

CITY OF SAN RAFAEL POLICIES AND PROCEDURES



Subject:	Flag Protocol Policy
Issue Date:	December 2006
Revision Date:	October 7, 2021
Prepared By	Thomas Wong, Analyst
Approved By:	Jim Schutz, City Manager

OUTDOOR FLAG DISPLAY POLICY

PURPOSE:

The purpose of this flagpole policy is to provide procedural guidance for the outdoor display of flags on City-owned and maintained flagpoles.

In adopting this policy, it is the intent of the City of San Rafael that the City's flag displays are not intended to serve as a forum for free expression of the public but rather for the display of Federal and State flags and any commemorative flag as may be authorized by the City Council as an expression of the City Council's official sentiments.

RESPONSIBILITY:

City Manager, Police, Fire, Public Works and Library and Recreation departments.

REFERENCES:

Title 4, Chapter 1 of the United States Code and California Government Code Section 430-439.

DEFINITIONS:

None.

POLICY:

Flags shall be displayed in accordance with Federal and State statutes, including, but not limited to, Title 4, Chapter 1 of the United States Code and Sections 430 through 439 of the California Government Code, and this policy.

PROCEDURE:

A. United States Flag, California State Flag, and City of San Rafael Flag

1. No other flag shall be placed above the United States Flag, and no other flag shall be larger than the United States Flag. Other flags may be flown at the same height and in the same size according to this policy. Where both the United States Flag and the California State Flags are flown, they shall be of the same size.


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2. When flags are displayed on a single pole, the order from top to bottom shall be; the United States Flag, the California State Flag, and if displayed, the City of San Rafael Flag.
3. Flags shall be displayed during operating hours on all days the City is open for business, and on national and state holidays, at a minimum. Flags may be displayed twenty-four (24) hours a day if they are illuminated during darkness.
4. Only the U.S. President, Governor of California, Mayor of San Rafael, or a majority vote of the San Rafael City Council can order the United States, California State, or City of San Rafael Flags to fly at half-staff. It shall be City custom to follow the lead of the federal and state governments when the President and/or Governor orders the flags to be flown at half-staff. Whenever the U.S. Flag is flown at half-staff, all displayed flags shall also be flown at half-staff.

B. Commemorative Flags

1. The City's flag displays are not intended to serve as a forum for free expression by the public. The City shall display commemorative flags only if authorized by the City Council to express the City's official sentiments. Any such authorization shall be given at a duly noticed meeting of the City Council.
2. The City Council shall only consider a request to display a commemorative flag if the request is made by a member of the San Rafael City Council.
3. Commemorative flags shall be displayed for a reasonable or customary period for the subject that is to be commemorated, but no longer than thirty-one (31) continuous days.
4. Commemorative flags shall be displayed exclusively on San Rafael City Hall flagpoles.
5. A commemorative Tree City USA – Arbor Day Foundation flag shall be the only commemorative flag to be displayed at the flag poles located at the Central San Rafael Northbound US Highway 101 Exit at Irwin Street and Second Street.
6. Commemorative flags displayed on the San Rafael City Hall flagpoles shall be displayed in the last position of honor unless otherwise directed by the City Council. To the extent, such display does not conflict with federal law, state law, or this policy.

APPROVED BY:



Jim Schutz, City Manager

10-7-21

Date