



<b><u>Policy Title</u></b>	<b>Flying of Force Flag</b>
<b><u>CCMT Sponsor</u></b>	<b>Director of Resources</b>
<b><u>Department/Area</u></b>	<b>Headquarters</b>
<b><u>Section/Sector</u></b>	<b>Secretariat</b>

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### **1.0 Rationale**

To set out instructions relating to the flying of the Force Flag

### **2.0 Intention**

**To provide for consistency in the use of the Force Flag, particularly following a death in service**

### **3.0 General Principles**

To ensure that where the Force Flag is flown on a daily basis, it is lowered for an appropriate period as a matter of respect, where a member of staff has died in service.

Please note this policy does not relate to flying the Union Flag. Guidance on flying the Union Flag can be found on the following website;  
[www.culture.gov.uk/flagflying](http://www.culture.gov.uk/flagflying)

### **4.0 Challenges & Representations**

Corporate Health & Support Services  
Eden House,  
16 Lyne Road,  
Kidlington,  
Oxon, OX5 1AD

### **5.0 Guidance, Procedures & Tactics**

Where notification is received or an all-user e-mail is issued relating to the 'death in service' of a member of staff, the BCU Business Manager or, in the case of Headquarters South, the Head of Secretariat should ensure that on those Police Buildings where a Force Flag is normally flown, the

Flag be lowered immediately to half mast in accordance with the following guidelines.

The Flag should remain at half mast for a period of seven days or until after the funeral, whichever is the shorter timescale.

If the Flag is flown for a week and the funeral follows at a later date, the Flag should be lowered to half mast for the day of the funeral.

For those 'killed on duty' ie, killed whilst carrying out operational police duties, all Force flags should be flown at half mast. For those who die during service, eg, RTA on rest day, or heart attack, the flag should be flown at half mast at the station where the member of staff was based.

In the event that another death occurs within the original seven day period, the flag should remain lowered until the second seven day period has elapsed, or if sooner, until after the funeral.

Where special circumstances apply, such as the death of a former Chief Constable or a Police Authority member, the Chief Constable's Staff Officer will issue appropriate instructions.

### **5.1 Policy Owner**

Head of Secretariat  
Kidlington HQ

### **6.0 Communication**

Notification of the Policy will be made in the usual manner, ie Managers Briefing, an all user email and publication on the Policy and Procedures intranet site.

### **7.0 Compliance and Certification**

#### **7.1 Human Rights Certification**

No implications

#### **7.2 Diversity Impact Assessment**

No implications

#### **7.3 Diversity (Human Resources)**

No implications

#### **7.4 Data Protection**

No implications

**7.5 Freedom of Information Act**

Suitable for publication

**7.6 Protective Markings**

No protective markings

**7.7 Health & Safety at Work**

Assessments as to the safety of flag poles and the safety of staff in adverse weather conditions are a matter for local responsibility through the Business Managers and the Head of Secretariat.

**8.0 Monitoring and Review**

Compliance and review issues will be co-ordinated by the Head of Secretariat.

**For use by the Policy Management Unit Only**

**Policy Authorisation**

**Policy signed off by:**

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**Director of Resources**

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**Date**