

## **TOWN OF WETHERSFIELD, CONNECTICUT FLAG FLYING POLICY**

In adopting this policy, the Wethersfield Town Council declares that flagpoles owned or maintained by the Town of Wethersfield are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of the flags authorized herein, as government speech. No flag other than the flags of the United States of America, State of Connecticut, Town of Wethersfield, Connecticut, and the POW/MIA flag, may be flown on any fixed exterior flag poles of properties owned or maintained by the Town of Wethersfield.

### **I. PROCEDURE FOR FLAG LOWERING**

A. Notification of a flag lowering event shall proceed as follows:

1. The Town Manager's Office receives the order to lower the United States of America and State of Connecticut flags from the Governor's office via an e-mail alert.
2. The Town Manager's Office notifies the Public Works Department of the order via e-mail, phone call, or in-person.
3. The Public Works Department disseminates the order to the appropriate department at each location.
4. The procedure is repeated when the order is given by the Governor's office to raise the flags back to normal position.

### **II. RESPONSIBILITY**

The Town Manager's Office is responsible for notifying the Public Works Department who shall be responsible for notifying the parties to physically lower or raise the flags.