

 Sunnyvale Display of Flags at City Buildings	Administrative Policy Manual Chapter 6 – Facilities & Equipment Article 2
	Attachments: <i>None</i>
Effective Date: 7/21/16	Responsible Department: DPW
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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.

D. Local Authority

Presidential Proclamation 3044 dated March 3, 1954, embodied in 4 U.S.C. section 7(m), allows for the display of the flag at half-staff "in accordance with recognized customs and practices not inconsistent with law". Accordingly, City flags shall be lowered at half-staff in the following situations:

- 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 Department initiating that a flag be flown at half-staff shall notify the City Manager, Assistant City Manager and Communications Officer. The City Manager will inform the Council anytime the City flags are lowered. A citywide notice of the flags being lowered on the same day as the observance is occurring including information about the basis will be at the discretion of the Communications Officer or the Department of Public Safety.

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 5:00 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.

Subd. 8. 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.