

## FLAG PROCEDURE AT JUVENILE FACILITIES

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| <b>AUTHORITY:</b> | Administrative Directive<br>United States Flag Code (36 U.S.C. 173-178)  |
| <b>RESCINDS:</b>  | Procedure Manual Item 3-1-026, dated 06/13/18  |
| <b>FORMS:</b>     | None   |
| <b>PURPOSE:</b>   | To establish the correct procedure for displaying, raising, and lowering the flags of the United States, State of California, County of Orange, and POW MIA at Probation Department juvenile facilities. |

### I. GENERAL INFORMATION

The flags of the United States, California, County of Orange, and the POW MIA are to be flown daily, including holidays, weather permitting. Youth Guidance Center and Youth Leadership Academy may hold flag ceremonies while raising and lowering flags.

If the facility has lights positioned on the Flag, then flags do not need to be raised every day. They can remain up until they need to be replaced.

### II. PROCEDURE

#### A. Raising the Flag

1. A minimum of two staff and/or youth attach the United States flag to the flag staff halyard (rope). The POW MIA flag is attached to the halyard directly below the United States flag.
2. Do not allow the flag to touch the ground, plants, or anything else below it.
3. The United States flag is always raised first, before other flags are attached to the halyard and raised.
4. Raise the United States and POW MIA flags briskly to the top of the center pole.
5. Raise the State of California flag on the left pole, and the County of Orange flag on the right pole. These flags also should not be allowed to touch the ground, plants, or anything else below.

#### B. Lowering the Flag

1. First lower the County and then the State flags slowly and smoothly.
2. Lower the United States and POW MIA flags slowly and smoothly.

3. When raising the flags to be displayed at half-mast, the flags should first be briskly raised to the top of the flagpole for an instant and then slowly and smoothly lowered to half-mast.
4. When lowering the flags displayed at half-mast, the flags should first be raised to the top of the flagpole and then lowered slowly and smoothly.

**REFERENCES:**

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**APPROVED BY:**