

FLAG ETIQUETTE

I. PURPOSE:

The purpose of this policy is to formalize and unify the way in which the City of Little Rock displays and uses the American Flag.

II. RESPONSIBILITY:

Responsibility for this policy rests with the City Manager.

III. POLICY:


It will be the policy of the City of Little Rock to follow The Flag Code (which this procedure guideline is based upon) whenever displaying or using the American Flag. The City and its various Departments recognize that there are many other guidelines related to the American Flag and this policy only addresses a few of the more common issues. The City and its various Departments recognize that The United States Flag Code establishes advisory rules for display and care of the flag of the United States. It is Section 1 of Title 4 of the United States Code (4 U.S.C. § 1 *et seq*).

IV. PROCEDURE:

- A. When the flag is displayed outdoors from a staff projecting from a window, balcony, or a building, the union should be at the peak of the staff unless the flag is at half-staff. When it is displayed from the same flagpole with another flag, the flag of the United States must always be at the top.
- B. When flown outdoors with flags of states or communities on separate flag poles which are of the same height and in a straight line, the flag of the United States is always placed to its own right. The other flags may be the same size but none may be larger.
- C. No other flag should be placed above the Flag of the United States. The flag of the United States is always the first flag raised and the last to be lowered.
- D. Ordinarily it should be displayed only between sunrise and sunset, although the Flag Code permits night time display if it is illuminated.

- Similarly, the flag should be displayed only when the weather is fair, except when an all weather flag is displayed.
- E. When on display indoors, the flag is always positioned to its own right. Place it to the right of the speaker or staging area. Other flags should be to the left.
 - F. The Flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities are grouped for display indoors.
 - G. When displaying the flag indoors against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.
 - H. The Flag will be flown at half-staff on the following dates:
 - 1. May 15th; Peace Officers Memorial Day: The Flag should be displayed at half-staff from sunrise to sunset.
 - 2. Last Monday in May; Memorial Day: The Flag should be displayed at half-staff until noon.
 - 3. July 27th; National Korean War Veterans Armistice Day: The Flag should be displayed at half-staff from sunrise to sunset.
 - 4. September 11th; Patriot Day: The Flag should be displayed at half-staff from sunrise to sunset.
 - 5. First Sunday in October; Start of Fire Prevention Week: The Flag should be displayed at half-staff from sunrise to sunset.
 - 6. December 7th; National Pearl Harbor Remembrance Day: The Flag should be displayed at half-staff from sunrise to sunset.
 - 7. Upon proclamation from the President or the State's Governor.
 - I. Each Department Director will appoint someone within their respective Department to be responsible for raising and lowering the flag as necessary. The City Manager will appoint someone to be responsible for the Flag at City Hall.

Approved:



Bruce T. Moore
City Manager