



# COUNTY OF TULARE

## ADMINISTRATIVE REGULATION

<b>Policy Type</b>	Real Property, Equipment, Facilities and Vehicles
<b>Policy Name</b>	AR 45 – County Flag Policy
<b>Resolution Number</b>	2020-0732
<b>Effective Date</b>	October 27, 2020

### **PURPOSE**

The purpose of this policy is to establish rules for the display of the United States, State of California, and Tulare County flags on Tulare County property. This policy also establishes the procedures for eligible organizations to purchase the Tulare County Flag.

### **SCOPE**

This policy applies to all county buildings where a United States, State of California, and/or Tulare County flags are flown.

### **POLICY**

#### **1. POLICY ADMINISTRATOR**

The General Services Agency Director shall be responsible for the administration of this policy.

#### **2. RULES FOR DISPLAY**

It is the policy of the Board of Supervisors that the flags of the United States and of the State of California shall be flown during all normal working hours, at all county buildings throughout Tulare County, that are equipped with appropriate flagpoles or display facilities. The flags of the United States, and the State of California shall be flown in accordance with Federal and State Laws governing display of flags. Title 4 of the United States Code, Chapter 1 establishes rules for the display and care of the national flag of the United States. Title 1 of the California Code, Division 2 establishes rules for the display and care of the California State Flag.

It is the policy of the Board of Supervisors that the Tulare County flag also be displayed at all major county facilities where the United States and California flags are flown, and in the manner prescribed for those flags.

#### **3. FLAG POSITION**

For the purposes of this section, “flags” shall refer to the United States, State of California, and Tulare County flags collectively.

Flags shall not be flown at half-staff, or at any position other than full-staff, without prior approval of the Chair of the Board of Supervisors, or the County Administrative Officer in the absence of the Chair, except when otherwise directed by the Governor of California or the President of the United States.



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The Chair of the Board of Supervisors may also direct that flags, which are displayed at all county buildings subject to this policy, shall be lowered to half-staff upon the death of a local official, whom the Chair has determined should be so honored, in accordance with the customs and past practices of the County.

#### 4. TULARE COUNTY FLAG PURCHASE

The Tulare County flag shall be available for purchase by local governmental agencies and school districts within Tulare County. These entities may purchase the Tulare County flag upon request by the agency's or district's chief executive officer or administrator, or their designee.

- a. The request must be made in writing on the agency's or district's official letterhead and shall include the following:
  - i. Contact person's first and last name, phone number, and e-mail address.
  - ii. A description of the location(s) in which the Tulare County flag will be flown
- b. The written request shall be mailed to:  
Tulare County General Services Agency  
Attention: General Services Agency Director  
2637 W. Burrell Ave. Suite 200  
Visalia, CA 93291  
(559) 205-1100
- c. Once an organization has been approved to purchase a Tulare County flag, General Services Agency staff will send a private link via e-mail so the purchase may be made directly from the flag vendor.

The County Flag may be purchased in two sizes: 3' x 5' and 4' x 6'. The County flag shall be printed on lightweight 150gsm fabric in accordance with the image and specifications below.

**Background Color:** Pantone 282c

**Image:** Tulare County Seal

**Text:** "FOUNDED 1852"

**Typeface:** Felix Titling

