

Flying of the Flag at Half-Mast

Purpose:

- To pay respect to deceased municipal officials, staff and volunteers.
- To pay respect to Richmond military personnel killed in action.
- To pay respect to distinguished persons from the community as determined by the Richmond Selectboard.

Policy:

All outdoor US Flags located on town property, will be flown at half-mast out of respect for:

1. All town volunteers, staff and elected or appointed officials who die while an employee or volunteer of the Town of Richmond.
2. Richmond military personnel killed in action.
3. Distinguished persons as determined by the Selectboard. This includes part-time, as well as, full-time municipal officials, staff, and volunteers not actively serving the town at the time of their death, as well as retired members of the municipal staff having their primary residence in Richmond.

Procedure Summary:

- Upon the death of any person for whom the flags may be flown at half-mast, a representative of the family must first make the request to the Town of Richmond Selectboard.
- The Selectboard will provide a copy of this policy to area funeral homes so that families may be informed of and consider the option of requesting that the flag be flown at 1/2 mast.
- The flag will be flown at half-mast:
 - On the day of death of the deceased, if the information is received before 10:00 a.m., or on the day of the funeral if received one day in advance of the funeral ceremony.
 - If no notification is received, the flag would not be flown at half-mast.
 - The flag used in all cases is the United States flag. The Chair of the Selectboard or the Chair's designee will inform the Richmond Road Foreman of the date and duration of the flag to be lowered to 1/2 mast. The road foreman will cause the flag to be lowered to 1/2 mast and then raised to full staff as directed by the Chair of the Selectboard, or the Chair's designee. The road foreman shall be responsible for ensuring that the United States flag at Volunteers Green is flown year-round and kept in proper condition as well as following the lowering directives from the Vermont Governor or President of the United States.
- The Selectboard Chair will notify the family of the Selectboard's decision as soon as possible after the request is submitted to the Selectboard. The Selectboard will report in the town report the number of times the flag was flown at half mast as a way to increase awareness that this option exists.
- For Richmond military personnel killed in action, the family may additionally request to the Selectboard that the US Flags that are flown along the roadsides in the Village Center be displayed for the seven day period which includes the day of the funeral.
- In all cases, and based upon the opinion of the Town, the display of flags along streets may be delayed, the seven day period shortened or not completed due to such considerations such as the safety of town staff installing the flags, weather conditions or other factors deemed applicable by the Town.

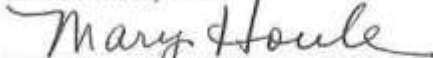
Amendments:

The Richmond Selectboard may amend this policy from time to time by affirmative vote of the Board.

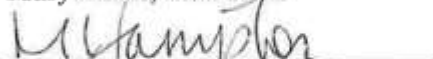
Approved by Richmond Selectboard the 7th day of January, 2008 for recording with Richmond Town Clerk.



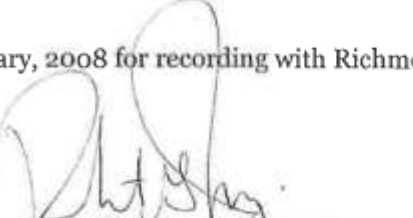
Erik Filkorn, Chair



Mary Houle, Vice-Chair



Michael Hampton, Member



Robert Marquis, Member

K. Peter Parent, Member