

TOWN OF BLOOMFIELD
POLICY MEMORANDUM

SUBJECT: Flag Lowering and Raising Policy
DISTRIBUTION: All Departments/Town Council

NO: 401.02
DATE: 08/30/2013
AMENDED:
BY: John P. Lawlor, Jr.
Director of Public Works

APPROVED: 
9/5/13

I. PURPOSE

There are currently five (5) flag poles or yardarms maintained on Town-owned property. From time to time the flags need to be lowered in honor of certain events. This policy outlines the notification chain when action needs to be taken and assigns responsibility for physically lowering and raising the flags at each location.

II. RESPONSIBILITY

The Town Manager's office is responsible for notifying Public Works, who is responsible for notifying the parties listed in "B" below to physical lower/raise the flags.

III. FORMS

None

IV. PROCEDURE

A. Notification of a flag lowering event shall proceed as follows:

1. The Town Manager's office receives the order to lower the United States and State of Connecticut flag from the Governor's office via an e-mail alert.
2. The Town Manager's office notifies the Public Works office of the order via e-mail, phone call, or in-person.
3. Public Works disseminates the order to the appropriate department at each location (see "B" below).
4. The procedure is repeated when the order is given by the Governor's office to raise the flags back to normal position.

- B. Flag locations and responsible departments:
1. Town Hall, 800 Bloomfield Ave. – Public Works Facilities Div.
 2. Town Green, Corner of Bloomfield and Tunxis Aves – Public Works Facilities Div.
 3. Public Works Facility, 21 Southwood Road - Public Works Operations Div.
 4. Police Department, 785 Park Ave. – Police Department (Chief's Office)
 5. Human Services Center, 330 Park Ave- Leisure Services
- C. Each responsible department listed in "B" will physically raise and lower all flags at their location in compliance with the Governor's order.
- D. The Town of Bloomfield flags will be raised and lowered in conjunction with the United States and State of Connecticut Flags.
- E. The Mayor may direct the Town of Bloomfield flag lowered exclusively through the Town Manager's office. Notification would then proceed as outlined in "A."