



ESTABLISHING A POLICY FOR THE PROPER DISPLAY AND HANDLING OF FLAGS AT CITY FACILITIES

General Services Department

Inclusiveness, Community Engagement
& Governmental Affairs Committee

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BACKGROUND

Historically, the City of Riverside has displayed flags in conformance with Federal and State statutes.

- The Proposed Flag Policy establishes formal guidelines and procedures to handle and display the Flag of the United States, the State of California Flag and the City of Riverside Flag.
- The Proposed Flag Policy also provides guidelines pertaining to commemorative flags which identify with a specific date, historical event, cause, or group of people.



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PROPER FLAG HANDLING

1. Flag raised and lowered by hand.
2. Flag lowered slowly and with dignity.
3. Flag of the United States hoisted first and lowered last.
4. Flag must not touch anything beneath it.
5. When no longer in good condition, destroy flag in dignified way, preferably by burning.



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PROPER FLAG DISPLAY

1. Display flag from sunrise to sunset, unless properly illuminated.
2. Flag should not be displayed during inclement weather, unless an all-weather flag is used.



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PROPER PLACEMENT OF FLAGS

1. No flag or pennant may be placed above or to the right of the United States Flag.
2. When displayed on a single pole, the order from top to bottom shall be: United States Flag, State of California Flag, City of Riverside Flag, Commemorative Flag
3. In displays with multiple flagpoles, the US flag should receive the place of honor, usually on the tallest flagpole in the center or to the far left.



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FLAG FLOWN AT HALF-MAST

1. Only by order of the President of the United States or the Governor of the State of California.
2. Flag should be hoisted to the peak for an instant and then lowered to the half-mast position.
3. Before lowering the flag for the day, it should again be raised to the peak.
4. On Memorial Day, half-mast until noon only, then hoist to top of the staff.



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COMMEMORATIVE FLAGS

1. Commemorative flags shall be displayed only at City Hall.
2. No more than one commemorative flag shall be displayed on a flagpole concurrently.
3. Commemorative flags may be displayed only as authorized by resolution of the City Council and as an expression of the City's official sentiments.



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COMMEMORATIVE FLAGS

1. 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.
2. Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but not longer than 30 continuous days.



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RECOMMENDATIONS

That the Inclusiveness, Community Engagement and Governmental Processes Committee:

1. Provide input and guidance regarding establishment of a flag policy.
2. Direct staff to return to City Council for consideration of adoption of a resolution establishing a policy for the proper display and handling of flags at City facilities.



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