





## Administrative Policy

<b>Title: Half Staff Flag Policy</b>				
<b>Administered By: Management Services (City Manager)</b>				
<b>New Policy No.</b>	<b>Issue Date (Last Revised)</b>	<b>Renumber Date</b>	<b>Department Head Approved</b>	<b>City Manager Approved</b>
07400.001	UNKNOWN (09-22-06)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)  
Issued: UNKNOWN  
Revised: 09-22-06

# FLAG POLICY

*g. diwe*

**SUBJECT: HALF STAFF FLAG POLICY**

**ACTION NO.**

**POLICY NO.**

**ISSUE DATE**

**REVISION DATE**  
09/22/2006

**CITY MANAGER**  
**APPROVAL**

## POLICY:

The American Flag shall be flown at half staff at City of Corona facilities in keeping with "The Flag code", Title 36, U.S.C., Chapter 10 as amended by P.L. 344.

This section of Federal Code states that on Memorial Day, the flag should be displayed at half-staff until noon only.

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 as a sign of respect to their memory. In the case of other Federal officials or foreign dignitaries, the flag may be displayed at half-staff in accordance with Presidential instructions.

## PROCEDURE:

The Federal Code also allows the flag to be flown at half-staff in accordance with recognized local customs or practices not inconsistent with law.

An individual who is serving as Mayor or Councilmember for the City of Corona at the time of their death.

Therefore; flags at City of Corona facilities will be flown at half staff for one day in the event of the following deaths:

- An individual who is serving as an elected County Supervisor for the second district at the time of their death.
- Assembly Member or State Senator who is serving in an elected capacity on behalf of Corona residents at the time of his/her death.
- Any City of Corona employee who dies while performing their official duties.
- At the direction of the Chief of Police or Fire Chief, flags at police and fire facilities may be flown at half-staff in honor of a Southern California law enforcement officer or firefighter who is killed in the line of duty. *(An exception to this provision would be any flags located at the City's Civic Center. The Civic Center will not be considered a Police or Fire facility for the purposes of this provision.)*

Additionally, the Mayor of the City of Corona may direct that the Flag be flown at half mast as a show of respect in other instances that he/she deems appropriate.