

8100 PROCEDURE 001

Request for Flags to be Flown at Half-Staff and/or Shrouding of Badges

(No.23 July 2013)

[\(See Policy 628 – Flag Policy\)](#)

In the event of the death of an active or retired CAL FIRE firefighter, peace officer, employee, or other public safety employee who dies in the line of duty, or as a result of such duty or service, the CAL FIRE Director may authorize both the American Flag and the California Flag be flown at half-staff at CAL FIRE facilities, and/or authorize shrouding of badges Statewide or for select Units.

Flags shall be flown at half-staff and/or badges shrouded for a period to be prescribed by the Director.

The Director may delegate this authority to the Region Chief/s for Local Unit requests.

Within the policy, five standing dates are identified on which the U.S. and State Flag will be flown at half-staff in accordance with the U.S. Code and other federal proclamations.

Responsibilities and Action

Unit CC

1. Receive request from Unit Duty Chief to lower flags to half-staff and/or shroud badges.
2. Place the request via email and phone call to Region CC. Provide the following information:
 - a. Name of Employee, Rank and Unit (Department, if not CAL FIRE)
 - b. Date and Cause of Death (if known and appropriate)
 - c. Date of Funeral / Memorial, if known
 - d. Whether request is for Local Unit or Statewide implementation

Region CC

1. Record information and enter into the system of record.
2. Notify Region Duty Chief and request Region Chief's approval.
3. If approved for Local Unit implementation, notify requesting Unit CC and Sac CC.

4. If approved for statewide implementation, forward request to Sacramento CC (or Local Unit implementation, if authority not delegated to Region Chief).
5. If not approved, advise Unit CC making request.

Sacramento CC

1. Receive request.
2. Notify Sacramento Duty Chief of Local Unit Implementation (when authority is delegated to Region Chief).
3. Notify Sacramento Duty Chief and request Director's approval for statewide implementation (or Local Unit implementation if authority not delegated to Region Chief).
4. If approved for Local Unit implementation, notify the requesting Region CC via telephone and/or e-mail.
5. If approved for Statewide implementation, broadcast message over the Statewide Intercom to both Region CCs to have flags lowered to half-staff at all CAL FIRE facilities and/or implement shrouding of badges.
6. Follow up verbal notification with an email sent to "All Mailboxes" stating either:
 - a. "Following the death of (*insert rank, name*), (*Department if not CAL FIRE*), per Director (*insert name*), all CAL FIRE facilities will lower their flags to half-staff until further notice."
 - b. "Following the death of (*insert rank, name*), (*Department if not CAL FIRE*), per Director (*insert name*) all CAL FIRE facilities will lower their flags to half-staff and all uniform personnel will shroud their badges until further notice."
7. If not approved, advise requesting Region CC.

Region CC

1. Receive approval from Sacramento CC.
2. If for Statewide implementation, Broadcast to all Units over Region Intercom to lower flags to half-staff at all CAL FIRE facilities and/or implement shrouding of badges.
3. If for select Local Unit implementation only, notify the requesting Unit CC via telephone and/or e-mail.

Unit CC

1. Receive approval from Region CC.
2. Broadcast over local nets to lower flags to half-staff at all CAL FIRE facilities and/or shrouding of badges.

Returning Flags to Full Staff and/or Un-Shrouding Badges

Flags will be returned to full staff and/or badges un-shrouded at sunset on the date of the Funeral/Memorial/Interment, whichever occurs first.

Sacramento CC

1. If Statewide implementation, determine the date of Funeral / Memorial.
2. Notify Sac Duty Chief of the date of Funeral / Memorial.
3. On date of Funeral/Memorial, at or about 1500 hrs, broadcast message over the Statewide Intercom to both Region CCs to have flags returned to full staff and/or for personnel to un-shroud badges at sunset.
4. Follow up verbal notification with an email addressed to "All Mailboxes" stating:
 - a. "Per Director (*insert name*), badges are to be un-shrouded and flags returned to full staff effective sunset today, (*insert date, month*) following the conclusion of memorial services for (*insert rank, name*), (*Department if not CAL FIRE*)."

Region CC

1. Receive message from Sacramento CC via Statewide Intercom
2. If Statewide implementation, broadcast to all Units over Region Intercom to have flags returned to full staff at all CAL FIRE facilities and/or to remove shrouds from badges.
3. If Local Unit only, contact Unit CC via telephone and/or email on date of Funeral/Memorial, at or about 1500 hrs, to have flags returned to full staff and/or for personnel to remove shrouds from badges at sunset.

Unit CC

1. Receive message from Region CC.

Broadcast over local nets to have flags returned to full staff at all CAL FIRE facilities and/or to un-shroud badges.

STANDING DATES

Sacramento CC

1. One day prior to a standing date to lower flags to half-staff, at or about 1500 hours, broadcast a message over the Statewide Intercom to both Region OCC's, stating:
 - a. "In observance of (*insert occasion*), (*insert date, month*) all CAL FIRE facilities will display their flags at half-staff from sunrise until (*time frame, ex: sunset*) tomorrow."
2. Follow up with an email addressed to " CALFIRE Mailboxes" stating:
 - a. "In observance of (*insert occasion*), (*insert date, month*) all CAL FIRE facilities will display their flags at half-staff from sunrise until (*time frame, ex: sunset*) tomorrow."

Region OCC

1. Receive intercom notification from Sacramento CC.
2. Broadcast a message over Region Intercom to all Units stating:
 - a. "In observance of (*insert occasion*), (*insert date, month*) all CAL FIRE facilities will display their flags at half-staff from sunrise until (*time frame, ex: sunset*) tomorrow."

Unit CC

1. Receive intercom notification from Region OCC.
2. Broadcast a message over Local Net stating:
 - a. "In observance of (*insert occasion*), (*insert date, month*) all CAL FIRE facilities will display their flags at half-staff from sunrise until (*time frame, ex: sunset*) tomorrow."

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