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**THE FLAG OF THE UNITED STATES OF AMERICA**

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## Flag Etiquette

### STANDARDS of RESPECT

The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:

- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used as a drapery, or for covering a speakers desk, drape a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.

The flag should be cleaned and mended when necessary.

When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

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**Note:** Most American Legion Posts regularly conduct a dignified flag burning ceremony, often on Flag Day, June 14th. Many Cub Scout Packs, Boy Scout Troop and Girl Scout Troops retire flags regularly as well. Contact your local American Legion Hall or Scout Troop to inquire about the availability of this service.

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## Provided by the City of Campbell

5.2 – Attachment 3

### Displaying the Flag Outdoors

When the flag is displayed from a staff projecting from a window, balcony, or a building, the union should be at the peak of the staff unless the flag is at half staff.

When it is displayed from the same flagpole with another flag - of a state, community or Scout unit - the flag of the United States must always be at the top except that the church pennant may be flown above the flag during church services for Naval personnel when conducted by a Naval chaplain on a ship at sea.

When the flag is displayed over a street, it should be hung vertically, with the union to the north or east. If the flag is suspended over a sidewalk, the flag's union should be farthest from the building.

When flown with flags of states, communities, or societies on separate flag poles which are of the same height and in a straight line, the flag of the United States is always placed in the position of honor - to its own right.

..The other flags may be smaller but none may be larger.

..No other flag ever should be placed above it.

..The flag of the United States is always the first flag raised and the last to be lowered.

When flown with the national banner of other countries, each flag must be displayed from a separate pole of the same height. Each flag should be the same size. They should be raised and lowered simultaneously. The flag of one nation may not be displayed above that of another nation.

### Raising and Lowering the Flag

The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night.

The flag of the United States of America is saluted as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

### Displaying the Flag Indoors

When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.

When one flag is used with the flag of the United States of America and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag.

When displaying the flag against a wall, vertically or horizontally, the flag's union

## Provided by the City of Campbell 5.2 – Attachment 3

(stars) should be at the top, to the flag's own right, and to the observer's left.

### **Parading and Saluting the Flag**

When carried in a procession, the flag should be to the right of the marchers. When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.

### **The Salute**

To salute, all persons come to attention. Those in uniform give the appropriate form salute. Citizens not in uniform salute by placing their right hand over the heart and with head cover should remove it and hold it to left shoulder, hand over the heart. Members of organizations in formation salute upon command of the person in charge.

### **The Pledge of Allegiance and National Anthem**

The pledge of allegiance should be rendered by standing at attention, facing the flag and saluting.

When the national anthem is played or sung, citizens should stand at attention and salute at the first note and hold the salute through the last note. The salute is directed to the flag, if displayed, otherwise to the music.

### **The Flag in Mourning**

To place the flag at half staff, hoist it to the peak for an instant and lower it to a position half way between the top and bottom of the staff. The flag is to be raised again to the peak for a moment before it is lowered. On Memorial Day the flag is displayed at half staff until noon and at full staff from noon to sunset.

The flag is to be flown at half staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order.

When used to cover a casket, the flag should be placed with the union at the head and over the left shoulder. It should not be lowered into the grave.

This page is maintained by Duane Stroufert, [Contact Us](#).

Questions or comments welcome!

This Site Established on 20 November 1994.

Last Updated 10 February 2005.

Web Design and Development by [Visionary Enterprises](#)

Chapter 600 - DISPLAY OF FLAGS

Sections:

Section 1 - Definitions

I-600-1.10 - City Hall Display Flag Poles

"City Hall Display Flag Poles" shall mean those three (3) flag poles situated at the northeast corner of the intersection of Calaveras Boulevard and Milpitas Boulevard in front of City Hall. "City Hall Display Flag Poles" shall also refer to those four (4) flag poles located to the rear of City Hall and adjacent to the pond, those three (3) flag poles located between the Senior Center and the Community Center buildings, and the three (3) flag poles located at the front entrance to the Senior Center.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-1.20 - Ceremonial Flag Poles

"Ceremonial Flag Poles" shall mean those two (2) City-owned flag poles situated at the City-owned Higuera Adobe which the City has designated to be used by members of the community to conduct flag raising ceremonies.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

Section 2 - City Hall Display Flag Poles

I-600-2.10 - City Hall Display Flag Poles

City Hall Display Flag Poles shall at all times be used exclusively by the City of Milpitas as follows:

- (1) Those three (3) flag poles located at the front of City Hall shall at all times be used exclusively by the City for the purpose of the display of the flags of the United States of America, the State of California, and the City of Milpitas in accordance with all applicable federal and state regulations.
- (2) Those four (4) flag poles located at the rear of City Hall adjacent to the pond shall be used to display the flags of the United States of America, the State of California, the National POW/MIA flag and the City of Milpitas in accordance with all applicable federal and state regulations at all times except the flags of Sister Cities may be displayed at this location at limited times as set forth in section 2.30 below.
- (3) Those three (3) flag poles located between the Senior Center and the Community Center buildings shall at all times be used exclusively by the City for the purpose of the display of the flags of the United States of America, the State of California, and the City of Milpitas in accordance with all applicable federal and state regulations.
- (4) Those three (3) flag poles located at the front entrance to the Senior Center shall at all times be used exclusively by the City for the purpose of the display of the flags of the United States of America, the State of California and the City of Milpitas in accordance with all applicable federal and state regulations.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-2.20 - Display of Other Flags at City Hall

Except as allowed in Section 2.30, the ceremonial display of flags other than the flags of the United States of America, State of California, National POW/MIA and City of Milpitas, on City Hall Display Flag Poles or within the Civic Center Complex and City of Milpitas Community Center is not permitted.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-2.30 - Exception—Sister City Flags and City Council Approved Ground Level Ceremonies

- (1) The flag of the country and that of a city officially recognized by the City Council as a Sister City may be displayed in lieu of the MIA/POW flag and the flag of the State of California on two of the four flag poles located at the rear of City Hall adjacent to the pond during the time of the Sister City delegation's visit to the City of Milpitas.
- (2) The City Council may, after a public hearing, direct City staff to permit the ground level display of a flag of another nation in existence after 1954, only at the following specified locations at the Civic Center complex or the City of Milpitas Community Center:
  - (1) City Hall Rotunda
  - (2) Area adjacent to pond at City Hall
  - (3) City of Milpitas Community Center
  - (4) City Council Chambers

Said flag display shall not be permitted on City Hall Display Flag Poles and shall only be permitted on a flagstaff, flagstand or similar device which does not cause the flag height to exceed ten (10) feet.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-2.40 - City Approval

All ground level ceremonies must be approved by the City Council. Any party intending to conduct a ground level ceremony at one of the designated locations shall submit an application to the Office of the City Manager, on a form approved by the City Council, at least thirty (30) days prior to the requested ceremony date. A public hearing will be held regarding each ground level ceremony application prior to its approval or denial by the City Council.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

Section 3 - Ceremonial Flag Poles

I-600-3.10 - Location

The City's Ceremonial Flag Poles consist of two (2) flag poles owned by the City of Milpitas and located at the Higuera Adobe in the City of Milpitas.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-3.20 - Use

The City's Ceremonial Flag Poles shall remain unused at all times other than during City-approved flag raising ceremonies. The Ceremonial Flag Poles shall be used only to conduct flag raising ceremonies in accordance with the provisions of this Chapter.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-3.30 - Flag Raising Ceremony

Flag raising ceremonies shall be conducted in accordance with all applicable provisions of federal and state laws, including provisions of the United States Code and California Government Code relating to the proper display of flags. During an approved flag raising ceremony, one (1) pole shall at all times be used to raise and display the flag of the United States of America. The other flag pole shall be used to raise and display the flag of another nation in existence since 1954. The flag of the United States of America displayed during a flag raising ceremony shall be equal to or larger in size and dimension than the other flag.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-3.40 - City Approval

All flag raising ceremonies must be approved by the City Council. Any party intending to conduct a flag raising ceremony at the City's designated Ceremonial Flag Poles shall submit an application to the Office of the City Manager, on a form approved by the City Council, at least thirty (30) days prior to the requested ceremony date. A public hearing will be held regarding each flag raising ceremony application prior to its approval or denial by the City Council.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-3.50 - Limitation on Use.

No individual or organization shall have more than one (1) flag raising ceremony per calendar year.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

Section 4 - Severability

I-600-4.10 - Severability

The provisions of this Ordinance are separable, and the invalidity of any phrase, clause, provision or part shall not affect the validity of the remainder.

(Ord. No. 260.1, § 2, 1/17/12)

- **10.13.010 - Signs, permits, scenic corridor exception.**

No sign, billboard, poster, pennant, flag or display unit shall be erected, displayed, established or maintained within five hundred (500) feet of any road, highway, street or public place within the boundaries of the City except as otherwise provided herein.

A.

One non-illuminated sign may be erected on each street frontage for any lot or building which serves solely to advertise the sale, lease or rental of or an offer to build to suit on the premises where the sign is located, provided the sign does not exceed six (6) square feet in area in a residential zone. This exemption is only available when all or part of the premises is actually available for the transaction advertised.

B.

Non-illuminated, off-site, portable signs directing customers to the location of an open house which is for sale are permitted, unlimited in total number, but limited to one double faced sign per corner of an intersection or on a privately owned parcel. The signs shall not exceed an area of one (1) square foot per face and shall not be more than four (4) feet high. Open house signs shall contain no individual, or individual company advertising. Prior permission shall be obtained from the property owner if the sign is to be placed on a privately owned parcel. The signs shall be removed each day after the closing of the open house. Open house signs are an exception to the rule prohibiting off-premises signs and signs on public property.

C.

The owner, occupant or resident of any property may erect and maintain without obtaining any permit one sign giving his name and address at his mailbox and one additional sign upon said property, neither of which shall be more than three (3) square feet in area.

D.

Within the scenic corridor defined by the State of California upon designation of the Saratoga-Los Gatos Road, State sign Route 9, as an Official State Scenic Highway, only those signs allowed in Subsections A, B and C or existing on-premise signs as provided for in Subsection E shall be permitted.

E.

Any existing on-premise sign lawfully established on or before the effective date of this Chapter may be maintained for a period of not to exceed three (3) months from the passage of this Chapter during which period the owner shall either remove the sign or make application for and receive a permit for the said sign under the provisions of this Chapter

- **10.13.030 –Flags exempt.**

The flag of the United States of America and the flag of the State of California shall be exempt from the provisions of this Chapter.

<b>CITY OF MORGAN HILL ADMINISTRATIVE POLICIES AND PROCEDURES</b>
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**SUBJECT:** DISPLAYING FLAGS

**EFFECTIVE DATE:** JUNE 21, 2000, REVIEWED AUGUST 2007

**ORIGINATING DEPARTMENT:** CITY MANAGER

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### 1. PURPOSE

The purpose of this policy is to standardize the manner in which the national, state, and local flags are to be displayed at sites under the jurisdiction of the City. This policy brings the display of flags at City sites into conformance with USCA §§173-178, Patriotic Customs, and the California Government Code §§430-439, Display of Flags. It allows the flags to be lowered to half-staff on Memorial Day and Police Officers Memorial Day, on the deaths of specified federal or state officials, or upon order of the Mayor, Mayor Pro Tempore, City Council, or the City Manager.

### 2. LOCATION

The Flag of the United States, the Flag of the State of California (the Bear Flag) and the Morgan Hill Flag (if and when one is established) shall be displayed in the following places:

- (a) In all rooms where any court or municipal commission holds any session. (§430 CA Govt. Code)
- (a) In the City Council Chambers (§CA Govt. Code)
- (b) In front of the buildings or on the grounds of each significant public building belonging to the City of Morgan Hill. (§430 CA Govt. Code)

### 3. MANNER OF DISPLAY

- a. The National, State, and City Flags are to be of the same size. (§436 CA Govt. Code)
- b. At all times, the National Flag shall be placed in the position of first honor (§436 CA Govt. Code), at the center or highest point of the group, with the Bear Flag taking the next place of honor, on the spectator's left.
- c. When displayed from a staff on a speaker's platform in a public auditorium, the Flag of the United States shall be placed on the speaker's right as he or she faces the audience with the Bear Flag and the City Flag on the speaker's left.
- d. Flags should only be flown outdoors from sunrise to sunset unless properly illuminated.
- e. Flags should not be displayed on days when the weather is inclement, except when all weather flags are displayed.
- f. Flags should be hoisted briskly and lowered ceremoniously.
- g. The Flag of the United States should be hoisted first and lowered last.



#### 4. FLAGS AT HALF-STAFF

- a. The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff.
- b. Flags, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flags should be again raised to the peak before being lowered for the day.
- c. Flags should be flown at half-staff on the following days and for the specified length of time:
  - (i) Memorial Day (half-staff until noon and full-staff from noon until sunset) and Police Officers Memorial Day (May 15).
  - (ii) Thirty (30) days from the death of the President, ex-President, or President elect of the United States.
  - (iii) Ten (10) days from the death of the Vice-President, the Chief Justice or retired Chief Justice of the Supreme Court or the Speaker of the House of Representatives.
  - (iv) From the day of death to the day of interment for holders of the following offices:
    - 1) an Associate of Justice of the Supreme Court,
    - 2) a Secretary of an executive or military department,
    - 3) a former Vice President,
    - 4) the Governor of a State, territory, or possession.
  - (v) On the day of death and the following day for a member of Congress.
  - (vi) According to Presidential instructions or orders for federal properties.
  - (vii) By order of the Governor of the State of California for State property.
  - (viii) When otherwise ordered by the City Manager upon the death of a current City employee, a current or former City Councilmember, or a prominent Morgan Hill citizen.
  - (ix) When an employee has died in the line of duty, flags at all City facilities will be flown at half-staff from the date of death or the first working day after the date of death-through the date of the funeral.

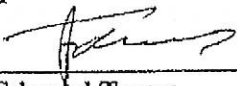
#### 5. CARE OF FLAGS

Flags that have been torn are not to be flown. When a flag is in such a condition that it is no longer a fitting emblem of display, it should be destroyed in a dignified way.

#### 6. RESPONSIBILITY

The City Manager or his designee shall be responsible for bringing the flag displays at City facilities into compliance with this policy. Responsibility for having flags raised, lowered, and replaced at different facilities will remain with persons in charge of those facilities.

Approved:

  
 J. Edward Tewes  
 Interim City Manager

10/21/00

Date

## FUNERAL ATTENDANCE AND FLAG HALF-STAFFING POLICY

### POLICY STATEMENT

The purpose of this policy is to provide guidelines for City of Palo Alto staff attendance at funerals or memorial services on City time; and for half-staffing (mourning colors) of the federal, state and city flags.

### PROCEDURE

#### Funeral Attendance

When an active duty member of City staff or a neighboring jurisdiction dies, department heads will have the authority to approve attendance at funerals or memorial services for that employee on City time, provided the following apply:

- 1) No overtime or backfilling with overtime for employees attending the service will be allowed.
- 2) In no case will staff attendance at such a funeral or memorial service compromise the safety of residents or businesses of the City.

For the Police and Fire Departments:

The Police Chief or Fire Chief may authorize the attendance of police or fire staff and the use of City fire and police vehicles for attendance at funeral or memorial services in California for public safety employees from other agencies who lose their lives in the line of duty. In no case will staff attendance at such a funeral or memorial service compromise the safety of residents or businesses of the City.

Any exceptions to this procedure must be approved by the City Manager.

#### Half-Staffing the Flags (Mourning Colors)

The national flag, California state flag and City of Palo Alto flags are displayed in a state of mourning as a mark of respect upon the death of major officials and former officials of the United States government and State of California government, for any City employee who loses her/his life in active City service, and in the event of, or to commemorate an event of national significance. Presidential Proclamation 3044 allows for the display of the flag at half-staff "in accordance with recognized customs and practices not inconsistent with law." Accordingly, the following guidelines shall be adhered to for duration of half-staffing of flags:

1. Thirty days from the day of death of a President or former President of the United States.

## POLICY AND PROCEDURES 1-51/MGR

Effective: September 2007

2. Ten days from the day of death of a Vice-President of the United States, Chief Justice, or retired Chief Justice of the United States or Speaker of the United States House of Representatives.
3. Seven days from the day of death of an Associate Justice of the United States Supreme Court, a member of the President's Cabinet, a former Vice-President of the United States, or Secretaries of the Army, Navy or Air Force.
4. Three days from the day of death of Palo Alto's United States Senator or Representative, the Governor of the State of California, or any City of Palo Alto employee killed in the line of duty.
5. One day, on the day of funeral or memorial service, for active City employees when death did not occur in the line of duty; and for any current or former member of the Palo Alto City Council.
6. Any exceptions to this policy, including commemoration of an event of nationwide significance, may be approved by the City Manager.

The Assistant City Manager will inform Public Works/Facilities of the need to half-staff the flags. Facilities will ensure that flags are displayed according to the following protocol: when the flags are flown from a flagstaff, they should be raised to the peak, then lowered to half-staff. Upon retiring half-staffed flags, they should be raised again to the peak, then lowered ceremoniously. None of these flags should be half-staffed separately from the others when flown from the same staff. When flown from separate staffs, the national flag should always be raised first and lowered last. The California state flag is next in precedence, then the City of Palo Alto flag.

For the Fire and Police Departments:

The Police Chief or Fire Chief may authorize half-staffing of flags at all City fire stations for the loss of life in the line of duty of any public safety staff member in the State of California. The flags will remain at half staff from the date of death to the date of the funeral or memorial service. Flags may also be placed at half staff at City fire stations upon an extraordinary loss of life of public safety members nationwide.

*Note: Questions regarding this policy should be referred to the City Manager's Office.*



Betsy Ross Homepage Resources:

## Flag Rules and Regulations

### How to Fold the Flag



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Fold the flag in half width-wise twice. Fold up a triangle, starting at the striped end ... and repeat ... until only the end of the union is exposed. Then fold down the square into a triangle and tuck inside the folds.

If your browser doesn't show animated gifs, [click here](#)

Also on this page:

[How to Display the Flag](#)

[Flag Sizes](#)

[Other Questions](#)

[Flag Rules and Regulations](#)

### How to Display the Flag

[PRINTER FRIENDLY VERSION](#)



1. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.



2. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right [*that means the viewer's left --Webmaster*], and its staff should be in front of the staff of the other flag.



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. By "half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff. Crepe streamers may be affixed to spear heads or flagstaves in a parade only by order of the President of the United States.



4. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. 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.



5. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.



6. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.



7. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.



8. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left.

When displayed in a window it should be displayed in the same way, that is with the union or blue field to the left of the observer in the street. When festoons, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the flag.



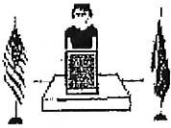
9. That the flag, when carried in a procession with another flag, or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.



10. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.



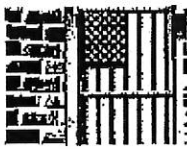
11. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.



**12.** When displayed from a staff in a church or public auditorium on or off a podium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker (to the right of the audience).



**13.** When the flag is displayed on a car, the staff shall be fixed firmly to the chassis or clamped to the right fender.



**14.** When hung in a window, place the blue union in the upper left, as viewed from the street.

### Flag Sizes

What size flag should hang on what size flagpole? The usual size of a flag used at home is 3'x5'. On houses, a 15' or 20' flagpole should fly a 3'x5' flag. A 25' flagpole should use a 4'x6' flag.

The following table shows the appropriate size for public display (not home-use) of the flag:

flagpole	flag	flagpole	flag
20'	4'x6'	50'	8x12'-10x15'
25'	5'x8'	60'-65'	10'x15'-10'x19'
30'-35'	6'x10'	70'-80'	10'x19'-12'x18'
40'-45'	6'x10-8'x12'	90'-100'	20'x38'-30'x50'

### Flag Code Violations in the News



Super Bowl 2004, Janet Jackson's "costume malfunction" made international news; that same half-time show featured the wearing of an American flag by performer Kid Rock. He later removed the flag poncho and hurled it over his head. Section 8d. reads, "The flag should never be used as wearing apparel." Click picture for enlargement. Photo credit: Reuters

In July 2003 this picture of President Bush was circulated across the Internet noting its violation of the Flag Code: "The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any



nature." Click picture for enlargement. Photo credit: AP Photo/Charles Dharapak

## Other Questions

- **My flag is old and ready to be retired. What should I do?**

Section 8k of the Flag Code (see below) states, "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." We recommend that you contact your local VFW Chapter and ask them for help properly disposing of your flag. And be sure to consider providing a small donation to them for their assistance. Or you can contact your local Elks Lodge (who created the idea of Flag Day, established officially by President Truman, himself a member of the Elks) or the American Legion. Some Boy Scout and Girl Scout troupes also can provide this service.

- **Is it appropriate to fly a flag that has fewer than 50 stars?**

Yes. There is nothing wrong in flying a historic flag.

- **Is it okay to fly a flag that was used to drape a coffin?**

The Flag Code makes no reference to this use, but consensus among experts is that yes, it would be an honor to display the flag to show patriotism.

- **My flag touched the ground. Do I need to destroy it?**

No. You should, of course, try to avoid having the flag touch the ground. But if it does, you should correct the situation immediately. If the flag has been dirtied, you should clean it by hand with a mild soap solution and dry it well before returning it to use.

- **What does the fringe on the flag represent?**



The gold trim is found on ceremonial flags, to be used indoors and for ceremonies only. They originally were used on military flags. The fringe has no specific significance, but is considered completely within the guidelines of proper flag etiquette. There is nothing in the flag code indicating that the fringe is for federal government flags only. The Internet contains many sites that claim that the fringe indicates martial law or that the Constitution does not apply in that area. These are entirely unfounded (usually citing Executive Order 10834 and inventing text that is not part of the order) and should be dismissed as urban legends.



- **Can my company decide to fly our flag at half-mast for a former employee?**

No. Only the president of the US or your state governor can order the flag lowered to half-staff.

- **Upon the death of a sitting or former President how long does the flag fly at half-mast? For a Vice-President?**

30 days for the death of a sitting or former President. 10 days for the death of a Vice President. See section 7-m below for more information.

- **How can I show mourning if my flag is on a fixed pole or staff and can't be half-masted?**

The flag rules make no provisions for this. However, army regulations state, "A streamer of black crepe 7 feet long and 1 foot wide will be attached to the staff immediately below the

spearhead of the U.S. flag."

- **I am thinking of getting a flag tattoo. Is it okay?**

There is nothing in the Flag Code about tattoos. The question is one of respect for the flag. In this case one person's respect is another's disrespect, and we advise against a flag tattoo. Perhaps an American eagle would look good?

- **What is the meaning of the folds in a flag-folding ceremony?**

There is no reference to meaning of the folds in the Flag Code. There is, however, a popular flag-folding ceremony.

- **Is Texas's the only state flag allowed to fly at the same height as the US flag?**

No, this is an urban legend. All state flags may fly at the same height as the U.S. flag. The U.S. flag must be on its right (the viewer's left), however. Texas's laws are consistent with those of the other states. See Texas flag code.

- **Does the ball ornament atop a flagpole contain a razor, lighter, and flare?**

No. This is just an urban legend. One explanation is that the myth started during the Cold War and that the objects were to be used to destroy the flag in the event of a Soviet invasion. Of course, the ball ornament predates the Cold War by many years.

- **Is it okay to have a flag t-shirt with words written on it?**

No, the flag should never be worn and no, the flag should never have marks or words written upon it. Section 8d (see below): "The flag should never be used as wearing apparel." Section 8g: "The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature."

- **Is it okay to use flag napkins or flag paper plates?**

No. Section 8i (see below) reads: "It should not be ... printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard."

- **Is it okay for an advertisement to use the flag?**

No. Section 8l (see below) reads, "The flag should never be used for advertising purposes in any manner whatsoever."



- **Where does the flag fly 24 hours a day?**

Untold thousands of places. Section 6a: "when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness." Of course it flies 24 hours a day on the Moon. There is an elite group where, by executive order, it is to fly 24 hours a day, including the Betsy Ross House. See list immediately following these questions.

- **What does the Flag Code say about displaying the flag horizontally, as before a football game?**



Section 8c. reads, "The flag should never be carried flat or horizontally, but always aloft and free." However, it has become a familiar sight to have the flag carried horizontally onto a field of play as a show of patriotism.

- **Why is the flag sometimes backwards on the side of airplanes, buses, and other vehicles?**

The flag decals have the union (the blue area with the stars) on the side closer to the front



of the plane. On the plane's left, the decal shows the flag with the union at the left, as usual. On the right side, the union is on the right. This is done so that the flag looks as if it is blowing in the direction of the forward movement. You can see this on cars and trucks as well. Click to see pictures of [Air Force 1](#).

- What is the proper way to wear a flag patch on one's shoulder sleeve?



Left Flag



Right or "reversed field" flag

To wear our country's flag properly, the field of stars should be worn closest to your heart. If the patch is to be worn on your LEFT sleeve, use a left flag. For patches worn on your RIGHT sleeve, use a "reversed field" flag. Since the law does not specifically address the positioning of the patch, it is left to the discretion of the organization prescribing the wear. Some elect to use the "left" flag on both sleeves. [In many states and cities have ordinances pertaining to the use of the flag; you may wish to contact the General of your state or the City Attorney's office regarding this matter.] If you are planning to wear a flag patch, it is recommended that you wear a "left" flag on your left sleeve. Military guidelines support the use of joint or multi-national operations, the "right" flag is worn on the right sleeve, 1/4" from the seam or 1/8" below any required unit patches.

Source: [Army Website FAQs](#)

- Isn't the American flag stamp in violation of the flag rules?



37¢ stamp

This question has been asked by dozens of visitors to this page. The answer is yes. Section 8e. (see below) reads, "The flag should never be ... used ... in a way that would permit it to be easily torn, soiled, or damaged in any way." Section 8f. reads, "No emblem should ever be placed upon it, nor on any part of it, nor attached to it in any way." Section 8g. reads, "[The flag] should not be printed or otherwise impressed upon any material that is designed for temporary use and discard."

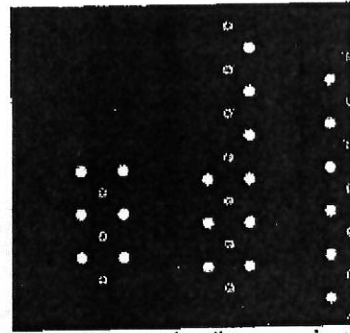
- What is a flag?

This question does not have an obvious answer. Our conclusion is that the flag is that which is commonly understood to be the flag. The flag rules say, "The flag should never be used for advertising purposes in any way whatsoever." This would include the flag or any image of it. The rule continues, "It should not be used in any way that would permit it to be easily torn, soiled, or damaged in any way." "It should not be printed or otherwise impressed upon any material that is designed for temporary use and discard." which indicates that something created to look like a flag is a flag. The rules also state, "The flag should never be used..." which indicates that even a recognizable portion of the flag is to be considered a flag. The pictures below are all understood to be flags, even with little or inaccurate visual information existing in light, or with the parts of the flag in a different arrangement.

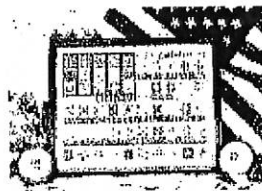
These examples are all recognized as being flags:



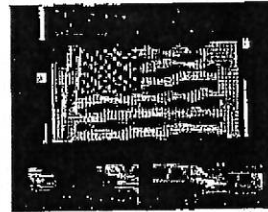
Jasper Johns flag



animation experimer



flag quilt



flag on a scoreboard



chill



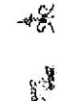
flag t-shirt



flag Christmas tree



flag umbrella



w

## Flag Rules and Regulations

By Executive Order, the flag flies 24 hours a day at the following locations:

- The Betsy Ross House, Philadelphia, Pennsylvania
- The White House, Washington, D.C.
- U.S. Capitol, Washington, D.C.
- Washington Monument, Washington, D.C.
- Iwo Jima Memorial to U.S. Marines, Arlington, Virginia
- Battleground in Lexington, MA (site of first shots in the Revolutionary War)
- Winter encampment cabins, Valley Forge, Pennsylvania
- Fort McHenry, Baltimore, Maryland (a flag flying over Fort McHenry after a battle during the War of 1812 provided the inspiration for *The Star-Spangled Banner*)
- The Star-Spangled Banner Flag House, Baltimore, Maryland (site where the famed flag over Fort McHenry was sewn)
- Jenny Wade House in Gettysburg, Pennsylvania (Jenny Wade was the only civilian killed at the battle of Gettysburg)
- U.S.S. Arizona Memorial, Pearl Harbor, Hawaii
- All custom points and points of entry into the United States

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**Title 4, Chapter 1: The Flag****Sec. 1. — Flag; stripes and stars on**

The flag of the United States shall be thirteen horizontal stripes, alternate red and white; and the union of the flag shall be forty-eight stars *[Note that sec. 2 which follows provides for additional stars. Today the flag has fifty stars representing the fifty states - Webmaster]*, white in a blue field

**Sec. 2. — Same; additional stars**

On the admission of a new State into the Union one star shall be added to the union of the flag; and such addition shall take effect on the fourth day of July then next succeeding such admission

*\*Sec. 3. [This section relates only to the District of Columbia and is being omitted here -Webmaster]*

**Sec. 4. — Pledge of allegiance to the flag; manner of delivery**

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute

**Sec. 5. — Display and use of flag by civilians; codification of rules and customs; definition**

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America be, and it is hereby, established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to title 4, United States Code, Chapter 1, Section 1 and Section 2 and Executive Order 10834 Issued pursuant thereto.

**Sec. 6. — Time and occasions for display**

- a. 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.
- b. The flag should be hoisted briskly and lowered ceremoniously.
- c. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- d. The flag should be displayed on all days, especially on
  - o New Year's Day, January 1
  - o Inauguration Day, January 20
  - o Martin Luther King Jr.'s birthday, third Monday in January
  - o Lincoln's Birthday, February 12

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5.2— Attachment 3

- o Washington's Birthday, third Monday in February
  - o Easter Sunday (variable)
  - o Mother's Day, second Sunday in May
  - o Armed Forces Day, third Saturday in May
  - o Memorial Day (half-staff until noon), the last Monday in May
  - o Flag Day, June 14
  - o Independence Day, July 4
  - o Labor Day, first Monday in September
  - o Constitution Day, September 17
  - o Columbus Day, second Monday in October
  - o Navy Day, October 27
  - o Veterans Day, November 11
  - o Thanksgiving Day, fourth Thursday in November
  - o Christmas Day, December 25
  - o and such other days as may be proclaimed by the President of the United States
  - o the birthdays of States (date of admission)
  - o and on State holidays.
- e. The flag should be displayed daily on or near the main administration building of every public institution.
- f. The flag should be displayed in or near every polling place on election days.
- g. The flag should be displayed during school days in or near every schoolhouse.

**Sec. 7. — Position and manner of display**

- a. The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.
- b. The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.
- c. 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, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.
- d. The flag of the United States of America, when it is displayed with another

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- flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.
- e. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
  - f. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.
  - g. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
  - h. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.
  - i. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
  - j. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
  - k. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.
  - l. The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.
  - m. 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. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. 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

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displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. 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. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

1. the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;
  2. the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and
  3. the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.
- n. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.
- o. When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

### Sec. 8. — Respect for flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

- a. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- b. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- c. The flag should never be carried flat or horizontally, but always aloft and free.
- d. The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for

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covering a speaker's desk, draping the front of the platform, and for decoration in general.

- e. 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.
- f. The flag should never be used as a covering for a ceiling.
- g. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- h. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- i. The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- j. No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- k. 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

**Sec. 9. — Conduct during hoisting, lowering or passing of flag**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes

**Sec. 10. — Modification of rules and customs by President**

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation

References:

- [US CODE COLLECTION](#), Cornell University
- [US Code](#), GPO
- [Army Regulation 840-10](#) [PDF Acrobat format]

BETSY ROSS HOME PAGE

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## Flag Etiquette

- Flag Disposal
- US Flag Specifications
- US Code - The Flag
- Folding the United States Flag
- Flag Holidays
- General Flag Display

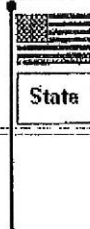
It is the universal custom to display the American flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

The flag should be hoisted briskly and lowered ceremoniously.



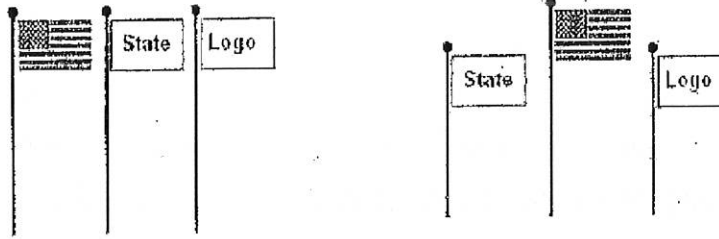
1. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the American flag should be displayed in the same way, with the union or blue field to the left of the observer in the street. 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, except during church services conducted by naval chaplains at sea...for personnel of the Navy...when the church pennant may be flown above the flag.

No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory of possession thereof; provided, that nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of equal prominence of honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

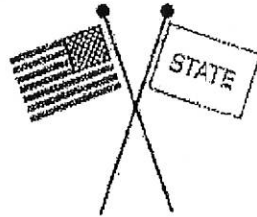


2. OTHER FLAGS ON SAME HALYARD - When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the US flag, the US flag should always be at the peak. When the flags are flown from adjacent flagpoles, the US flag should be hoisted first and lowered last. No such flag or pennant may be placed above the US flag, or to the right of the US flag.

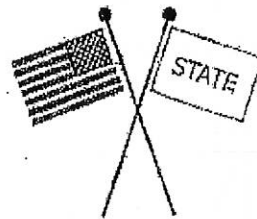
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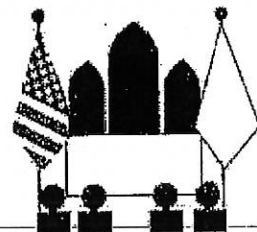
3. When the flags are flown from adjacent staffs, the American flag should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the United States flag.



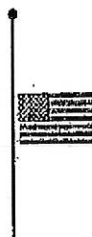
4. The American flag, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.



5. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.



6. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker of the right of the audience.



**Half-Staff**

We provide an email alert service of when to fly your American flag at half mast.

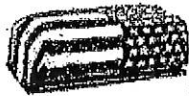
The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

Days the American flag should be flown at half-staff:

- May 15th – Peace Officers Memorial Day
- Last Monday in May - Memorial Day (half-staff until noon only, then raise to the top of the staff)
- July 27th – Korean War Veterans Armistice Day
- September 11th – Patriot Day
- December 7th – Pearl Harbor Day

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 the State, territory or possession, as a mark of respect to their memory.

In the event of the death of other officials of foreign dignitaries, the flag is to be displayed at half-staff according to presidential instructions or orders, or in accordance with recognized customs practices not inconsistent with law. 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. Flags flown on poles affixed to a home or building are not to be flown at half staff but a memorial streamer can be affixed to the top of the flagpole to signify half staff.



**7. CASKET** - When the flag is used to cover a casket, the union (blue field of stars) is at the head and over the left shoulder (of the deceased). The flag should not be lowered into the grave or allowed to touch the ground.

**8. OVER A STREET** - When the flag is displayed over the middle of the street, it should be suspended vertically with the union (blue field of stars) to the north over an east-west street, or to the east over a north-south street.



Portions taken from the The Flag Code of The United States and the National Flag Foundation

**Shop**

- Residential Flagpoles
- Commercial/Business Flagpoles
- Government Flags
- New Construction Flags
- Architectural Flags
- Organization Flags

**What's New**

- AFlag Forum
- AFlag Blog
- Flag News
- Flagpole Pictures
- Half Staff Widget

**Flag Etiquette**

- Flag Etiquette
- Flag Disposal
- US Flag Specifications
- US Flag Code
- Folding the American Flag
- Half Staff Flag Days

**My Account**

- Sign-In/Register
- Order Status
- Saved Orders

*City of San José, California***COUNCIL POLICY**

<b>TITLE</b> EXHIBITION OF FEDERAL, STATE, AND CITY FLAGS FROM CITY BUILDINGS – ALL OCCASIONS	<b>PAGE</b>  1 of 3	<b>POLICY NUMBER</b>  2-1
<b>EFFECTIVE DATE</b> April 27, 1970	<b>REVISED DATE</b> October 17, 2006	
<b>APPROVED BY COUNCIL ACTION</b> 4-27-70; 8-3-82, Item 11 k; 9-28-82, Item 12 a; 4-2-85, Item 7 e; 10-17-2006, Item 3.7a; 11-14-2006; Item 3.5c, Res. 73490		

**PURPOSE**

To establish guidelines for: (1) the exhibition of the flag of the United States of America, the California State flag, the San Jose City flag from City buildings and the New City Hall flag at City Hall, and (2) the display of street flags for parades and holidays, and (3) the display of ceremonial flags.

**POLICY**

It is the policy of the City of San José that flags should be displayed in conformance with Federal and State policies, as stated in the Federal "Our Flag" publication of the Congress, House Document No. 96-144; and the State of California Government Code Sections 430 and 437.

In order to establish a policy with respect to the locations and days when the United States of America, California State, and San Jose City flags should be displayed, the following standards should be followed.

The Director of General Services is responsible for ensuring the proper execution of this policy at all City facilities except the Airport, where the Director of Aviation is responsible for proper execution of this policy.

**STANDARDS****A. Federal, State and City Flags**

1. Outdoor flags will be flown at City facilities in the following order of precedence: first, the United States flag; second, the California State flag; third, the San Jose City flag; and fourth, the New City Hall flag.
2. Weather permitting, flags should be displayed daily in front of or at a location near City Hall, the Police Administration Building, the Civic Auditorium, the Airport, and all Fire and Police facilities during business hours.
3. Flags should not be displayed in inclement weather. However, all-weather flags may be flown on a 24-hour basis as long as they are illuminated from sunset to sunrise.

**City of San José, California**

<b>TITLE</b> EXHIBITION OF FEDERAL, STATE, AND CITY FLAGS FROM CITY BUILDINGS – ALL OCCASIONS	<b>PAGE</b> 2 of 3	<b>POLICY NUMBER</b> 2-1
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The City Hall flags shall be all-weather flags, shall be flown on a 24-hour basis and shall be illuminated at night.

4. The San Jose City flag will be flown wherever there are sufficient poles to do so in accordance with #2 above. The City flag may be displayed on the same pole with, and underneath the State flag, whenever the pole is of sufficient height. The Federal, State, and City flags shall not be flown on a single pole of any height.
5. New City facilities where any flags are to be flown shall be constructed with a sufficient number of poles to allow the City flag to be flown.
6. Indoor City flags shall be displayed at a minimum in the City Council Chambers and in the Mayor's Office.
7. On recognized Federal and/or State holidays, and on other special occasions as listed below, flags should be flown from all locations listed in paragraph A-2 above.
  - a) January 1, New Year's Day
  - b) January 20, (2001, 2005, 2009, etc., every fourth year) on the day the President of the United States is inaugurated
  - c) Third Monday in January, Martin Luther King's birthday
  - d) Third Monday in February, Presidents' Day
  - e) Second Sunday in May, Mother's Day
  - f) Third Saturday in May, Armed Services Day
  - g) Last Monday in May, Memorial Day. The flags to be flown at half-staff (first raise to top, then slowly lower to half-staff) until noon and at full staff from noon until sunset. NOTE: The United States flag must always be flown by itself when displayed at half-staff.
  - h) Third Sunday in June, Father's Day
  - i) June 14, Flag Day
  - j) July 4, Independence Day
  - k) First Monday in September, Labor Day
  - l) September 9, Admission Day
  - m) September 17, Constitution Day
  - n) Second Monday in October, Columbus Day
  - o) The first Tuesday after the first Monday in November of a presidential election year and gubernatorial election days
  - p) November 11, Veteran's Day
  - q) Fourth Thursday in November, Thanksgiving Day
  - r) December 25, Christmas Day
  - s) State holidays
  - t) Special occasions of Federal, State and local proclamation
8. Flags at all City facilities shall be displayed in accordance with the above standards. However, the City Manager may order flags to be lowered to half staff including, but not limited to flags of the United States of America and State of California in honor of the death of a City employee killed in the line of duty.

**City of San José, California**

<b>TITLE</b> EXHIBITION OF FEDERAL, STATE, AND CITY FLAGS FROM CITY BUILDINGS – ALL OCCASIONS	<b>PAGE</b> 3 of 3	<b>POLICY NUMBER</b> 2-1
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**B. Street Flags**

Street flags are defined as flags flown on a guy wire over a city street. The guy wire is generally attached to city streetlights and is oriented perpendicular to the flow of traffic. Street flags may be flown in the downtown area on Veteran's Day and Memorial Day, if requested by a group sponsoring an event on that day and approved by the City Council. Funding for this flag flying may be provided by an outside agency or at the City's expense, depending on the decision of the City Council.

**C. Ceremonial Flags**

The City's flagpoles are not intended to serve as a forum for free expression by the public. The following flags may be displayed by the City as an expression of the City's official sentiments:

1. **Flags of Governments Recognized by the United States.** Flags of the governments recognized by the United States may be displayed upon the request of the Mayor, a member of the City Council or the City Manager.
2. **Flags of Sister Cities:** The flags of official Sister Cities of San Jose may be displayed in conjunction with an event involving the Sister City.
3. **Flags Displayed in Conjunction With Official Ceremonial Items:** Other flags may be displayed in conjunction with official actions, ceremonial items, or proclamations of the City Council.
4. **Flags of Professional Sports Teams:** The City Manager may order the display of the flag of a professional sports team in commemoration of a significant achievement involving the City of San Jose.



ADMINISTRATIVE CODE

CMD NUMBER 77

CITY MANAGER'S DIRECTIVE-PROCEDURE

DATE: August 7, 2006

CANCELS: November 19, 1990

SUBJECT : HALF-STAFFING THE FLAGS (MOURNING COLORS)

POLICY : The National Flag, California State Flag and City of Santa Clara Flag are displayed in a state of mourning as a mark of respect upon the death of major officials and former officials of the United States Government and State of California Government, present and past officials of the City of Santa Clara, City employees; and at any time so designated by the President of the United States, the Governor, or the City Manager.

The guidelines for the duration of mourning colors are as follows:

1. Thirty days from the day of death of a President or former President of the United States.
2. Ten days from the day of death of a Vice-President of the United States, Chief Justice or retired Chief Justice of the United States, Speaker of the United States House of Representatives, or a member of the Santa Clara City Council.
3. Seven days from the day of death of an Associate Justice of the United States Supreme Court, a member of the President's Cabinet, a former Vice-President of the United States, Secretaries of the Army, Navy or Air Force, or a former member of the Santa Clara City Council.
4. Three days from the day of death of our United States Senator or Representative, the Governor of the State of California, or any City of Santa Clara employee killed in the line of duty.
5. One day, on the day of interment, for City employees when death did not occur in the line of duty. Flag will be flown half-staff at employee's department/building/workplace.

RESPONSIBILITY : ACTION

Human Resources Department

1. Forward information regarding deaths of City employees to the City Manager's Office.

## CMD NUMBER 77

City Manager

2. When information is received from Human Resources, as above, or information on deaths of officials is received from other sources, direct the half-staffing of flags by all departments as appropriate.

Department Heads

3. Ensure that flags are displayed in a state of mourning for the appropriate duration as specified in the guidelines above. The proper display is as follows:
  - When the flags are flown from a flagstaff, they should be raised to the peak, then lowered to half-staff. Upon retiring half-staffed flags, they should first be raised again to the peak, then lowered ceremoniously. None of these flags should be half staffed separately from the others when flown from the same staff. When flown from separate staffs, the National Flag should always be raised first and lowered last. The California State Flag is next in precedence, then the City of Santa Clara Flag.
  - Contact the City Manager's Office for copies of information on the National, State and City flags and flag protocol if additional information is desired.



City of Santa Clara  
Policy and Procedure Manual



## SALE OF CITY OF SANTA CLARA FLAGS

### *POLICY*

City flags may be purchased by individuals/businesses to use for display purposes, with the clarification that the City flag may not be used to endorse a product or imply official/unofficial City of Santa Clara support. City flags will be ordered by the Purchasing Division and placed in stock for sale to the public. The flags are 4' by 6', custom-screened, single construction (one-sided) cotton flags. They may be purchased from the stock on hand, at the City's cost.

City flags other than the type purchased by the City, for example those made of nylon, appliqued or screened, double construction, or varying sizes, may be ordered from flag manufacturers by the requesting individual/business. The Purchasing Division will provide the required letter of authorization to the company asked to manufacture the flag.

### *PROCEDURE*

1. An individual requesting a City flag is referred to the cashiers' window in the Finance Department/Municipal Services Division. Three flags will be kept in stock at this location. (When a flag is sold, the cashier will notify the Purchasing Division to provide another flag so that the on-hand supply of three is maintained.)
2. If the individual wishes to purchase a City flag, the cashier will collect payment for the purchase. (The cost for each flag will be provided by the Purchasing Division.) The cashier will also give the purchaser an informational sheet (sample attached), which specifies City flag protocol and restrictions on the use of the City flag.
3. If the individual wishes to purchase a City flag of a different type than the City flag available at the cashiers' window, he or she may be referred to the Purchasing Division to request a letter of authorization for use of the City flag, which would be provided to the company that will manufacture the flag.

### *Reference:*

*City Council-approved policy 7/20/93*



## SALE OF CITY OF SANTA CLARA FLAGS (cont.)

### CITY FLAG PROTOCOL & USE RESTRICTIONS

#### *Protocol*

National, state and city flags are customarily displayed outdoors, only in good weather, between sunrise and sunset. Flags may be flown at night on special occasions, such as parades.

When displayed with the national and state flags on grouped staffs, the city flag is usually displayed at the viewer's right, with the national flag at the center and highest point and the state flag at the viewer's left. When displayed with the national flag only, the city flag is placed at the viewer's right, with the national flag at the left.

On the same halyard, the city flag is hung underneath the national flag. If a state flag is also hung, the order is national flag at the top, then the state and then the city flag.

For additional flag protocol and information, the City Library Reference Division may be consulted.

#### *Proper Use of the City Flag*

The City of Santa Clara flag may be purchased and displayed by individuals and businesses as a demonstration of community pride. Flag protocol should be observed, ensuring that the flag will be treated with respect.

The City flag may not, under any circumstances, be used to endorse a product or to imply official/unofficial City of Santa Clara support.



## County of Santa Clara

Policy Name: Display of Flags

Page 1 of 3

**Policy Type:** Administrative

**Category:** Facilities

**Policy Name:** Display of Flags

**Policy Owner:** Facilities

### **Policy Purpose**

The purpose of this policy is to guide departments in properly and respectfully displaying the flag of the United States and other flags.

### **Policy Summary**

It is County policy to display the flag of the United States prominently where it may be viewed by all attendees at official County meetings, hearings, or events. At a minimum, the flag of the United States shall be displayed in the following County facilities:

- Board of Supervisors Chambers
- Board of Supervisors meeting rooms on the 10<sup>th</sup> and 11<sup>th</sup> floors of the County Government Center
- All auditoriums owned, leased, or regularly used by the County
- Any other meeting facility or conference room that has a seating capacity of 50 or more persons and that is owned, leased, or regularly used by the County

When displaying the flag of the United States, the flag should be displayed to the right of the speakers, or on the left side of the stage from the

**County of Santa Clara**

Policy Name: Display of Flags

Page 2 of 3

audience's point of view. If other flags are also displayed, the flag of the United States shall always be placed in the position of honor, either by placing it to the far left of the stage from the audience's point of view or placing it in the center of a group of flags such that the flag of the United States is higher than any other non-national flag.

*Outdoor Display of Flags*

Both the flag of the United States and the flag of the State of California shall be prominently displayed during business hours upon or in front of major buildings and facilities owned, leased, or regularly used by the County.

The flag of the United States shall be displayed at half-staff on Memorial Day (until noon), and by order of the President, usually upon the death of principal figures of the United States government, the governor of a state, or other officials or foreign dignitaries, or to commemorate other days of observance. On these occasions, the flag of the State of California shall be similarly displayed at half-staff.

The flag of the United States and the flag of the State of California shall be displayed at half-staff upon proclamation of the governor to acknowledge the death of a present or former official of the state government or the death of a member of the armed services from California.

The President and Vice President of the Board of Supervisors shall have the authority to direct that flags displayed at County facilities be flown at half-staff upon the death of an official or person of significant public import, the death of a County employee while on duty, or the death of citizens occurring in a disaster of significant proportion. In the event that the President or Vice President desires the flags to be flown at half-staff, the President's or Vice President's office shall inform the Facilities and Fleet Department.



## County of Santa Clara

Policy Name: Display of Flags

Page 3 of 3

### Flags Other Than the U.S. and California Flags

Flags other than the flag of the United States and the flag of the State of California may be displayed when approved by the Board of Supervisors.

### **Procedures**

None.

### **Definitions**

For the purposes of this policy, the following definitions apply:

- 1) **"County facility"** means any building, property, office, or workspace owned, leased, or regularly used for County business.

### **Frequently Asked Questions**

None.

### **Related Policies**


None.

### **Related Forms and Information**

None.

### **History**

Date	Changes Made
1/14/2014	Policy uploaded. (John Myers)

 <b>Display of Flags at City Buildings</b>	<b>Administrative Policy Manual</b> <b>Chapter 6 – Facilities &amp; Equipment</b> <b>Article 2</b>
	<b>Attachments:</b> <i>None</i>
<b>Effective Date:</b> 12/11/07	<b>Responsible Department:</b> DPW
<b>Prior Version &amp; Notes:</b> Prior Version: March 1983, April 20, 2005, December 21, 2006, March 23, 2006, February 12, 2007	

### **Section 1. Purpose**

The purpose of this policy is to standardize the manner in which the national, state, and local flags are to be displayed at sites under the jurisdiction of the City. Further, this policy is to bring display of flags at City sites in conformance with the Federal Flag Code at 4 U.S.C. 1, sections 4-10, and California Government Code sections 430-438, "Display of Flags".

### **Section 2. Policy**

#### **Subd. 1. Sites**

National and State Flags are to be flown from flagstaffs at designated building and park sites owned by the City of Sunnyvale which have stationary personnel. The Sunnyvale flag shall be flown at City Hall and may be used for ceremonial events or at the discretion of the City Manager. The National Flag shall be placed above the State flag when both are on the same staff but both flags shall be of the same dimensions. (Gov. Code section 436). At City Hall, each flag may be flown from its own staff but all are still to be of the same dimensions.

#### **Subd. 2. Flying the Flags at Half-Staff**

##### **A. National or State Declarations**

In response to a national or state declaration, City flags shall be flown at half-staff. The City will comply with instructions from the federal or state government regarding how long the flags should remain lowered.

##### **B. Memorial Day**

By Presidential Order, flags shall be flown at half-staff until noon on this day, then raised to full staff for the remainder of the day at facilities operating on this holiday.

##### **C. Patriot Day**

By Presidential Order, September 11 of each year is designated as "Patriot Day" and flags shall be flown at half-staff on this day.

- Sunnyvale Public Safety officer is killed in the line of duty;
- Sunnyvale employee is killed in the line of duty;
- A Public Safety Officer in the State of California is killed in the line of duty;
- Per the City Manager's discretion, in honor of local officials or in unity with another federal, state, or local jurisdiction in the region (see "The Bear Flag" publication, Public Affairs Office of the Military Department).
- On the anniversary date of the death of a Public Safety Officer or City employee killed in the line of duty.

When an officer outside of the Bay Area is killed in the line of duty, the City flags shall remain at half-staff for three days from the time the City is notified of the incident. When an officer in any city within the Bay Area is killed in the line of duty the City flags shall remain at half-staff through the day of the funeral.

The City Manager has the discretion to make exception to the above timeframes based on special circumstances. The City Manager will inform the Council anytime the City flags are lowered.

#### **D. Placing the Flags at Half Staff**

To place the flags at half-staff, they shall first be raised briskly to the peak of the staff then slowly lowered to the mid-point. Before lowering the flags, they are to be raised to the peak again and then lowered all the way.

#### **Subd. 3. Time of Display**

The flags shall be displayed at all designated City buildings between 8:00 a.m. and 6:00 p.m. and at designated park sites between 7:00 a.m. and 2:00 p.m., with the exception of the Community Center, Corporation Yard, Public Safety Headquarters and other sites approved for night lighting. A floodlight placed so as to shine on the flags through the night will allow them to fly 24 hours a day at the Community Center, Corporation Yard, Public Safety Headquarters and other approved sites. Flags are not to be flown in the likelihood of inclement weather.

#### **Subd. 4. Care of Flags**

Flags are to be dry cleaned or replaced when they have been soiled. Flags that are not to be flown are to be burned or disposed of in an appropriate manner.

#### **Subd. 5. Sale of Flags**

The City's flag, regardless of condition, is not for sale to the public.

#### **Subd. 6. Indoor Display**

##### **A. Council Chambers**

The U.S. flag shall stand on the left side of the Council dais (from the audience's viewpoint). The California flag and the Sunnyvale flag shall

stand on the right side of the Council dais (from the audience's viewpoint), with the California flag closest to the center. All flags shall be on the same riser and of the same dimensions.

**B. Mayor's Office**

The flags of the United States, California and Sunnyvale shall be displayed from staffs located at the window side of the Mayor's office. The U.S. flag shall be placed at the center with the California flag on its left and the Sunnyvale flag on the right. All staffs are to be of the same height.

**Subd. 7. Other Flag Displays**

Other displays or uses of flags at City of Sunnyvale sites shall be in conformance with applicable federal and state statutes or guidelines.

**Section 3. Roles and Responsibilities**

**Subd. 1. Compliance**

The Director of Parks and Recreation shall be responsible for maintaining compliance with this policy.

**Subd. 2. Raising and Lowering of Flags**

A . On-site "parks" personnel are responsible for the raising and lowering of flags at the various park sites.

B . Flags at the City Hall site are raised by on-site Parks Division personnel in the morning and lowered by Facilities Management Division personnel in the evening.

C . Community Center flags are raised, monitored and lowered by on-site Recreation Division personnel.

D . Corporation Yard flags are raised, monitored and lowered by Parks personnel.

E . Fire station flags are raised, monitored and lowered by Public Safety personnel.

F. Public Safety Headquarters flags are raised, monitored and lowered by Public Safety personnel.

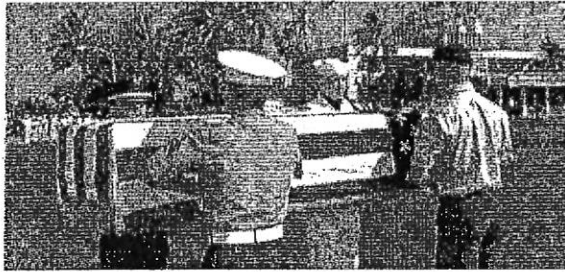
G. Flood lights on the flags at the Community Center, Corporation Yard, Public Safety Headquarters and other approved sites shall be maintained by the Facilities Management Division personnel.

H. Other City Facilities flags will be raised and lowered as arranged by the personnel responsible for a particular site.



City Manager's signature: Robert Walker  
for Amy Chan  
Date: 2-12-07

## Flag Code



### Title 4, United States Code, Chapter 1

As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 523, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; P.L. 80, 106th Congress, First Session, October 25, 1999; P.L. 110-41, 110th Congress, First Session, June 29, 2007; P.L. 110-181, 110th Congress, Second Session, January 28, 2008; P.L. 110-239, 110th Congress, Second Session, June 3, 2008; P.L. 110-417, 110th Congress, Second Session, October 14, 2008; P.L. 111-41, 111th Congress, First Session, July 27, 2009; and P.L. 113-66 113th Congress, First Session, December 26, 2013.

### § 4. Pledge of Allegiance to the flag; manner of delivery

The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all," should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute. Members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform.

### § 5. Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

### § 6. Time and occasions for display

(a) 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.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on

New Year's Day - January 1  
Inauguration Day - January 20  
Martin Luther King Jr's Birthday - third Monday in January  
Lincoln's Birthday - February 12  
Washington's Birthday - third Monday in February  
Easter Sunday - (variable)  
Mother's Day - second Sunday in May  
Armed Forces Day - third Saturday in May  
Memorial Day (half-staff until noon) - last Monday in May  
Flag Day - June 14  
Independence Day - July 4  
National Korean War Veterans Armistice Day, July 27  
Labor Day - first Monday - September 1 - 7  
Columbus Day - second Monday in October  
Navy Day - October 27  
Veterans Day - November 11  
Thanksgiving Day - fourth Thursday in November  
Christmas Day - December 25  
Other days as may be proclaimed by the President of the United States  
Birthdays of States (date of admission)  
State holidays

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

### § 7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

## 5.2 – Attachment 3

(c) 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, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof. Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.

## 5.2 – Attachment 3

When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(j) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) 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.

On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. 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. 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 or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

- (1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;
- (2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and
- (3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

5.2 – Attachment 3

(n) When the Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

§ 8. Respect for flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free.

Bunting of blue, white, and red always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

(e) 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.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkin or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

**5.2 – Attachment 3**

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) 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. (Disposal of Unserviceable Flags Ceremony)

**§ 9. Conduct during hoisting, lowering or passing of flag**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, those present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

**§ 10. Modification of rules and customs by President**

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

Executive Order No. 10834 issued by President Dwight D. Eisenhower on August 24, 1959, amended the provisions of Title 4, U.S.C., Chapter 1 and established the 50 star Flag as the official Flag of the United States, effective on July 4, 1960.

**The Flag Code - Modification of rules and customs by President**

Executive Order No. 10834  
August 24, 1959

**Part I - Design of the flag**

Section 1. The flag of the United States shall have thirteen horizontal stripes, alternate red and white, and a union consisting of white stars on a field of blue.

Section 2. The position of the stars in the union of the flag and in the union jack shall be as indicated on the attachment to this order, which is hereby made a part of this order.

Section 3. The dimensions of the constituent parts of the flag shall conform to the proportions set forth in the attachment referred to in section 2 of this order.

**Standard Proportions of the Flag**

hoist(width) of flag - 1.0  
fly (length) of flag - 1.9  
hoist of union- 7/13  
fly of union- .76  
diameter of star - .0616  
width of stripe - 1/13

Title 36, Subtitle I, Part A section 301 United States Code – National Anthem

(a) Designation.— The composition consisting of the words and music known as the Star-Spangled Banner is the national anthem.

(b) Conduct During Playing.— During a rendition of the national anthem—

- (1) when the flag is displayed—

(A) individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note;

(B) members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for individuals in uniform; and

(C) all other persons present should face the flag and stand at attention with their right hand over the heart, and men not in uniform, if applicable, should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart; and

- (2) when the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.