

## Municipal Flag Policy



### 1. PURPOSE

To ensure that all flags on Town property are flown appropriately and in accordance with Federal and State laws.

### 2. APPLICABILITY

This policy applies to all flags flown on Carlisle Town property, including, but not limited to, flagpoles at the Town Hall, Police Station, Fire Stations, Library, Department of Public Works, the Schools, and on the Town Common.

### 3. POLICY

#### 3.1 Standard Flag Protocol:

All United States and official flags shall be flown in accordance with applicable Federal and State laws.

#### 3.2 Eligible Flags and Order of Precedence

Only the United States, Commonwealth of Massachusetts, Town of Carlisle and official flags of the U.S. Military and the POW/MIA flag may be flown on any Town-owned flagpole. Outdoor flags will be flown on Town flag poles in the following order of precedence:

- the United States flag
- the Commonwealth of Massachusetts flag
- the Town of Carlisle flag
- official flags of the U.S. Military and the POW/MIA flag.

#### 3.3 Other Flags

The Town's flag poles are not intended to serve as a forum for public free expression. The only flags permitted on Town flag poles are those set forth in Section 3.2. All other flags are prohibited from being flown on Town of Carlisle flag poles.

#### 3.4 Half Staff Protocol:

Carlisle's municipal United States flags shall be flown at half-staff under the following conditions:

- When so ordered by the Federal Government or President of the United States.
- When so ordered by the State Government or the Governor of the Commonwealth of Massachusetts.
- When ordered by the Select Board or designee.
- Upon the death of any in-service or retired military personnel with principle residence in the Town of Carlisle.
- Upon the death of any active Carlisle municipal official.
- Upon the death of any former prominent Carlisle municipal official.

*Note: When the United States flag is flown at half-staff after the death of an individual it shall remain at half-staff from the time of death until the time of burial, unless otherwise indicated.*

**3.5 Half Staff Procedure:**

The Town Administrator shall inform by email departments to fly the United States flag at half-staff.

Original Adoption: Unknown  
1st Revision: January 23, 2024