

CITY OF SPOKANE ADMINISTRATIVE POLICY	ADMIN 0325-07-03 LGL 2007-14
TITLE: <b>USE AND DISPLAY OF U.S. FLAG</b> EFFECTIVE DATE: March 31, 1997 REVISION EFFECTIVE DATE: April 19, 2007	

1.0 GENERAL

1.1 The City of Spokane displays the United States flag at many of its facilities. It is important to honor the flag and display it correctly.

1.2 This policy is divided into the following sections:

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

Except as otherwise provided, this policy shall apply to all City divisions and departments.

3.0 REFERENCES

- 4 U.S.C. 1
- 36 U.S.C. 10

4.0 DEFINITIONS

4.1 "Half-Staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff.

## 5.0 POLICY

- 5.1 It is the policy of the City of Spokane to correctly honor the United States Flag and ensure a standard for flag display on City property.
- 5.21 The City of Spokane shall comply with national and state protocols for flag display and etiquette.

## 6.0 PROCEDURE

- 6.1 U.S. Flags are located on the following property of the City of Spokane:

- a. City Hall
- b. Fire Department Stations
- c. Parks and Recreation facilities
- d. Solid Waste Management main office
- e. Waste-to-Energy Plant
- f. Riverside Park Water Reclamation Facility
- g. Operations Complex
- h. Fleet Services Facility at Normandie
- i. Sewer Maintenance Facility

- 6.2 Time And Occasions For Display; Hoisting And Lowering

- 6.2.1 It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs 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.

- 6.2.2 The flag should be hoisted briskly and lowered ceremoniously.

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

- 6.2.4 The flag should be displayed on all days.

- 6.3 Respect For Flag

- 6.3.1 No disrespect should be shown to the flag of the United States of America.

- 6.3.2 The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

6.3.3 The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

6.3.4 The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

#### 6.4 Half-Staff

6.4.1 Flags shall be flown at half-staff when prescribed by the President of the United State for days of national mourning, by the Governor of the State of Washington, or when prescribed by the Mayor of the City of Spokane. On Memorial Day, the flags are flown at half-staff until 12:00 noon, and raised to the peak for the remainder of the day.

6.4.2 The Mayor or Chief Operating Officer shall instruct department heads to lower the flag to half-staff and the duration period for flying the lowered flag. The department heads shall notify the appropriate department staff of the instruction.

6.4.3 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.

6.4.5 The Police Chief and Fire Chief shall have the flexibility to fly individual flags at half-mast during periods of mourning as prescribed by written departmental polices and procedures.

6.5 Questions regarding flag protocol or this policy shall be directed to the Chief Operating Officer's Office at 625-6262.

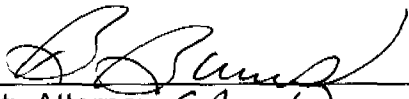
#### 7.0 RESPONSIBILITIES

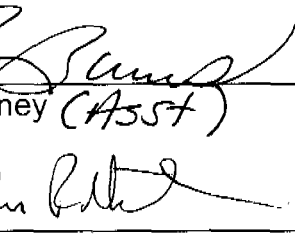
The Mayor's Office shall administer this policy.


#### 8.0 APPENDICES


None

APPROVED BY:

  
\_\_\_\_\_  
City Attorney (ASST)

  
\_\_\_\_\_  
Chief Operating Officer

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Date