

CITY COUNCIL POLICY

SUBJECT: DISPLAY OF FLAGS AT CITY FACILITIES

NO.: K-11

PURPOSE:

To standardize the manner in which the national, State, and other flags (e.g., City flag, flags from other nations, etc.) are to be displayed at City of Mountain View facilities.

POLICY:

1. Outdoor Display

The United States, State, and other flags may be flown from separate staffs or may be flown from the same flag staff as follows:

- a. When two flags are displayed from separate staffs, on the same level, the flag of the United States should be placed in the honor position to the right of the other flags as observed while standing directly in front of a building and facing out toward the flags. (To an observer facing a building, the flag of the United States should be to the observer's left.)
- b. When two or more flags are flown from the same staff, the flag of the United States should always be at the peak of the staff.
- c. When flags of two or more nations are displayed, they should be flown from separate staffs of the same height. If only two flags are displayed, the flag of the United States, as the host flag, should be displayed in the position of honor to the right of the other flag (refer to I-A above). If three flags are displayed, two of which are from different nations, the flag of the United States should be displayed to the left of an observer facing the building (refer to I-A above), the flag of the other nation should be displayed in the center, and the Bear Flag of the State of California should be displayed to the viewer's right as they face the building. International usage prohibits the display of the flag of one nation above that of another nation in time of peace.
- d. When three or more flags of states, localities, or pennants of societies are grouped and displayed from separate staffs, the flag of the United States should be at the center and at the highest point. The Bear Flag of the State of California is accorded the next place of honor on the viewer's left as they face the building (refer to I-A above).

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- e. Flags should be displayed between 8:00 a.m. and 5:00 p.m. Illuminated flags may be displayed 24 hours a day. Flags should not be flown in inclement weather.

2. Indoor Display

a. City Council Chambers

The flag of the United States should be displayed on a staff in the position of honor on the right side of the City Council dais. Any other flag should stand on the left side of the City Council dais. All flags should be on the same riser as the dais.

b. Auditoriums, Meeting Halls

- (1) When the national flag is displayed on a staff at floor level in front of an elevated platform, the national flag should occupy the position of honor to the right of the audience as they face the speaker, with any other flag to the audience's left.
- (2) When the national flag is displayed on a staff on an elevated platform, the national flag should occupy the position of honor to the right of the speaker as the speaker faces the audience, with any other flag located to the speaker's left.
- (3) When the national flag is displayed on a staff at floor level when there is no elevated platform and the speaker and audience are on the same floor level, the national flag should occupy the position of honor to the right of the speaker as the speaker faces the audience, with any other flag to the speaker's left.

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3. Flying Flags at Half Staff

a. Federal or State Occasions

Flags shall be flown at half-staff on the death of Federal or State officials or in the event of, or to commemorate an event of, nationwide significance on instructions from the President of the United States or Governor of California.

b. Memorial Day

Flags shall be flown at half-staff until noon on this day, then raised to full staff for the remainder of the day at City facilities operating on Memorial Day.

c. Local Prerogative

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 City Manager may direct the flags at all City facilities to be flown at half-staff upon the death of a City employee, whether killed in the line of duty or not.

The Mayor may direct the flags at all City facilities to be flown at half-staff upon the death of a prominent Mountain View citizen, a current or former Mountain View City Councilmember, or a current or former Mountain View resident killed in the line of military duty.

The Police Chief or the Fire Chief may direct the flags at all City fire stations and the Robert K. Schatz Police and Fire Administration Building to be flown at half-staff upon the death, in the line of duty, of any public safety members in the State of California or upon an extraordinary loss of life of public safety members nationwide.

Flags should be flown at half-staff until the burial of the deceased, but not for more than three days.

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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 midpoint. Before lowering the flags, they are to be raised to the peak again and then lowered all the way.

4. Care of Flags

Flags are to be dry-cleaned or replaced when they have been soiled. Flags that are torn are not to be flown but are to be burned.

5. Responsibility

The Facilities Section staff shall be responsible for bringing the flag displays at City facilities into compliance with this policy. On weekends and holidays, the Fire Department duty Battalion Chief shall be responsible for bringing the flag displays at City facilities into compliance with this policy.

The City Clerk and/or City Manager's Office shall coordinate the proper display of flags with the Facilities Section staff for special ceremonies.

Staff located at City facilities equipped with a flag staff (or staffs) shall coordinate the proper display of the flag(s) with the Facilities Section staff.

Revised: September 25, 2007, Resolution No. 17240

Revised: February 9, 1993, Resolution No. 15536

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