

## **SOP #58 - PROCEDURES FOR DISPLAY AND USE OF THE FLAG AND FOR FLYING THE FLAG AT HALF-STAFF**

This procedure is established to assist city staff in the proper display and use of the United States, State and City flags. The following existing rules and customs pertaining to the display and use of the Flag of the United States of America were established for the use of civilians or civilian groups or organizations, and are excerpts from Flag Etiquette, distributed by the American legion, National Americanism Commission; compiled from the Flag Code, as amended by P.L. 344, 94th Congress, approved July 7, 1976.

### General

1. It is the universal custom to display the Flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. However, when a patriotic effect is desired, the Flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
2. The Flag should be hoisted briskly and lowered ceremoniously.
3. The Flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.
4. The Flag should be displayed daily on or near the main administration building of every public institution.
5. No other Flag or pennant should be placed above or, if on the same level, to the right of the Flag of the United States of America. When the flags are flown from adjacent staffs, the Flag of the United States should be hoisted first and lowered last.

### FLYING THE FLAG AT HALF-STAFF

#### General

1. When it is desired to show that the Nation, a State or City mourns, then the Nation, State or City Flag should be half-staffed.
2. 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.

#### U.S. Flag

1. Since the Flag symbolizes the nation, it should be half-staff only in cases where it is appropriate to indicate that the nation mourns and then customarily by proclamation of the President of the United States.

2. On Memorial Day the Flag should be displayed at half-staff until noon only, then raised to the top of the staff until sunset.
3. In the case of the death of the President of the United States or of an ex-President, flags should be displayed at half-staffed on Government buildings and places under Government jurisdiction from sunrise to sunset during a thirty-day period of national mourning. It would be correct to display Flags at half-staff on non-government buildings and places for the same length of time. Each State governor, however, may issue a proclamation proclaiming a thirty-day period of mourning which respectfully should be observed; however, should a governor not issue a proclamation, it is in keeping with the propriety of the situation to half-staff non-government Flags from sunrise to sunset from the time the news of death is received until sunset of the day of burial.
4. By order of the President, the Flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the Flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law.

#### State Flag

In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that state, territory, or possession may proclaim that the National Flag shall be flown at half-staff.

#### City Flag

In the event of the death of a present or former Mayor or Councilmember, or the death of an appointed official, or Commissioner, the City flag shall be displayed at half-staff from sunrise to sunset from the time the news of death is received until sunset of the day of burial.