


Subject: Flying of the United States, State of California, and City of Fresno Flags at City Facilities	Number: 8-9 Date Issued: June 16, 2003 Date Revised: March 17, 2015
Responsible Department: PW – Facilities Management	Approved: 

Purpose

To establish a uniform policy regarding the flying and maintenance of the United States, State of California, and City of Fresno flags at City facilities.

Procedures

The City of Fresno shall follow Title 4, United States Code with regard to the flying of the United States and State of California flags at City facilities. The City of Fresno shall generally follow Title 4, United States Code with regard to flying the City of Fresno flag, with exceptions, as authorized by the Manager.

Time and Occasions for Display

The United States, State, and City flags will be flown at City Hall and all other City properties with a stationary flagstaff, from 7:30 a.m. to 4:30 p.m., excluding the days when staff are not on duty.

The flag should be hoisted briskly and lowered ceremoniously.

The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s Birthday, third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, Third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Father's Day, third Sunday in June; Independence Day, July 4; National Korean War Veterans Armistice Day, July 27; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25;

and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

Position and Manner of Display

No other flag or pennant should be placed above or, if on the same level, to the right of the flag to the United States of America.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

Flags at Half-Staff

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 of before it is lowered for the day. One Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag is displayed at half-staff upon the death of certain government officials. By order of the Governor, the flag shall be displayed at half-staff upon the death of a member of the Armed Forces who dies while serving on active duty. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day.

Exceptions

Under certain circumstances upon direction of the City Manager, the City of Fresno flag shall be flown at half-staff for a specified period, not to exceed ten days.

The City Manager shall order the City of Fresno flags at City facilities to half-staff when any peace officer or firefighter's life is lost in the line of duty anywhere within the County of Fresno. In addition, the City of Fresno flag shall be ordered to half-staff for a City employee whose death occurs as a result of injuries incurred during the performance of duty.

Maintenance

All flags are to be replaced on an annual basis, with a replacement flag on hand at all times. At any time if a flag becomes torn, soiled, or damaged, it is to be replaced and a new flag ordered. The retired flags are to be destroyed in a dignified way, preferably by burning.

The Director of the Public Works Department, through his designee (the Facilities Manager), will be responsible for ensuring this flag policy of the City of Fresno is carried out.