PROTOCOLS AND PROCEDURES
FOR PLACEMENT OF FLAGS AT HALF STAFF
AT THE SANGAMON COUNTY BUILDINGS IN SPRINGFIELD, ILLINOIS

Flags at all Sangamon County Buildings, including off site departments, will adhere to the following procedures when flags are to be placed at half staff, according to the County Board Chairman who states:

The flag will be lowered to half staff to show honor and respect under the following circumstances, when:

1. Directed by the President of the United States.
2. Directed by the Governor of the state of Illinois.
3. Directed by the County Board Chairman's office when death occurs to county personnel in the following positions:

7 Days for the following - Currently holding an office

1. Auditor
2. Clerk of the Circuit Court
3. Coroner
4. County Board Chairman
5. County Board Members
6. County Clerk
7. Recorder
8. Regional Office of Education
9. Sheriff
10. State's Attorney
11. Treasurer
12. Judges
13. Police: line-of-duty
14. ESA - Line-of-duty

Death to Burial

1. **Past** Auditor
2. **Past** Clerk of the Circuit Court
3. **Past** Coroner
4. **Past** County Board Member
5. **Past** County Clerk
6. **Past** Recorder
7. **Past** Regional Office of Education
8. **Past** Sheriff
9. **Past** State's Attorney
10. **Past** Treasurer
11. **Past** Judges

Day of Burial

1. County Employee (line-of-duty)
2. Police: Non line-of-duty

Categories:

- 7 Days
- Death to Burial
- Day of Burial

7-16-01 - Approved by the Building and Grounds Committee

Rosemarie Long, Chair Abe Forsythe, Vice Chair
Chuck Rowland Greg Stumpf
Billy Earl Randy Wells

*** Amendment to Procedures and Protocols for flag policy:**

The amendment establishes and requires all County buildings to lower the flag at half staff when a Sangamon County soldier is killed in the line of duty and remain half staff during the time the body is being transported home and through the day the soldier is buried in recognition and honor of their service to our country.

7-26-10 – Amendment to policy by Building and Grounds Committee

Rosemarie Long, Chair John Fulgenzi, Vice Chair
Jim Good Sarah Musgrave
Doris Turner