

TOWN OF BLOOMFIELD
POLICY MEMORANDUM

SUBJECT:	Flag Flying and Lowering Policy	NO:	401.02
		DATE:	07/06/21
DISTRIBUTION:	All Departments/Town Council	AMENDED:	10/8/21
		BY:	Stanley D. Hawthorne Town Manager

APPROVED: 

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. Outlined below is the notification chain when action needs to be taken, and for assignment of responsibility for physically lowering and raising the flags at each location.

The Town of Bloomfield also establishes the following guidelines regarding the display of commemorative or organizational flags on Town-owned properties. This policy states that flagpoles owned or maintained by the Town of Bloomfield are not intended to serve as a forum for free expression by the public, rather for the display of commemorative or organizational flags authorized by the Town Council.

II. RESPONSIBILITY

The Town Manager's Office is responsible for notifying the Public Works Department who shall be responsible for notifying the parties listed in Section VI. B. below to physically lower or raise the flags.

III. FORMS

None

IV. POLICY

- A. The Town Council may authorize the display of a commemorative or organizational flag at Town-owned properties.
- B. The Town Council shall only consider a request to display a commemorative or organizational flag if the request is made by a member of the Bloomfield Town Council for a regular or special Town Council meeting. Further procedural requirements are outlined in Section V.

- C. At a Town Council meeting, a majority of Council members would need to agree to fly the commemorative or organizational flag.
- D. Each commemorative or organizational flag cannot be flown more than once a year and will be displayed for a period of time that is reasonable or customary for the duration of the event or seven (7) continuous days. Only one commemorative or organizational flag will be allowed to be displayed during any time period.
- E. Commemorative and organizational flags must be temporarily donated for the Town's use and be clean, without holes and tears, and made of an all-weather fabric. Commemorative or organizational flags must be the same size or smaller than the United States of America and State of Connecticut flags that are flown. The Town will not be responsible for the condition of the commemorative or organizational flag once flown and may dispose of any such flag not picked up within thirty (30) days after it has been flown. The Town will not purchase the commemorative or organizational flags.
- F. If any other flag is flown at half-staff, the commemorative or organizational flag will be flown at half-staff.
- G. A commemorative or organizational flag as defined in this policy shall mean a flag that identifies with a specific historical event, nation, or group of people that the Town Council chooses to honor or commemorate consistent with the Town's mission and priorities. The following are not allowed as commemorative or organizational flags and will not be considered by the Town Council:
 - 1. Flags of a particular religious movement or creed in order to avoid the appearance of Town government endorsing religion or a particular religious movement or creed;
 - 2. Flags of a political party in order to avoid the appearance of Town government endorsing a political party;
 - 3. Flags advocating a certain outcome in an election in order to avoid the appearance of Town government endorsing an electoral outcome;
 - 4. Flag of a commercial organization in order to avoid the appearance of Town government endorsing any particular business; and
 - 5. Flags that are symbolic of or associated with actions of violence, discrimination, prejudice or racism in order to avoid the appearance of Town government endorsing such actions.

V. PROCEDURE FOR COMMEMORATIVE OR ORGANIZATIONAL FLAG FLYING

Any Town Council member who receives such a request can choose at his/her own sole discretion to request that the full Town Council vote to adopt a certain commemorative or organizational flag. At the request of a Town Council member, such a discussion will be placed on the agenda for a regular or special Town Council meeting and the Town Council member's request will be considered pursuant to Section IV.

VI. PROCEDURE FOR FLAG LOWERING

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 of America and State of Connecticut flags from the Governor's office via an e-mail alert.
2. The Town Manager's Office notifies the Public Works Department of the order via e-mail, phone call, or in-person.
3. The Public Works Department disseminates the order to the appropriate department at each location (see Section VI. B.).
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 / responsible departments:

- a. Town Hall, 800 Bloomfield Avenue / Public Works Facilities Division
- b. Town Green, corner of Bloomfield and Tunxis Avenues / Public Works Facilities Division
- c. Public Works Facility, 21 Southwood Road / Public Works Operations Division
- d. Police Department, 785 Park Avenue / Police Department Chief's Office
- e. Human Services Center, 330 Park Avenue / Leisure Services Department

C. Each responsible department listed in Section VI. B. will physically raise and lower all flags at their location in compliance with the Governor's order.

D. The Town of Bloomfield's flags will be raised and lowered in conjunction with the United States of America and State of Connecticut flags.

E. The Mayor of the Town of Bloomfield may direct the Town's flag be lowered exclusively through the Town Manager's Office. Notification would then proceed as outlined in Section VI. A.