

CITY OF PALOS VERDES ESTATES
ADMINISTRATIVE INSTRUCTION

NUMBER

EFFECTIVE DATE:

AUGUST 20, 1997

12

REISSUED:

JANUARY 1, 1999


CITY MANAGER SIGNATURE

SUBJECT: FLYING THE FLAG

PURPOSE:

The purpose of this Administrative Instruction is to set forth the City's policy as it relates to the flying of the flag of the United States at half-staff. Clarification of this policy is prompted by the increasing number of events in the South Bay community, and Los Angeles County as a whole that would compel the City to fly our nation's flag at half-staff. To maintain the proper level of respect for our flag and for what it represents, flying the flag at half-staff should be done judiciously and selectively in keeping with the United States Codes. If the flag is flown at half-staff too frequently, the impact and symbolism of flying the flag at half-staff is diminished.

POLICY

The United States flag shall be flown at half-staff in accordance with the United States Codes or in conformance with the practices and certain customs not in conflict with current laws, and following the rules of "flag etiquette".

- A. United States Codes require that the flag shall be flown at half-staff as follows:
1. Memorial Day - the flag shall be flown at half-staff from sunrise until 1200 hours (12:00 p.m.), thereafter, the flag shall be raised to the full mast position.
 2. By order of the President of the United States upon the death of principal figures of the United States Government and the Governor of any state, territory, or possession as a mark of respect to their memory.
 3. 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 the law.

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

Note: On Memorial Day, the flag is automatically lowered to half-staff during the hours indicated by statute, in all other cases, notification is made by Presidential proclamation and the proclamation is generally transmitted by the media.

- B. In addition, United State Codes provide that the flag may be lowered to half-staff in accordance with current custom or practice not in conflict with United States laws, therefore, the flag shall also be lowered to half-staff as follows:

1. By proclamation of the Mayor and/or City Council
2. For any City employee killed in the course or scope of his/her employment.
3. For the current Mayor or City Councilperson who dies while in office.
4. At the direction of the City Manager or designee whenever any safety personnel in Los Angeles County is killed in the line of duty.

- C. Time limits that the National Flag shall be flown at half-staff:

1. Thirty (30) days from the date of death for the present or past President of the United States.
2. Ten (10) days from the date of death for the Vice President, the Chief Justice of the Supreme Court or a retired Chief Justice, or the Speaker of the House of Representatives.
3. From the day of death until the interment for an Associate Justice of the Supreme Court, a Secretary of an Executive or Military Department or a former Vice President or Governor of a state, territory, or possession.
4. The day of death and the following day for a member of Congress.

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5. For one day, between the day of death and the day of interment, to be determined by the City Manager, for any safety personnel member in Los Angeles County killed in the line of duty.
 6. For any City employee killed in the course or scope of his/her employment, from the day of death through the day of interment.
 7. For the current Mayor or City Councilperson, who dies while in office, from the day of death through the day of interment.
 8. By proclamation of the Mayor/City Council from the date of death through the day of interment.
- D. Responsibility for lowering and raising the National Flag shall rest with the Public Works Department and the Maintenance Foreman.
- E. Procedure for lowering and raising the National Flag shall be as follows:
1. If the order to half-staff is issued prior to the initial flag-raising of the day, the flag bearer will raise the flag to the top of the mast, pause, then lower it to half-staff.
 2. If the order to half-staff is issued after the initial flag raising of the day, the flag bearer will simply lower it to half-staff.
 3. When the flag is at half-staff and the time comes to lower the flag for the day, the flag bearer must first raise the flag to the top of the mast, pause, then lower it, removing it without letting any part touch the ground, fold it promptly and secure it for the night.
 4. When the flag of the United States of America is flown at half-staff, the flag of the State of California and any other flags which may be authorized by the City Council will be removed from the staff.