

## **FLAG LOWERING POLICY**

95-01

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### **I. PURPOSE AND SCOPE**

The purpose of this document is to establish the protocol for a flag lowering.

### **II. POLICY**

- A. The American flag, which is flown at Firemen's Common at the intersection of Main Street and Pleasant Street, shall be designated as the main town flag for the purposes of this policy. The flag shall not be flown during inclement weather unless an all weather flag is used.
- B. The flag shall be raised and lowered by an individual designated by the Town Manager.
- C. The flag shall be flown at half-staff by order of the President of the United States or proclamation of the Governor of the Commonwealth of Massachusetts.
- D. The flag shall also be flown at half-staff from the day of death and the following day for:
  - 1. any former or present elected Town of Groton official.
  - 2. any Town of Groton resident who was a veteran and was currently residing in Groton.
  - 3. any current or former Town of Groton resident who, in the view of the Chairman of the Board of Selectmen, deserves such recognition.
- E. In the event that the Board of Selectmen's Office is not notified upon the day of death, the flag shall only be flown on the day of notification of death.
- F. The flag shall be flown at half-staff on Memorial Day until noon only, then raised to the top of the staff.
- G. The flag shall be flown at half-staff on Peace Officers Memorial Day [the 15<sup>th</sup> of May each year], unless that day is also Armed Forces Day [the third Saturday of May each year].
- H. The policies in items F and G shall also apply to the American flags flown on any other commons in the Town.
- I. The policies in items C and D shall not apply to the American flags flown on any other commons in the Town, except as specifically ordered by the Board of Selectmen.

Adopted by the Board of Selectmen: January 30, 1995

Amended: April 23, 2002

Amended: 2010