



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Flag Protocol Policy
Resolution No.	11914
Issue Date:	December 2006
Revision Date:	
Prepared By:	Tom Simms, Interim Chief of Police
Approved By:	Ken Nordhoff, City Manager

FLAG PROTOCOL POLICY

PURPOSE:

The purpose of this policy is to establish guidelines to ensure proper display and handling of flags by City Personnel.

RESPONSIBILITY:

City Manager, Police, Fire, Public Works and Community Services departments.

REFERENCES:

U.S. Code Title 36, Chapter 10 and California Government Code Section 439.

DEFINITIONS:

None

POLICY:

In accordance with the California Government Code, the United States Flag and the California State Flag shall be prominently displayed during normal business hours upon or in front of City buildings or City grounds. Flags shall be flown at full staff.

Flags displayed at City buildings and facilities will only be lowered to half-staff in accordance with the procedures contained in this policy.

PROCEDURE:

Hoisting the flag:

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the flag should be displayed at half-staff until noon only, and then raised to the top of the staff.

Flag Protocol Policy

Flag at half staff:

The flag shall be flown at half-staff:

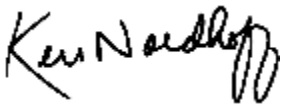
- 30 days from the death of the President or a former President;
- 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives;
- From the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession;
- On the day of death and the following day for a Member of Congress;
- On Peace Officers Memorial Day, unless that day is also Armed Forces Day;
- On Memorial Day, the flag should be displayed at half-staff until noon only, and then raised to the top of the staff.
- *The death of a Mayor, Council Member or, former Mayor or Council Member.*
- *The death of any city employee as a result of city service.*

Additionally, the flag will be flown at half staff when directed by order of:

- the President of the United States;
- the Governor of California;
- *the Mayor of San Rafael or;*
- *a majority vote of the City Council.*

NOTE: The items in italics refer to discretion on the part of the city. The United States Code and the California Government Code direct all other times when the flag is to be flown at half-staff.

APPROVED BY:



Ken Nordhoff, City Manager

12/21/06

Date