

<div><div><div>DAS</div><div>DEPARTMENT OF ADMINISTRATIVE SERVICES</div></div></div>  
--

## **PURPOSE**

To establish protocol for flying the United States flag, the Oregon State flag and the National League of Families' Prisoners of War or Missing in Action (POW/MIA) flag simultaneously at public buildings.

## **APPLICABILITY**

All state agencies that own or operate public buildings as defined in this policy, including county courthouses, county, municipal, school district and special district buildings.

## **DEFINITIONS**

**Agency:** the state agency that owns, occupies or controls a public building.

**Municipal:** cities, towns and municipal corporations.

**Public building:** state institutions and state agency headquarters upon which the Department of Administrative Services (DAS) determines it is suitable to display the Oregon State flag; county courthouses; and all other county, municipal, school district and special district buildings upon which or near which it is customary and suitable to display the United States flag. In a complex or campus of multiple state buildings refer to Section 1e in General information. Privately owned buildings do not fall under the requirements of this policy.

## **EXCLUSIONS AND SPECIAL SITUATIONS**

Memorial Day exception noted in section two.

## **GENERAL INFORMATION**

### **1) General**

- a) When flagpoles or other suitable infrastructure exist at principal public buildings, the body having custody of each public building must display three flags simultaneously: The United States flag, Oregon State flag and National League of Families' POW/MIA flag. The flags must be flown during the hours when the United States flag is customarily displayed, and at other times as seems proper, except in unsuitable weather. If it is not possible to fly all three flags simultaneously, the agency body must fly the United States flag and the Oregon State flag.
- b) Field offices are not considered principal buildings of state government, and no requirement exists to fly flags at field offices. However, the DAS suggests that state agencies lean in favor of flying the flags upon or near the building, or indoors.
- c) After January 1, 2016, new construction of state institutions, courthouses and all other state-owned principal buildings must include sufficient infrastructure to properly display all three flags simultaneously: United States flag, Oregon State flag and National League of Families' POW/MIA flag.
- d) After January 1, 2018, new construction of all county, municipal, school district and special district buildings, upon which or near which it is customary and suitable to display the United States flag, must include sufficient infrastructure to properly display all three flags simultaneously: United States flag, Oregon State flag and National League of Families' POW/MIA flag.
- e) In a complex or campus of multiple state buildings, one set of flags for the campus is adequate. Fly the flags upon or near whichever building is considered:
  - A. The major building of the headquarters functioned at the complex or campus.
  - B. The largest building.
  - C. The main administration building.
  - D. The building which is most centrally located or most appropriately located for a flag display.
- f) Although state agencies are not required to fly flags at privately-owned leased offices, DAS suggests that agencies consider displaying the flags indoors, especially if a leased building houses multiple agencies.
- g) Handle all flags with due respect. Refer to "other flag protocol" in section three for resources for handling flags.
- h) Display flags only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flags may be displayed 24 hours a day if properly illuminated during the hours of darkness.
- i) Cost for flags, poles, necessary appliances and care are to be paid out of the funds available for public building maintenance according to ORS 186.120.

- 2) **Half-staff:** Agencies fly flags at half-staff when ordered by the Governor. The Governor issues a press release, which DAS emails to subscribers of its [Flag Notification listserv](#). The recipients of the email are responsible for notifying their sub-units.

**Memorial Day exception:** Agencies displaying the flag on Memorial Day do not need an order to display the flag at half-staff until noon. However, flags flown at half-staff until noon on Memorial Day must then be raised to the top of the staff for the afternoon.

3) **Other flag protocol**

- a) [U.S. Code, Title 4, chapter 1, Section 7](#): The Flag (text provided by Cornell University law school).
- b) [View Public Law 94-344 – July 7, 1976, 90 STAT. 810](#)

4) **Flagpole height and flag size guidelines**

The installation site will help determine the proper flagpole composition and height. Check with city or county planning departments to verify the municipality's requirements before deciding on the height of a flagpole. The wall thickness of the flagpole is the major factor in determining how strong and how susceptible to wind a flagpole is. Flagpoles have limits to the size of flag which can be safely flown. Flagpole and flag size guidelines:

Height of Flagpole	Minimum Flag Size	Maximum Flag Size
20 feet	3 feet x 5 feet	5 feet x 8 feet
60 feet	8 feet x 12 feet	12 feet x 18 feet
70 feet	10 feet x 15 feet	15 feet x 25 feet
80 feet	10 feet x 19 feet	20 feet x 30 feet