



Administrative Regulations

Number AR8-18
Issue 3

Subject: Display of National, State, and Other Flags

I. Purpose

The purpose of this Administrative Regulation is to set forth a City-wide policy relative to the display of National, State and other flags.

II. Scope

This Regulation shall be applicable to all City departments and offices directly responsible to the City Manager. However, in the interest of uniformity, effectiveness, and completeness, it is requested that elective offices and other independent offices and departments also comply with this procedure.

III. Amendment

The City Manager may amend the procedures and content set forth in this Regulation as required.

IV. Policy

The City's policy relative to the display of National, State and other flags at City facilities shall be in accordance with United States Code (U.S.C.A.), Title 36, Chapter 10 and California Government Code, Sections 430 - 439.

A. Display

The United States (U.S.) flag and the State of California flag shall be flown daily at all City operated facilities. It is a universal custom to fly flags only from sunrise to sunset. They should not be flown on days when weather is inclement, except when an all-weather flag is used. The U.S. flag and the State flag shall be of the same size. When using separate flagpoles for the U.S. and State flags, the flagpoles shall be of equal length. When hung from the same pole, the U.S. flag shall be flown above the State flag; and

the State flag shall be hung in such a manner as not to interfere with any part of the U.S. flag. When displaying various flags, the U.S. flag shall be placed in the position of first honor at all times and the State flag shall be placed in the position of second honor.

1. Display of Flags in the Civic Center Plaza

The City of Long Beach's policy is to fly only governmentally recognized flags in the Civic Center Plaza.

In November 2016, in preparation for the closure of Centennial Plaza and Lincoln Park for the construction of the new Civic Center, staff prepared a review of the flags that were previously flown in the Civic Center Centennial Plaza. There was a total of 11 flagpoles, where 14 flags were raised in the morning and taken down in the late afternoon when City Hall is open. These flags primarily represent various National, State and City interests, with a number of them focusing on the United States Revolutionary war. The closure of Centennial Plaza and Lincoln Park has resulted in the removal of all 11 flagpoles.

a. Temporary Flagpoles

Three temporary flagpoles were erected near the Ocean Boulevard entrance to City Hall. The following flags will be flown on the temporary poles:

- Pole 1: American flag and Prisoner of War flag,
- Pole 2: California State flag and County of Los Angeles flag,
- Pole 3: City of Long Beach flag and a second special flag to be rotated each month (see c. Special Flags).

b. Flagpoles in New Civic Center

The new Civic Center complex will have an area to place five flagpoles at the corner of Ocean Boulevard and Magnolia Avenue. The area is intended to accommodate the needs of both the City and Port. The following flags will be flown on the permanent flagpoles:

- Pole 1: American flag and Prisoner of War flag,
- Pole 2: California State flag and County of Los Angeles flag,
- Pole 3: City of Long Beach flag and special rotating flag,

- Pole 4: Port Logo flag and Green Port flag,
- Pole 5: Port E flag and/or Port special event/guest dignitary flag.

c. Special Flags

There are a number of flags that fall into the category of “Special Flags” representing different interests the City wishes to acknowledge. Special Flags will be rotated each month, flying on the first business day after on the beginning of the month and replaced the first business day of the following month. The City Manager has the discretion to change the order of the Special Flag schedule. The City Manager has the discretion to fly an appropriate flag not listed on the Special Flags list for a single day, if a public purpose is served by flying the flag. Attachment A provides a list of all approved Special Flags, additions or deletions to the Special Flag list must be approved by City Council.

2. Display of Flags in the City Council Chamber

The U.S. flag shall be displayed in the first position of honor. This position is on the Mayor and City Council's right as they face the audience. The State flag shall be displayed in the second position of honor. This position is on the Mayor and City Council's immediate left as they face the audience. Any other flag approved by the City Council for the Council Chamber shall be displayed to the left of the State flag (to the Mayor and City Council's far left as they face the audience).

3. Display of Flags in the City Council Chamber Lobby

The U.S. flag shall be displayed in the first position of honor. This position is on the left side of the lobby upon entrance. No flag shall be placed to the left of the U.S. flag (as one faces the flag).

The State flag shall be displayed in the second position of honor. This position is on the right side of the lobby upon entrance. Any other flag approved by the City Council for the Chamber lobby shall be displayed to the right of the State flag (as one faces the flags).

B. Display of Flags at Half-Staff

The flags shall be flown at half-staff for a period to be prescribed under the following circumstances:

1. On the death of the following individuals:

- a. President, ex-President, or President elect,
 - b. Vice President, Chief Justice or retired Chief Justice of the United States, or the Speaker of the House of Representatives,
 - c. Other designated federal officials.
2. At the direction of the President.
 3. At the direction of the Governor.
 4. On Memorial Day from sunrise to noon.
 5. In those instances when employees of the City of Long Beach have been killed in the line of duty or have died as a direct result of injuries incurred while in the performance of official duties.
 6. On other occasions at the direction of the City Council or City Manager.

C. Honoring the Flag

The flag should be hoisted briskly and lowered ceremoniously. When flown at half-staff, the flag should be first hoisted to the peak for an instant and then lowered to half-staff position. The flag should be again raised to the peak before it is lowered for the day. During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present, except those in uniform, should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove the headdress with their right hand and hold it at the left shoulder, the hand being over the heart.

During rendition of the national anthem when the flag is displayed, all present, except those in uniform, should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act the same manner they would if the flag were displayed there.

The Pledge of Allegiance to the Flag should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, men should remove their headdress with their right hand and hold

it over the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

D. Police and Fire Departments

Because of the paramilitary nature of their operations, the Police and Fire Departments may issue detailed departmental regulations concerning displaying and honoring the flag. However, they shall comply with this AR, U.S.C.A. Title 36, Chapter 10, and California Government Code Sections 430 – 439.

APPROVED:



CITY MANAGER

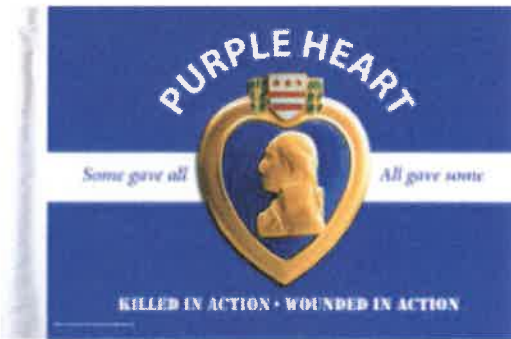


DATE

Attachment A
Civic Center Special/Rotating Flag Images and Descriptions



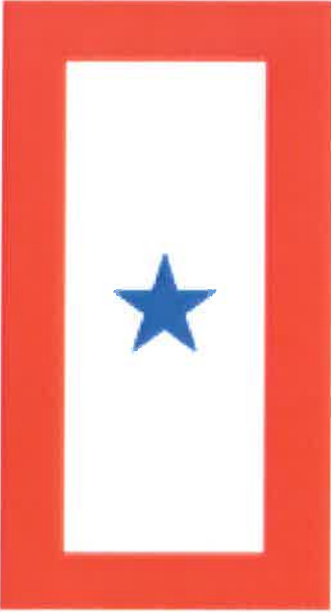
Pride: The rainbow flag, commonly known as the gay pride flag and LGBTQ pride flag, is a symbol of lesbian, gay, bisexual, and transgender (LGBTQ) pride and LGBTQ social movements.



Purple Heart: A United States military decoration awarded in the name of the President to those who have been wounded or killed while serving with the U.S.



Gold Star Mothers Flag: Pays tribute to the American mothers who lost sons and daughters in combat in the United States Armed Forces.



Blue Star Mothers Flag: Flag contains a blue star for each family member serving in the United States Armed Forces and is displayed during any period of war or hostilities in which the United States Armed Forces is engaged.



Beach Flag: Flag representing California State University Long Beach.



Port of Long Beach E-Flag: The official flag of the Port of Long Beach.

*Port flag is subject to change upon receipt of new flag.