 <b>WARWICKSHIRE POLICE</b>		<b>POLICY</b>
Security Classification	<b>OFFICIAL</b>	
Disclosable under Freedom of Information Act 2000	Yes	

<b>POLICY TITLE</b>	<b>Flying of the Force and the Union Flag on Force Buildings</b>
POLICY REFERENCE NUMBER	<b>WP199</b>
Version	<b>1.1</b>

<b>POLICY OWNERSHIP</b>	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	BUSINESS OPERATIONS

IMPLEMENTATION DATE	<b>June 2024</b>
NEXT REVIEW DATE:	<b>June 2027</b>
RISK RATING	<b>LOW</b>
EQUALITY ANALYSIS	<b>LOW</b>

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail [Policiesandprocedures@warwickshire.police.uk](mailto:Policiesandprocedures@warwickshire.police.uk)

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## **1.00 POLICY**

### **1.01 Policy Statement**

The main objective of this Policy is to achieve a consistent approach in the use of the Force and Union Flag detailing the day to day arrangements for flying the Force flag on its buildings and stipulates the occasions when the Union Flag will be flown, identifies the occasions when flags will be flown at “half mast” and related considerations.

Warwickshire Police reserves the right to exercise discretion by the Chief Constable in the application of this procedure.

### **1.02 Compliance**

The policy has been prepared taking into account existing guidance and practice of the force..

It is the aim of this policy to ensure that Warwickshire Police have a consistent approach on flying the Force and Union Flag.

1.03 The policy of Warwickshire Police is intended to promote equality, eliminate unlawful discrimination and actively promote good relationships regardless of:

- Age
- Disability
- Gender Reassignment
- Race,
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage & Civil Partnership
- Pregnancy & Maternity

1.04 The policy has been assessed as having a LOW potential impact using the equalities impact assessment template, by incorporating equality considerations into the policy process, has allowed both forces to identify any actual or potential equalities and reduce them as much as possible, by applying the policy differently or looking for alternatives.

### **1.05 Freedom of Information**

On behalf of the Warwickshire Police and Police & Crime Commissioner, the Enabling Services Department maintains a list of owned and leased property. Inappropriate disclosure of such information has the potential to undermine the effectiveness of the service in its provision of law enforcement and to jeopardise the Health & Safety of staff and the public. Disclosure of this detail will only be made to authorised personnel. (Freedom of Information Act 2000, sections 31 and 38)

## **2.00 PURPOSE OF THE POLICY**

### **2.01 When the Force will fly the Flags:**

The Force Flag will fly daily at Leek Wootton, and all Divisional buildings with a flagpole. This excludes the Warwickshire Justice Centre where a combined Justice Centre flag will be flown in place of the Force Flag with the exception of the dates for flying the Union Flag.

The flag will fly at half mast on:

- Funeral of any serving officer of the force, a member of the Special Constabulary or an employee
- Day after the death of a police officer in England and Wales killed on duty.
- On the request of either the Chief Constable or their nominated senior officer

### **2.02 Union Flag**

The force will fly the Union Flag in alignment with government guidance on the flying of the Union Flag for UK government buildings found here -

[Union Flag flying guidance for UK government buildings - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **2.03 The Force will fly the Union Flag at half-mast on:**

The death and lying in state of a member of the Royal Family in accordance with the directions issued by St James's Palace at the time.

### **2.04 Half-mast**

To get any flag to the half-mast position it should be raised to the top of the flagpole for a brief period, then slowly lowered until the top of the flag is the height of one flag below the top of the flagpole.

### **2.05 Cleanliness & Condition**

The cleanliness and condition of the flags should be constantly monitored and appropriate steps taken to arrange for the cleaning or repair as required.

### **2.06 Other Flags**

No other flags will be flown on Warwickshire Police premises other than the Force Flag and Union Flag unless agreed by either Chief Constable or their nominated senior officer.

## 2.07 Health & Safety Implications

Weight – The transportation of flags between their respective storage area and the flag pole should be subject of care relating to the lifting and carrying of the flag. Staff are advised to comply with approved lifting techniques to minimise the risk of injury.

There is occasionally the need to lower the flagpole to attend to a flag or the hoisting mechanism. These poles are heavy and accordingly this procedure should only be undertaken if a sufficient number of persons are present to safely lower the pole.

Weather – Prevailing weather conditions should be considered. The risks of attempting to hoist a flag during inclement weather, especially where lightning is possible cannot be underestimated. High winds also present a danger.

## 3.00 Guidance Procedure & Tactics

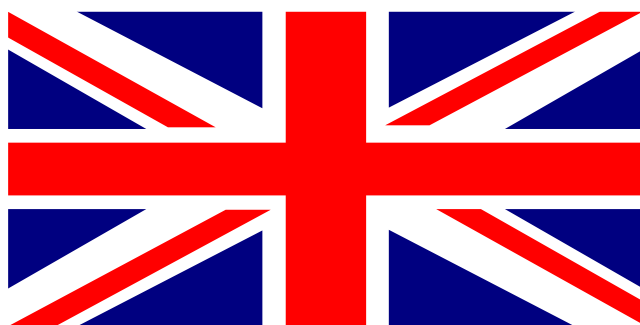
3.01 When notification is received from the Chief Constable's Staff Officer relating to a "death in service" of a serving Police Officer the Staff Officer or nominated Senior Officer will send an email to Business Operations Services Desk. They will ensure the request is allocated to Estates and Facilities to 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 on the day of the funeral For those "killed on duty" i.e., killed whilst carrying out operational police duties all Force flags will be flown at half-mast.

3.02 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.

3.03 Union Flag – If the Union Flag is to be flown on one of the official occasions it is important that the flag is correctly positioned. On the side next to the flagpole (the hoist side), the thick white band should be above the red band on both diagonals, the white band being part of the cross of St. Andrew, and the red band being part of the cross of St Patrick.



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The image of the Union Flag displayed is how it should be viewed in its correct position with the flagpole to the left-hand side.

- 3.04 Special Circumstances – Where special circumstances apply, such as the death of a former Chief Constable or a Police & Crime Commissioner, the Chief Constable's Staff officer will issue the appropriate instructions.

### 4.00 Implications of the Policy

- 4.01 Legal - There are no legal basis for this policy.
- 4.02 Equalities Act -The Force is committed to ensuring that service users and employees are not discriminated against because of any of the nine protected characteristics as defined in the Equalities Act 2010.
- 4.03 Financial - There are no additional financial implications for the Police & Crime Commissioners of Warwickshire Police in applying this policy.
- 4.05 Health & Safety – Assessments as to the safety of flag poles and the safety of staff in adverse weather conditions are a matter of local responsibility through the estate and facilities team.

### 5.00 Consultation

- 5.01 The draft policy was circulated for consultation, prior to consideration by the Joint Negotiating Consultative Committee (JNCC) Consultation included all interested groups which consisted of 10 individual members of staff, of which 6 responded, their comments were addressed and where appropriate included in the policy.

### 6.00 Document History

- 6.01 The policy will be subject of regular review and monitoring.
- 6.02 The history of the policy will be recorded using the chart below:

<b>Date</b>	<b>Author / Reviewer</b>	<b>Amendment(s) &amp; Rationale</b>	<b>Approval / Adoption</b>
Jan-15	Kim James	Harmonisation	JNCC 29/01/2015
May 2018	Helen Danks/ Clive Griffiths	Reviewed – No changes	May 2018
<b>May 2024</b>	Pam Lotta	<b>Reviewed, transition from West Mercia</b>	<b>June 2024</b>

### 7.00 Management Responsibility

- 7.01 The primary duty holder is the Office of the Chief Constable.

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The Chief Constables for Warwickshire Police– will delegate to the Director of Enabling Services the overall responsibility to ensure that this policy is implemented and that appropriate funding is made available.

The Chief Constables reserve the right to exercise their discretion by in the application of this policy.

### 7.02 **Director of Enabling Services**

The Chief Officer with functional responsibilities for estates, building matters and staff training.

The Director of Enabling Services has delegated the task of ensuring that this policy is implemented within Warwickshire Police buildings to the Head of Business Operations is managed.

### 7.03 **Head of Service (Business Operations)**

Implementation of Force policy and procedures.

Provision of adequate resources for training.

Provide advice and guidance to Senior Officers, Head of Service Business & Resource Managers as appropriate and as requested.

The Head of Service has delegated the task of ensuring that this policy is managed and implemented to the Business Operations Services Manager.

### 7.04 **Enabling Services - Business Operations Services Manager**

- Organisation of annual inspections of Flagpoles through the Building Maintenance Officers (Estate Services)
- Ensuring adequate resources are available to manage the policy and procedure.
- Identification of any staff training requirements.

## **Appendix A: Glossary**

### 1.00 The Force

#### **Warwickshire Police**

Warwickshire Police covers the 764 square miles of Warwickshire it serves a population of 535,100.

The Forces geographical area is divided into two policing areas East and West.

### 2.00 The Equalities Act 2010 – The nine defined protected characteristics:

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