



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: LOWERING OF FLAGS	Policy Number F-4	Page Number: Page 1 of 1
	Date Adopted: 10/22/1991	Revised Date: 09/27/2005

BACKGROUND

The County of El Dorado observes periods of mourning proclaimed upon the death of a specified official, former official, or other person honored by proclamation of the President of the United States or the Governor of California. Federal and State protocols govern the lowering of the American flag and the State flag when a federal or state public official has deceased.

This policy is established to provide a County protocol that recognizes the passing of a member of the County "family". It is intended to show appropriate support for the contributions that person made while an employee of the County of El Dorado and a recognition of their passing. In addition, there may be other events or occurrences for which the County wishes to recognize through the County protocol.

POLICY

Upon the death of a person covered by this policy, the flag of the County of El Dorado flown at the County Government Complex in Placerville shall be flown at half mast. The County flag shall fly at half mast from the time the death is known until the funeral or five working days if no service is held. This practice is accompanied by a notice located at the base of the flagpole in honor of the deceased.

Persons covered by this policy shall be the following:

1. Any current or former official elected to office by the voters of El Dorado County;
2. Any person currently employed by El Dorado County;
3. Any person who retired as an employee of El Dorado County and had worked for the County of El Dorado fifteen (15) years or more, and still resided in El Dorado County;
4. Any person employed by the Courts of El Dorado County with a hire date prior to January 1, 2001; or
5. Any person as deemed appropriate by the Board of Supervisors.

PROCEDURE

The Chief Administrative Officer shall be responsible for contacting General Services who will instruct the Facilities Management Division to lower the County flag. Facilities Management personnel will follow established procedures for raising and lowering the flag.

Primary Department: Chief Administrative Office

References: None