

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: DISPLAYING THE U.S. FLAG

Date Adopted: August 5, 2008

File 1.42
Number

POLICY OBJECTIVE

To clarify and confirm established practices and provide consistent direction to staff with respect to the protocol and management of all flags flown on City property.

ASSIGNED RESPONSIBILITY

City Manager and all Department Heads

APPLICABILITY

Applicable to all flags flown on City property.

POLICY

The United States of America Flag should be displayed on all days, especially on the following days:

- New Year's Day – January 1st
- Martin Luther King Jr. Day – 3rd Monday in January
- Lincoln's birthday – February 12th
- Washington's Birthday (Presidents' Day) – 3rd Monday in February
- Easter Sunday – Variable
- Mother's Day – 2nd Sunday in May
- Peace Officers Memorial Day (half-staff) – May 15th
- Armed Forces Day – 3rd Saturday in May
- Memorial Day – (half-staff until noon) – last Monday in May
- Flag Day – June 14th
- Independence Day – July 4th
- National Korean War, Veterans Armistice Day (half-staff) – July 27th
- Labor Day – 1st Monday in September
- POW/MIA, Recognition Day – 3rd Friday in September
- Constitution Day (Citizenship Day) – September 17th
- Columbus Day – 2nd Monday in October
- Navy Day – October 27th
- Veterans Day – November 11th
- Thanksgiving Day – 4th Thursday in November
- National Pearl Harbor Remembrance Day (half-staff) – December 7th
- Christmas Day – December 25th

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The City of Eureka is closed on many of these holidays and the flag will not be displayed on those days that staff is not available. Fire, Police, Sanitation, and Recreation Facilities that are open will display flags on those holidays.

NOTE: Some holidays require the flag to be at half-mast and raised to full height at noon, and others at half-staff the entire day.

When the flag is flown at the half-staff position, it should be raised and lowered according to the following procedure:

- When the flag is hoisted in the morning, it should be raised to the peak (top of the pole) for a few moments, and then lowered to the mid-way point on the staff.
- When the flag is removed at the end of the day, do not lower it from the half-staff position. First the person(s) detailed to lower the flag should raise it to the peak of the staff, then slowly lower it from that point.

Flying the flag at half staff as a symbol of Respect

Upon the death of respected individuals or current or former government officials, the President of the United States can direct that the flag be flown from the half-staff position “as a mark of respect to their memory.” When respect is thus shown upon the death of current or former United States government officials, the flag is flown at half-staff according to the following:

- 30 Days from the death of the President or a former President.
- 10 Days from the day of death of the Vice President, a sitting or former Supreme Court Chief Justice, the speaker of the House of Representatives.
- From the day of death to the day of Internment of an Associate Justice of the Supreme Court, the Secretary of an Executive or Military Department, a former Vice President, the Governor of a State, territory or possession of the United States.
- On the day of death and the following day for a Member of Congress.

Whenever a present or former official of State Government dies, the Governor can direct that the United States Flag be flown at half-staff in respect to their memory.

The City Manager can direct city facilities to display flags at half-staff in respect to memories of local citizens. Those situations are as follows:

- On the death of a City of Eureka employee when their death has occurred as a direct result of performing their duties.
- On the death of the Mayor or a current City Councilmember.
- At the request of a department head to honor a member of their profession.
- At the request of a Councilmember to honor a citizen of Eureka.

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When the City Manager orders the flag to be flown at half mast, the flag will be at half mast from the time of notification of death until the end of the day on which the funeral is held.

All requests to display the U.S. Flag at half-staff must be made to the City Manager's office prior to the flag being flown.

The City Manager's office shall notify all departments regarding flag display as soon as notification of flag presentation is received from federal or state government.