



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: MAY 1, 2023	CHAPTER: 1 - Administrative	PAGE: 1 of 2	NUMBER: 1.06.04
SUBJECT: DIVISION FLAGS			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

This General Police Order has been revised in its entirety

PURPOSE: To set guidelines for the disposal and replacement of the following Division-owned flags which are soiled/damaged and can no longer be used:

- The flag of the United States
- State flag
- City flag

POLICY: It is the policy of the Cleveland Division of Police to respectfully dispose of Division-owned flags which can no longer be used.

PROCEDURES:

- I. Replacing Damaged and soiled Division-owned Flags
 - A. Officer-in-Charge (OICs) Responsibilities:
 1. OICs or their designee shall:
 - a. Collect damaged/soiled Division flag(s).
 - b. Contact the Budget Unit via email at cpdbudget@clevelandohio.gov to schedule delivery/replacement of the flag.
 - c. Dispose of the flag(s) by delivering them to the Budget Unit as scheduled.
 - d. Receive from the Budget Unit a new flag(s).
 - B. Budget Unit Responsibilities
 1. The Budget Unit OIC or designee shall:
 - a. Receive the damaged/soiled flag from the OIC or designee.
 - b. Issue a new flag to replace the damaged/soiled flag.
 - c. Forward all collected Division-owned flags to the Ceremonial Team Coordinator for proper disposal.
 2. The Budget Unit shall be responsible for purchasing, tracking, and dispensing of all Division-owned flags.
 - C. Ceremonial Team Coordinator Responsibilities

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1. When receiving soiled/damaged Division-owned flags from the Budget Unit, the Ceremonial Team Coordinator or designee shall deliver them to the Boy Scouts of America at 2241 Woodland Ave. Cleveland, Ohio 44115, who annually, on Flag Day, have a ceremony to properly retire the flags at Lakeview Cemetery.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.