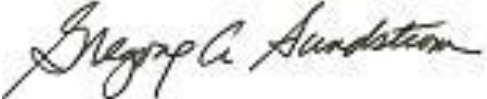


*CITY OF GRAND RAPIDS*

# ADMINISTRATIVE POLICY

NUMBER: 89-02	DATE: 6/89
REVISIONS: 4/1/2013	
ISSUED BY: City Manager	SIGNED: 

**SUBJECT: FLAG DISPLAY**

**PURPOSE:** To provide for the uniform and correct display of the flag of the United States at various City-owned and leased properties in accordance with federal law and customs.

**POLICY:**

1. The Facilities Management Department shall be responsible for the administration of this policy on behalf of the City Manager. If a City-owned or leased property displays a United States flag they must follow the current version of Title 36 Chapter Ten, The Flag Code of the United States.  
<http://www.usflag.org/uscode36.html#36>
2. The flag may be flown at half-staff when a local citizen has passed away who has for a substantial period of time significantly contributed to or has been of benefit to the social, cultural, economical and/or physical well being of the City and/or its citizens. The City Manager or designee shall determine if individuals meet the aforementioned criteria.

If the flag is to be displayed at half-staff during a period of mourning for prominent local citizens, the City Manager or designee will notify the Facilities Management Department which shall notify the Postmaster and the affected Department Directors, giving the name of the deceased and the duration of half-staffing. Department Directors will be responsible for notifying the affected sites under their jurisdiction. Duration of half-staffing shall be from the date of death until immediately after the funeral.

3. If the flag of the United States is to be displayed at half-staff during periods of mourning for a national figure, the local Postmaster or Governor's office will notify the Facilities Management Department via email. Facilities Management will, in turn, notify the City Manager and the affected Department Directors. Department Directors will be responsible for notifying the affected sites under their jurisdiction.
4. Any City department adding or removing a flag staff shall inform the Facilities Management Department of the change.
5. Any request to fly another flag on City owned or leased property should be made to the City Manager or designee.