



**VILLAGE OF PINEHURST**  
**STANDARD PROCEDURE**

<b>SUBJECT:</b>	Flag and Lamp Post Banner Policy	<b>Effective Date:</b>
<b>Department:</b>	Administration	<b>Policy No.:</b> 52
<b>Prepared by:</b>	Jeff Batton	<b>Revised:</b>
<b>Approved by:</b>	Village Council	<b># of Pages:</b> 4

**PURPOSE:** The purpose of this policy is to establish that the Flag of the United States of America (US Flag), the Flag of the State of North Carolina (State Flag), and Military Flags are encouraged and approved for display at City facilities.

**POLICY:** The Village's policy relative to the display of the U.S. Flag, the State Flag, and Military Flags at Village of Pinehurst facilities shall be in accordance with United States Code (U.S.C.A.), Title 4 and North Carolina General Statutes Chapter 144.

**APPLICABILITY:** This policy applies to all flags identified herein that are flown at Village of Pinehurst facilities.

**PROCEDURE:**

**Display**

1. The U.S. Flag together with the State Flag shall be displayed daily at major Village of Pinehurst operated facilities. Locations at which the Flags are to be displayed include, but are not limited to: Village Hall, Public Safety Facility, Fire Stations, Police Stations, and Public Recreation Facilities.
2. When the U.S. Flag, State Flag, and Military (Flag(s)) are displayed with other flags, the U.S. Flag shall be placed in the position of first honor at all times and the State Flag shall be placed in the position of second honor.
3. The U.S. Flag and State Flag shall be displayed only from sunrise to sunset if illumination is not provided. If properly illuminated, the Flags may be displayed twenty-four (24) hours per day.
4. Only all-weather U.S. Flags and State Flags shall be displayed outdoors. Flags displayed on the same halyard shall have the U.S. Flag at the peak, with the State Flag directly

below the U.S. Flag in such a manner as not to interfere with any part of the U.S. Flag. All other flags shall be displayed at a position subordinate to the State Flag.

5. When the U.S. Flag and State Flag are displayed at the same time on a separate flagpole, the staffs shall be of equal height, the flags shall be of equal size, and the State Flag shall be positioned to the U.S. Flag's left. The U.S. Flag shall be hoisted first and lowered last.
6. The U.S. Flag and State Flag, shall be flown at half-staff during any of the following circumstances:
  - During a National Day of Mourning or remembrance as declared by the President of the United States. The period of time the Flags remain at half-staff shall be determined by Presidential order.
  - During a state day of mourning or remembrance as declared by the Governor of the State of North Carolina. The period of time that the Flags remain at half-staff shall be determined by gubernatorial order.
  - On Memorial Day each year, the Flags shall be displayed at half-staff until noon only, then raised to the top of the staff.
  - Thirty (30) days from the death of the President or a former President; ten (10) days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress.
  - When displayed at half-staff, the U.S. Flag and State Flag shall be first hoisted to the peak for a moment and then lowered to the half-staff position. The Flags shall be again raised to the peak before they are lowered for the day.
7. No other flag shall be displayed above the U.S. Flag.
8. When the U.S. Flag is displayed over the middle of the street, the flag should be suspended vertically with the union (blue field) to the north in an east and west street, or to the east in a north and south street.
9. When the U.S. Flag is displayed with another flag from crossed staffs, the U.S. Flag should be on the right (the flag's own right, the observer's left) and its staff should be in front of the staff of the other flag.
10. The Village of Pinehurst recognizes that any rule or custom pertaining to the display of the U.S. Flag may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever deemed to be appropriate or desirable. Any such alteration or additional rule shall take precedence over the practices set forth in this policy.

### **Disposal of U.S. Flag or State Flag**

When the U.S. Flag or State Flag deteriorates to such a condition that it no longer serves as a fitting emblem of display, it shall be destroyed in a dignified manner, preferably by burning.

### **Display of Flags Outside Village Hall**

The flags displayed in front of Village Hall shall be reserved only for the display of the U.S. Flag and the State Flag. The U.S. Flag shall be displayed in first position of honor at the highest point. The State Flag shall be displayed in second position of honor below the U.S. Flag.

### **Display of Flags Outside Public Safety Facility**

The flags displayed in front of the Public Safety Facilities shall be reserved only for the display of the U.S. Flag and the State Flag. The U.S. Flag shall be displayed in first position of honor at the highest point. The State Flag shall be displayed in second position of honor below the U.S. Flag.

### **Display of Flags Outside Fire Stations**

The flags displayed in front of the Fire Station shall be reserved for the display of the U.S. Flag and the State Flag. The Thin Red Line Flag may be displayed in lieu of the State Flag. During National Fire Prevention Week in October, a Fire Prevention Flag may be displayed. The U.S. Flag shall be displayed in first position of honor at the highest point. The State Flag or alternate shall be displayed in second position of honor below the U.S. Flag.

### **Display of Flags Outside Police Stations**

The flags displayed in front of the Police Station shall be reserved for the display of the U.S. Flag and the State Flag. The Thin Blue Line Flag may be displayed in lieu of the State Flag. During Peace Officers Memorial Week in May, a Police Memorial Flag may be displayed. The U.S. Flag shall be displayed in first position of honor at the highest point. The State Flag or alternate shall be displayed in second position of honor below the U.S. Flag.

### **Display of Flags at the War Memorial at Cannon Park**

The U.S. Flag and the POW/MIA Flag shall be the only Flags displayed at the War Memorial at Canon Park. The U.S. Flag shall be displayed in the first position of honor at the highest point. The POW/MIA Flag shall be displayed in second position of honor below the U.S. Flag.

### **Display of Flags inside Village Hall and Other Facilities**

If the U.S. Flag is displayed in a lobby area it must be displayed in the first position of honor. This position is on the left side of the lobby upon entrance.

### **Display of Flags in the Village Hall Council Chambers**

The U.S. Flag and State Flag shall be the only Flags displayed in the Village Council Chambers. The U.S. Flag shall be displayed in the first position of honor. This position is on the Mayor and City Council's right as they face the audience. The State Flag shall be displayed in the second position of honor. This position is on the Mayor and City Council's left as they face the audience.

**The Village's Flagpoles**

The Village's flagpoles are not intended to serve as a forum for free expression by the public. The Village's flagpoles are to be used exclusively by the Village, where the Village Council may display a commemorative flag as a form of government expression. The Village will not display a commemorative flag based on a request from a third Party, nor will the Village use its flagpoles to sponsor the expression of a third party.

**Lamp Post Banners**

Commemorative banners and wreaths celebrating special events or occasions may be placed on decorative lamp posts so long as the event is directly sponsored or co-sponsored by the Village of Pinehurst. The cost to produce the banners as well as the labor cost to attach and remove the banners shall be borne by the requesting party(ies).

This policy shall be reviewed during the organizational meeting of current Village Council every year and updated as Village Council deems necessary.

Approved by:

  
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Jeff Sanborn, Village Manager

4/12/22  
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Date

Resolution # 22-07  
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Village Council, Resolution

4/12/22  
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Date