

## **Part 03 Flag flying**

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## **Policy statement and principles**

### **What**

The New Zealand Police flag (the Police Flag) is flown every day and the New Zealand flag is flown on certain occasions.

Flag flying traditions dictate the places, positions and occasions in which flags must be flown on a flag pole at Police premises.

### **Why**

Police follow flag flying traditions to honour New Zealand sovereignty and show respect for the Police and national emblems.

### **How**

Police will ensure that correct flag protocols are maintained by following this document.

## Approved flags

These flags are approved and available for flying at Police premises that have a flag pole:

- the New Zealand flag
- the Police flag
- the Police storm flag (for use during high winds).

Although not used for flying, a funeral/casket Police flag is also available.

## **Flag condition**

Only flags in a good condition must be flown. It is disrespectful to fly a faded or tattered flag.

## Flag position

### New Zealand flag and Police flag flown together

The New Zealand flag must be in the superior (top) position if flown with the Police flag.

This table sets out where each flag must be placed.

If there is/are	then the ...
a single pole	New Zealand flag must be on top.
a cross arm fixed to the pole	New Zealand flag must be on the pole and the Police flag on the right-hand side of the cross-arm as you look away from the building.
two poles	New Zealand flag must be on the right-hand pole from a position looking away from the building.
<b>Note:</b> If the Police flag is flown in the half mast position, the New Zealand flag should be flown separately at full mast.	

### Full and half mast

Flags flown at:

- full mast are flown at the top of the flag pole
- half mast are flown approximately one flag-depth from the top of the flag pole.

However the flag is flown, the flag halyard (the rope for raising or lowering the flag) must be securely fastened so that the flag will not slip from the intended position.

## Flying the Police flag

The Police flag must be flown as shown in this table.

Where	When
The Royal New Zealand Police College	0800 hrs to 1630 hrs daily
Police launches	When at sea
Other Police premises with a flag pole	Weekdays, from 0800 hrs to sunset, where there is an officer with the rank of inspector or above is stationed.

**Note:** The Royal New Zealand Police College aligns the hours of flag flying with the training day.

## **Flying flags at half mast**

### **How to fly a flag at half mast**

Raise the flag to the top of the mast and then slowly lower it to the half-mast position, which will depend on the size of the flag and the length of the flagpole.

The half-mast position is approximately one flag-depth from the top of the flagpole. This avoids the appearance of a flag that has accidentally fallen from the top of the flagpole.

When the New Zealand flag is flown at half-mast, other flags should not be flown above it.

### **How to lower a flag from half mast**

Raise the flag to the peak, and then lower it for the day.



## Flying the Police flag at funerals of serving employees

On the day of the funeral of a serving Police employee, the Police flag must be flown half mast:

- at the employee's district headquarters
- throughout New Zealand if the employee was killed in the execution of policing duties.

**Note:** If the employee's funeral day clashes with a day flags must be flown for other occasions, then the flag for the deceased employee must be flown on the day following their funeral.

## Days of national commemoration

The New Zealand flag and the Police flag must be flown at full mast on the following days of national commemoration.

<b>Dates</b>	<b>Reason for commemoration</b>
6 February	Waitangi Day and the day of the Queen's accession
Second Monday in March	Commonwealth Day
21 April	The current Queen's actual birthday
25 April	Anzac Day
First Monday in June	The Queen's birthday day of official observance
2 June	Coronation Day
10 June	The Duke of Edinburgh's birthday
24 October	United Nations Day
Fourth Monday in October	Labour Day
14 November	The Prince of Wales' birthday

## **Royal and other important visitors**

The New Zealand flag and Police flag must be flown at full mast at any Police premises with a flag pole, when being visited by:

- the sovereign
- any other member of the Royal Family
- any Head of State
- any Head of Government.

## Special occasions in Wellington

The New Zealand flag and the Police flag must be flown at full mast at all Wellington Police premises with a flag pole on the:

- opening of parliament by the sovereign or Governor-General
- state farewell for the outgoing Governor-General
- swearing-in ceremony of the Governor-General designate.

## Mourning dignitaries

The New Zealand flag must be flown at half mast following the death of certain people.

This table lists those people whose deaths are to be marked by flying the flag and the days for flying.

Person being mourned	Days for flag to be flown
Sovereign	From the announcement of the death up to and including the day of the funeral.  <b>Exception:</b> on the day the new sovereign is officially announced, fly the flag at full mast.
- Governor-General or former Governor-General - Prime Minister or former Prime Minister	On the day of the announcement of the death and the day of the funeral.
Any member of the Royal Family, other than the sovereign	On the day of the funeral.
- Governor-General, Prime Minister or Head of State of any Commonwealth country other than New Zealand - Head of State of any foreign country	On the day of the funeral.
<b>Note:</b> If a private and an official state funeral are held, you must fly the New Zealand flag only on the official state funeral day.	

## **Prime Minister's instructions**

The Prime Minister can vary the practice of flying the New Zealand flag at half mast following the deaths of certain people, by issuing a special instruction.

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