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December 2, 2018
CITY CLERK'S OFFICE
SPOKANE, WA

CITY OF SPOKANE ADMINISTRATIVE POLICY	ADMIN 0325-18-03 LGL 2007-14
TITLE: USE AND DISPLAY OF U.S. FLAG, STATE FLAG, AND OTHER FLAGS EFFECTIVE DATE: March 31, 1997 REVISION EFFECTIVE DATE: December 2, 2018	

1.0 GENERAL

1.1 The City of Spokane displays the United States flag, State flag, POW/MIA flag, and other flags at many of its facilities. It is important to honor the flag and display it correctly.

1.2 This policy is divided into the following sections:

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

Except as otherwise provided, this policy shall apply to all City divisions and departments.

3.0 REFERENCES

4 U.S.C. 1
36 U.S.C. 10
RCW 1.20.017

4.0 DEFINITIONS

4.1 "Banner" means a display similar in shape and size of a flag representative of an entity or organization other than a governmental jurisdiction.

- 4.2 "Flag" means the U.S. flag, the Washington State flag, the POW/MIA flag, the City of Spokane flag and the official flag of other governmental jurisdictions such as city, state or national flags.
- 4.3 "Half-Staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff.
- 4.4 "Mayoral Proclamation" means a formal written declaration issued by the Mayor to recognize the importance of a community event, a significant achievement of a community member or to signal the City's role in a significant event.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to correctly honor the flags of the United States, the State of Washington, the POW/MIA recognition, the City of Spokane and flags of other governmental entities and ensure a standard for flag display on City property.
- 5.2 The City of Spokane shall comply with national and state protocols for flag display and etiquette.
- 5.3 The City of Spokane follows the Washington State provisions governing the display of flags, including the United States flag, the State flag, the City flag, and the POW/MIA flag, which shall be displayed at the entrance of City Hall, the City Council Chambers and other City facilities listed in Section 6.1. (RCW 1.20. .017).
- 5.4 In addition to the above referenced flags, other flags or banners may be displayed on a permanent or temporary basis outside or inside City of Spokane buildings. Other flags and banners may only be displayed upon the issuance of a federal or state proclamation or resolution or a mayoral proclamation. Examples include Sister City flags, Heritage Month flags (e.g., African American History, Asian/Pacific American History, National Hispanic Heritage, National American Indian/Alaska Native Heritage), flags received in recognition of awards (e.g., Tree City flag), flags received from visiting groups, or flags designating an event or an accomplishment. All flags and banners will be displayed with authorization by the Mayor as prescribed by the applicable proclamation or resolution.

6.0 PROCEDURE

6.1 U.S. Flags are located on the following property of the City of Spokane:

- a. City Hall – 808 W. Spokane Falls Boulevard
- b. Fire Department Stations and Fire Readiness Complex - Multiple Locations:
 - 44 W. Riverside Avenue
 - 1001 E. North Foothills Drive
 - 1713 W. Indiana Avenue
 - 1515 W. 1st Avenue
 - 1615 S. Spotted Road
 - 1901 E. First Avenue
 - 1608 N. Rebecca Street
 - 1722 S. Bernard Street
 - 3214 S. Perry Street
 - 1118 W. Wellesley Avenue
 - 1807 S. Ray Street
 - 2120 E. Wellesley Avenue
 - 5225 N. Assembly Street
 - 5121 W. Lowell Road
 - 120 E. Lincoln Road
 - 115 W. Eagle Ridge Boulevard
 - 1618 N. Rebecca Street
- c. Parks and Recreation Facilities – Multiple Locations
 - 2304 E. Mallon Avenue
 - 4200 N. Frey Street
 - 3225 N. Columbia Circle
 - 4302 W. West Drive
 - 301 S. Qualchan Park
- d. Spokane Central Services Center – 915 N. Nelson Street
- e. Waste-to-Energy Plant – 8125 W. Pilot Drive
- f. Riverside Park Water Reclamation Facility – 4401 N. Aubrey L. White Parkway
- g. Waste Water Facility – 909 E. Sprague Avenue
- h. Water Department – 914 E. North Foothills Drive

6.2 Time And Occasions For Display; Hoisting And Lowering

- 6.2.1 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.
- 6.2.2 The flag should be hoisted briskly and lowered ceremoniously.
- 6.2.3 The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed

6.2.4 The flag should be displayed on all days.

6.3 Respect For Flag

6.3.1 No disrespect should be shown to the flag of the United States of America.

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

6.3.3 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.

6.3.4 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.

6.4 Half-Staff

6.4.1 Flags shall be flown at half-staff when prescribed by the President of the United State for days of national mourning, by the Governor of the State of Washington, or when prescribed by the Mayor of the City of Spokane. On Memorial Day, the flags are flown at half-staff until 12:00 noon, and raised to the peak for the remainder of the day.

6.4.2 The Mayor or City Administrator shall instruct department heads to lower the flag to half-staff and the duration period for flying the lowered flag. The department heads shall notify the appropriate department staff of the instruction.

6.4.3 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.

6.4.5. No other authority to raise or lower flags to half-staff is granted.

6.5 Questions regarding flag protocol or this policy shall be directed to the Mayor's Office at (509) 625-6774.

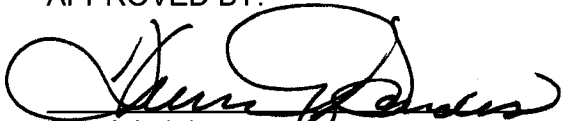
7.0 RESPONSIBILITIES

The Asset Management Department shall administer this policy.

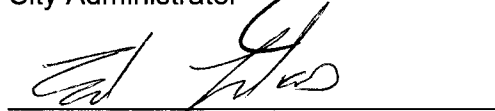
8.0 APPENDICES

None

APPROVED BY:


City Administrator

12/2/2018
Date


Director

11/28/18
Date


City Attorney

November 16, 2018
Date