



City of Murrieta Administrative Policy

POLICY: FLAG ETIQUETTE

POLICY NO.: 200-07

DATE: 3/6/2013

PURPOSE

This policy is to standardize the manner in which the National, POW/MIA, State, City (if adopted) and other ceremonial flags are to be displayed at the City of Murrieta facilities. The intent of this Policy is in conformance with the following:

- Federal Flag Code Title 4, Chapter 1;
- Public Law 829-77 dated December 22, 1942; and Public Law 94-344 dated July 7, 1976; updated April 14, 2008
- California Government Code Sections 430-439; Display of Flags.

POLICY

Sites: National, POW/MIA, and State Flags are to be flown from flagstuffs at designated building and park sites owned by the City of Murrieta. Currently flags shall be flown at City Hall/Police Department, Public Library, Community Center, Town Square Park, Los Alamos Hills Sports Park, and all Fire Stations. If it is determined at a later date that additional City owned facilities are to display flags, this policy will apply.

Time of Display: Flags will be flown 24 hours per day at City Facilities with approved night lighting that shines directly on the flags. Should an occasion arise where flags are to be displayed at a City Facility on a daily basis they shall be flown between 7:30 a.m. and 5:30 p.m.

Indoor Display:

Council Chambers – The United States flag shall stand on the left side of the Council dais (from the audience's viewpoint). The California State flag and the unofficial City of Murrieta flag (donated by the Chamber of Commerce) shall stand on the right side of the Council dais (from the audience's viewpoint), with the California flag closest to the center. All flags shall be on the same riser and the same dimensions.

All Other – Any other City Facility lobby areas or conference/meeting rooms will follow the same protocol as described above.

Outdoor Display:

If flags are hung on the same pole, the U.S. flag shall be flown above the POW/MIA and State flags. The U.S. flag shall be placed in the position of first honor at all times.

Half Staff Protocol:

National or State Declarations – In response to a national or state declaration, flags shall be flown at half-staff. The flag is flown at half staff upon the death of the following: President, former President, Vice President, former Vice President, Chief Justice or retired Chief Justice of the U.S., Speaker of the House of Representatives, Associate Justice of the Supreme Court, a member of the Cabinet, President pro tempore of the Senate, Majority Leader of the Senate, Minority Leader of the Senate, Majority Leader of the House of Representatives, Minority Leader of the House of Representatives, Member of Congress, a State Governor, and a member of the Armed Forces who dies while serving on active duty. The City will comply with instructions from the Federal or State government regarding how long the flags should remain lowered. Citation: Federal Flag Code. Title 4, Section 7 (m)

Memorial Day- Last Monday in May. Flags shall be flown at half-staff until noon on this day, and then raised to full staff for the remainder of the day at facilities operating on the holiday. Facilities not operating on the holiday will be flown at half-staff until the following workday. Citation: Federal Flag Code, Title 4, Section 7 (m)

Patriot Day – September 11. Flags shall be flown at half-staff from sunrise to sunset. Citation: Public Law 107-89, Section 144(b) (2)

Peace Officers Memorial Day – May 15. Flags shall be flown at half-staff unless that day also falls on Armed Forces Day (third Saturday in May). Citation: Federal Flag Code, Title 4, Section 7 (m)

Pearl Harbor Remembrance Day – December 7. Flags shall be flown at half-staff from sunrise to sunset. Presidential Proclamation

Local Authority – Presidential Proclamation 3044 allows for the display of the flag and half-staff protocol as follows: “in accordance with recognized customs and practices not inconsistent with the law”. California Government Code section 434.5(b) (2) and (c) (2) provides that “Nothing in this subdivision shall be construed to prevent a city, county, or city and county from imposing reasonable restrictions as to the time, place, and manner of placement or display of a Flag of the United States when necessary for the preservation of the public’s health, safety or order.” Accordingly, flags shall be lowered to half-staff in the following situations and are typically lowered from the day of death to interment:

1. The City Manager may direct the flags at all City facilities to be flown at half-staff upon the death of a Public Safety Officer (police or fire), or a City Employee, killed in the line of duty.
2. The City Manager may direct the flags at all City facilities to be flown at half-staff upon the death of a resident serving in the U.S. military, killed in the line of duty.
3. The City Manager may direct the flags at all City facilities to be flown at half-staff upon the death of a current or former City Council Member, or prominent City citizen. Prominent citizen will be defined as a person with well documented service to the City of Murrieta, or Riverside County.

4. Other than outlined above for Public Safety Employees, flags should be flown at half-staff until the burial of the deceased, but not for more than three days. When the funeral occurs more than three days from the date of death, the flags will then again be flown at half-staff on the burial day.
5. The City Manager has the discretion to make exception to the above timeframes based on special circumstances. The City Manager will inform the Council anytime the City flags are lowered.

Placing the Flag at Half-Staff: Whenever flags are required to be flown at half-staff, the United States flag shall first be hoisted to the peak and then lowered to the half-staff position. Before lowering the flag for the day, it shall be hoisted to the peak from the half-staff for a moment and then lowered.

POW/MIA Flag: In conjunction with U.S. Code Title 36, Chapter 9, Section 902, California Military and Veterans Code, Section 1831 allows for the Prisoner-of-War/Missing-in-Action (POW/MIA) flag to be flown at the Vietnam Veterans Memorial located on the grounds of the State Capitol whenever the United States Flag is flown at that location. The POW/MIA flag is to be flown at City facilities flying a United States flag on the days listed below. On March 18, 1997, the City Council unanimously directed that the POW/MIA flag be flown at all City facilities.

Armed Forces Day, third Saturday in May
 Memorial Day, last Monday in May
 Flag Day, June 14
 Independence Day, July 4
 National POW/MIA Recognition Day, third Friday in September
 Veterans Day, November 11.

Flagpoles, Flag Sizes, Flag Proportions: The following table shows the appropriate size flag to fly based on flagpole height.

Flagpole	Flag
20'	4' x 6'
25'	5' x 8'
30-35'	6' x 10'
40-45'	6' x 10' up to 8' x 12'
50'	8' x 12' up to 10' x 15'
60 – 65'	10' x 15' up to 10' x 19'

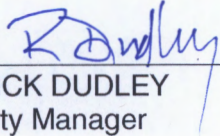
While the Code is silent on the size flags other than the United States Flag, it shall be the policy of the City of Murrieta that the United States Flag will be the same size or bigger than any other flags but they should be proportionate in size.

Compliance: The City Manager is responsible for maintaining compliance with this policy.

Care of Flags: Flags are to be dry cleaned or replaced when they have been soiled. Flags that are not to be flown are to be privately burned or disposed of in an appropriate manner.

HISTORY

Adopted



RICK DUDLEY
City Manager