

**IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICIES AND PROCEDURES**

Number	Effective	Title	Owner
I-30	10/5/05	U. S. and Idaho Flag Etiquette	Purchasing

Approval: _____

1.0 The U.S. and Idaho flags shall be flown when a park area or office is open, according to the following criteria:

- 1.1 The U.S. and Idaho flags are customarily raised to full-staff from sunrise to sunset, barring inclement of weather.
- 1.2 All-weather flags that are lighted at night do not need to be taken down at sunset.
- 1.3 Flags come in standard sizes:
 - 2'X3'
 - 3'X5'
 - 4'X6'
 - 5'X8', etc.

When a State of Idaho flag is flown on the same halyard as the U.S. flag, the State flag shall be one standard size less than the U.S. Flag, i.e.: if the U.S. flag is 4'X6', the Idaho flag shall be 3'X5'. The U.S. flag shall always be above the State flag on the halyard.

- 1.4 The flag, when flown at half-staff, should first be hoisted to the peak for an instant and then lowered to the half-staff position. The flag should again be raised to the peak before it is lowered for the day.
- 1.5 On Memorial Day, the flag should be displayed at half-staff until noon only, then raised to the top of the staff.
- 1.6 By order of the President, the flag shall be flown at half-staff upon the death of principle figures of the United States Government, and the Governor of State, territory, or possession, as a mark of respect to their memory.
- 1.7 In the event of the death of a present or former Official of the Government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the flag shall be flown at half-staff.

When a U.S. flag is no longer fit for duty (threadbare, faded, torn, or dirty) it should be destroyed in dignified manner, preferably by burning.