

Policy Title: Flying the Force Flag Over Buildings

Date: July 2018

Rationale

To set out guidelines relating to the flying of flags at Thames Valley Police (TVP and the Force) locations.

1 Intention

To provide for consistency in the flying of flags, including following a death in service.

2 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 an officer or member of staff has died in service.

To ensure that the use of alternatives to the Force flag are displayed in a consistent way across the Force.

Any exception should be cleared with the LPA Commander and the Head of Communications is to be informed. For example, an LPA Commander may wish to fly the rainbow flag on days when their civic area has a pride event.

This policy provides a framework, but discretion and common sense over individual circumstances should prevail.

3 Guidelines

The Force flag shall be flown by default. A schedule for the flying of alternative flags shall be maintained and updated at least annually.

In addition, a schedule of Force locations with the facility to fly flags and contact details for those responsible on site for changing flags shall be maintained.

4 Flying flags at half mast as a sign of respect

4.1 Death in Service

When notification is received relating to the 'death in service' of an officer or member of staff, Corporate Communications shall inform the appropriate location/locations of the need to fly at half mast.

For those 'killed on duty' i.e. killed whilst carrying out operational police duties, **all** force flags should be flown at half mast.

For those who die during service, e.g. RTA on rest day, or heart attack, the flag should be flown at half mast **at the station** where the officer or member of staff was based.

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.

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.

4.2 Death resulting from a national event/incident.

In the event of a major incident in the UK resulting in the death of a British national the Union flag will be flown at half mast until the day of the funeral.

4.3 Former Chief Constables

Where special circumstances apply, such as the death of a former Chief Constable, the current Chief Constable's Staff Officer shall consult with Corporate Communications to issue appropriate instructions.

5 Guidelines Owner

Corporate Communications, Kidlington HQ

6 Communication

Notification of the Guidelines shall be made in the usual manner, i.e. through the Managers Briefing and to the Facilities department.

7 Compliance and Certification

- Human Rights Certification - No implications
- Diversity Impact Assessment - No implications
- Diversity (Human Resources) - No implications
- Data Protection - No implications
- Freedom of Information Act - Suitable for publication
- Protective Markings - No protective markings
- 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 Monitoring and Review

Compliance and review issues shall be co-ordinated by the Head of Corporate Communications.