

**EXHIBIT "A"**



**City of Riverside  
Administrative Manual**

---

*Effective Date:* ??/2020  
*Latest Revision Date:* ??/2020  
*Next Review Date:* ??/2021  
*Policy Owner(s):* General Services

*Approved:* \_\_\_\_\_  
\_\_\_\_\_ *Department*  
\_\_\_\_\_ *City Manager*

**SUBJECT:**

**Proper Flag Handling and Display Policy**

**PURPOSE:**

To provide staff who are assigned to display outdoor flags, including the Flag of the United States, the Flag of the State of California, the City of Riverside flag, and commemorative flags at applicable City Facilities, with written guidelines to insure the uniform handling and display of flags on all City-owned or City-maintained facilities.

**POLICY:**

This policy establishes formal guidelines and procedures to handle and display the Flag of the United States as well as the Flag of the State of California and the City of Riverside flag in accordance with Federal and State statutes and regulations, including, but not limited to, United States Code, Title 4, Chapter 1 and California Government Code section 430 et seq., and compliance with Public Law 94-344 "Federal Flag Code." This policy also provides guidelines and procedures pertaining to commemorative flags.

1. Per California Government Code section 431(a), the Flag of the United States and the Flag of the State of California shall be prominently displayed upon or in front of the public buildings of the City.
2. Per California Government Code section 434.7, any Flag of the United States or the Flag of the State of California that the City purchases must be made in the United States.
3. The Flag of the United States may only be flown at half-mast in accordance with the guidelines set forth at <https://www.usa.gov/flag>, which is an official website of the United States Government. The Flag of the State of California shall be flown at half-mast if the Flag of the United States is flown at half-mast or on order of the Governor.

At facilities the City owns or maintains, except for City Hall, there may be one flagpole where the Flag of the United States shall be flown and the Flag of the State of California may be flown.

**EXHIBIT "A"**

Specific to City Hall, flags shall be flown in the following manner, the Flag of the United States, the Flag of the State of California, the City of Riverside flag, and any City Council approved commemorative flag.

A commemorative flag under this policy means a flag that identifies with a specific date, historical event, cause, or group of people, whereby the City honors or commemorates the date, event, cause, or people by flying the flag. Commemorative flags shall be displayed at City Hall upon City Council action, consistent with the City's vision, mission, and ongoing and strategic priorities, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative flags representing political organizations, for-profit organizations, religious organizations, or other nations shall be prohibited from being displayed.

**Proper Handling and Display of Flags**

The following are the guidelines for the proper handling and display of the flags:

1. The flags should be raised and lowered by hand.
2. Display flags only from sunrise to sunset unless they are properly illuminated during darkness.
3. When displayed with State, city, or commemorative flags, no such flag or pennant may be placed above the Flag of the United States or to the right of the Flag of the United States. In addition, no such flag shall be larger than the Flag of the United States.
4. When flags are displayed on a single pole, the order from top to bottom shall be the Flag of the United States, the Flag of the State of California, and if displayed, the City of Riverside flag and then, the commemorative flag.
5. All flags shall be lowered slowly and with dignity.
6. The flag should not be displayed on days when the weather is inclement unless it is an all-weather flag.
7. The flag may be flown at half-mast only by order of the President of the United States or the Governor of the State of California. (Notifications to lower the flag to half-mast will be sent via e-mail distribution by a General Services staff member).
8. When it is to be flown at half-mast, the flag should be hoisted to the peak for an instant and then lowered to the half-mast position; but before lowering the flag for the day, it should again be raised to the peak.
9. Half-mast is meant as hauling down the flag to one-half distance between the top and bottom of the staff. On Memorial Day, display the flag at half-mast until noon only; then hoist to the top of the staff.
10. When flown from adjacent staffs, the stars and stripes should be hoisted first and lowered last.
11. Do not let the flag touch anything beneath it: ground, floor, water.
12. 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.
13. Commemorative flags shall be displayed only at City Hall.
14. No more than one commemorative flag shall be displayed on a flagpole concurrently.

**EXHIBIT "A"**

15. Commemorative flags may be displayed only as authorized by resolution of the City Council and as an expression of the City's official sentiments.
16. The City will not display a commemorative flag based on a request of a third party or to sponsor the expression from a third party.
17. Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

**Improper Handling and Display of Flags**

The following are examples of the improper handling and display of the flag:

1. Never dip the Flag of the United States for any person or thing, even though state flags, regimental colors and other flags may be dipped as a mark of honor.
2. Do not display the Flag of the United States with the union down, except as a signal of distress.
3. The Flag of the United States should never be draped or drawn back in folds. Draped red, white, and blue bunting should be used for decoration, with the blue at the top and red at the bottom.
4. The Flag of the United States may be carried horizontally, but always aloft.
5. Do not fasten or display the Flag of the United States in a way that will permit it to be damaged or soiled.

**Procedure:**

| Responsibility      | Action   |
|---------------------|--|
| 1. Departments      | Verify the correct method of handling and display for each flag.   |
| 2. General Services | Notify the departments through a blanket e-mail when the President of the United States or the Governor of the State of California issues a proclamation to lower the flag to half-mast. |