



TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy on the Lowering of United States Flag Flying To Half Staff Over Municipal Property

Purpose:

The purpose of this policy is to establish uniform guidelines for the lowering of the United States Flag to half staff flown over municipal property.

Policy:

1. The United States Flag on the common will be flown at half staff according to federal and state mandate.
2. The United States Flag on the common will be flown at half staff upon the death of past and present elected town officials.
3. The United States Flag will not be lowered to half staff for any other purpose not listed in this policy, other than for individuals, who in the opinion of the Chairman of the Board of Selectmen have contributed significantly to the betterment and welfare of the town.
4. The United States Flag flown at the seat of town government, will be designated the Municipal Flag.
5. The United States Flag at all locations shall be lowered at half staff should a Town of West Boylston public safety employee, fire or police department, die in the line of duty.
6. Designation of department flags:
 - Town Hall Employees, Water District Employees and Other Municipal Employees who do not have an American Flag at their location: 39 Worcester Street, Bruce L. Shepard Public Safety Headquarters
 - Police, Fire & Communications Employees: 39 Worcester Street, Bruce L. Shepard Public Safety Headquarters
 - School Employees: 70 Crescent Street, Major Edwards Elementary School or 125 Crescent Street, Middle/High School
 - Municipal Light Plant Employees: 4 Crescent Street, Municipal Light Plant
 - Cemetery Employees: Church Street, Cemetery Flag
 - Streets & Parks Department: 39 Worcester Street, Bruce L. Shepard Public Safety Headquarters

7. The Bruce L. Shepard Public Safety Building United States Flag could be used for departments who do not have flags at their buildings, until such time as they get their own flag.
8. The United States Flag at the Bruce L. Shepard Public Safety Building will be lowered to half staff upon the death of any current or former member of a standing committee of the Town of West Boylston.
9. Upon the death of a current or retired employee, the United States Flag flown at their department shall be lowered to half staff.
10. The United States Flag at the Mount Vernon Cemetery is to be lowered on the day of interment of any Veteran being buried in Mount Vernon Cemetery.
11. United States Flags will be lowered at time of notification of the death until the completion of the interment, or 48 hours later, whichever comes first, or by order of the Governor of Massachusetts or President of the United States.
12. All municipal department heads shall notify the person who monitors this policy upon the death of an employee.
13. The Fire Chief, or his designee, shall monitor the compliance of this policy and shall cause to appear a monthly notice on the Town's website as to the occasions in which the flag was lowered.