





Administrative Policy

Title: "Corona Honors" Military Banner Program				
Administered By: Management Services (City Manager)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
07400.002	12-14 (N/A)	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: 12-14
Revised: N/A

“CORONA HONORS” MILITARY BANNER PROGRAM

PURPOSE: To recognize and celebrate Corona residents or their immediate family members who are currently serving in the United States Armed Forces (Air Force, Army, Coast Guard, Marines, Navy, or National Guard).

ELIGIBILITY:

- Serviceperson is a current City of Corona resident. Residency must be verified with a recent utility bill, driver’s license, or other form of identification listing a current City of Corona address.
- Serviceperson is the spouse, mother, father, daughter, son, brother, sister, or legal guardian of a current City of Corona resident. Residency must be verified with a recent utility bill, driver’s license, or other form of identification listing a current City of Corona address.
- Serviceperson must be serving on active duty. For the purpose of this program, active duty is defined as 12 months of continuous service in the United States Armed Forces.

PROCESS:

- Applications will be submitted to the City which will include the name of the serviceperson, branch of service, photo (if desired), contact information of applicant, and a form of identification in order to verify City of Corona residency.
- Applications will be accepted on an on-going basis, but banners will only be installed twice each calendar year (May and November).
- The City will verify that the application meets the eligibility requirements including residency.
- Once application has been processed the City will create banner. Only one banner per serviceperson is allowed and the banner will be installed for the serviceperson’s length of active service.
- Military banners will be installed in the designated military banner zones on Main Street from the SR-91 south to Mountain Gate Park and on Sixth Street, from the I-15 to Paseo Grande.
- Military banners will be installed twice a year (May = Armed Forces month / November = Veteran’s Day) and remain installed until serviceperson is no longer serving on active duty or when the program concludes.
- Installation and removal of banners are at the City’s discretion and subject to all terms and conditions of the City’s Street Banner Program.
- The City of Corona will replace banners that are stolen, damaged, or destroyed due to age, vandalism, or any acts of nature including high winds.
- A letter will be sent annually to verify active duty status.
- Removed banners will be returned to serviceperson and family.
- In the event a serviceperson is killed in the line of duty, his/her banner will be removed and replaced with a “Gold Star” banner indicating their sacrifice or presented to his/her family at a City Council meeting depending on the family’s wishes. His or her name will then be added to the Corona Veteran’s Memorial when created.