

# County of Yolo Administrative Policies and Procedures Manual

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**TITLE:** Policy on the Display of Flags

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**Department:** General Services

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**TYPE:** POLICY

**DATE:** XXXX

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## **A. PURPOSE**

This policy establishes the rules for the display of the United States, State of California, and County of Yolo flags at County of Yolo buildings.

## **B. APPLICABILITY**

This policy is applicable to all major County-owned buildings and where the County is a majority tenant of a leased building.

This policy does not regulate the use of special-circumstance or event flags for display on streetlights or park infrastructure apart from flag poles. These types of flags on streetlights apart from flag poles is subject to approval by the Department of Community Services and on park infrastructure apart from flag poles is subject to approval by the Director of General Services.

This policy does not apply to County-owned buildings that are wholly occupied by a third party or non-governmental entity. Generally, only one flagpole is needed for a complex of buildings on a common site. Exceptions may include particularly large campuses with multiple entrances or buildings.

## **C. Administration**

The Director of General Services shall be responsible for the administration of this policy.

## **D. Policy**

It is the policy of the Board of Supervisors that the flags of the United States of America, the State of California, and the County of Yolo shall be flown during all normal working hours, at county buildings throughout Yolo County, that are equipped with appropriate flagpoles. Flags may be flown during darkness when illuminated. The flag of the United States shall be flown in accordance with United State Code, Title 4, Chapter 1 and the California Government Code, Sections §§430-439. The flag of the State of California shall be flown in accordance with the California Government Code, Sections §§430-439.

The County of Yolo flag shall be displayed at all county buildings where the United States and State of California flags are flown, in the manner prescribed for those flags.

## **E. Flag Position**

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The flags shall not be flown at half-staff, or at any other position other than full staff, without prior approval of the Chair or Vice-Chair of the Board of Supervisors, or the County Administrative Officer, unless otherwise directed by the President of the United States or the Governor of California.

## **F. Commemorative Flags**

Commemorative flags are non-governmental flags that have significant cultural importance. The use of commemorative or other third-party flags outside applicable County buildings is prohibited except when authorized by a majority of the Board of Supervisors. Commemorative flags may be displayed on flagpoles for a duration that is relevant to the purpose of commemoration, but no longer than 31 consecutive days. When a flagpole is of insufficient height to display four flags concurrently, the commemorative flag may occupy the place of the County flag.