>2 Adjacent Flagpoles</i> | <i>1 Flagpole</i> |
|  |  |  |

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3 Adjacent Flagpoles When Center Pole Is Higher



ADDITIONAL INFORMATION

- Flags should be properly illuminated at all times. Flags without a secondary light source cannot be flown after sunset and therefore must be removed accordingly on a daily basis.
- Flags should be kept clean and without signs of deterioration and therefore must be maintained and or replaced accordingly.
- Flags that are no longer fit to be flown will be retired in proper manner.

Reference:

Minute Order 3.18 of 06/02/1987
Minute Order 3.35 of 03/12/1991
Minute Order 3.1 of 11/24/1998
Minute Order 3.7 of 11/07/2006
Minute Order 3.8 of 10/23/2018