

## Flag of Town of Christiansburg Half-Staff Policy

*Final*

*September 24, 2019*

**PURPOSE:** To recognize that there are times that the Flag of the Town of Christiansburg (here-in referred to as "the Town") should be lowered to half-staff as a sign of respect, mourning, condolence or to commemorate significant dates on behalf of the Town.

**SCOPE:** This policy is to establish the guidelines for lowering the Town Flag to half-staff. The Town Flag will be flown on a separate pole in front of Town Hall from the State of Virginia (if displayed) or the United States of America flags. If additional Town Flags are added to the premises of any other Town-owned facilities then the same guidelines shall apply, unless further modified by Town Council.

### **POLICY:**

#### *Lowering Flag to Half-Staff for Mourning*

The Flag of the Town shall be flown at full-staff at all times unless:

1. Anytime the United States or State of Virginia Flags are ordered to be lowered.
2. Death of a sitting or former Mayor.
3. Death of sitting or former member of the Town Council
4. Death of a current part-time or full-time employee.
5. Death of a retired employee.
6. Death of any current volunteer member of the Christiansburg Fire Department or Christiansburg Rescue Department.
7. Death of any Life Member of the Fire or Rescue Departments.
8. Upon request of the Police, Fire or Rescue Chiefs for special circumstances.
9. As a sign of respect, mourning, condolence or to commemorate significant dates as approved by the Town Manager.

### **PROTOCOL:**

The Town Manager shall have the discretion to approve or deny requests for reason.

The Town Manager shall direct Public Works to lower the flag(s). The mourning period shall be from time of notification until sunset of the day of the memorial service or funeral. The time period for half-staffing may be determined by the Town Manager if warranted by unique circumstances.

The Town Manager will notify the Public Relations Director as to the reason for half-staffing. The Public Relations Director shall immediately post the notification on the Town Website at a designated location and relay such information via normal social media and other channels.

No other special flags shall be flown on Town property with the exception that Police, Fire, and Rescue Departments may fly departmental flags from poles at their facilities.

Adopted by Town Council: 9-24-19 