

**SAN LEANDRO ADMINISTRATIVE CODE**

**TITLE 1                    CITY COUNCIL**

**Chapter 7                Flag Policy**

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**ARTICLE 1—POLICY ON LOWERING FLAGS**

**§1.7.100:    POLICY ON LOWERING FLAGS ON CITY PROPERTY TO HALF-MAST.** The purpose of this administrative policy is to establish a uniform policy to govern the lowering of the United States, State and City flags to half-mast on City-owned property to pay homage to the deceased.

**§1.7.105:    APPLICABILITY.** As a general rule, City flags shall be placed at half-mast during periods of mourning declared by the Governor of California or the President of the United States. Flags shall also be lowered upon the death of a current or former City elected official and of a current City employee as set forth below. All other situations are to be referred to the City Manager.

**§1.7.110:    PROCEDURES.** The Public Works Services staff will be responsible for the lowering of the United States, State and City flags to half-mast at City Hall. For City Hall only, the Mayor or City Manager will make the determination to lower the United States, State and City flags to half-mast.

For all other City facilities (community centers, libraries, corporation yard, sanitation plant, parks, etc.), the respective department head will designate specific staff to do the same under the following circumstances\*:

- (a)    {Reserved};
- (b)    When prescribed by the President of the United States for days of national mourning, or by the Governor of California;
- (c)    Thirty days after the death of a President or former President;
- (d)    Ten days after the death of the U.S. Vice President, the Chief Justice, or a retired Chief Justice, or the Speaker of the House of Representatives;
- (e)    From the day of death until the burial of an Associate Justice, a Secretary from an executive or military department, or the governor of a state;
- (f)    From the day of death until the burial of a California Senator; the Congressional Representative for San Leandro; the State Senator or Assemblymember representing San Leandro; and/or the County Supervisor representing San Leandro.

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- (g) When prescribed by the City Manager, or in his/her absence the Assistant City Manager, in accordance with the following guidelines:
- (1) From the day of death until burial of any:
    - (i) City Councilmember of the City of San Leandro, past or present;
    - (ii) City employee whose death occurred during the discharge of duty;
    - (iii) City employee or retiree having served the City for 25 or more years.
  - (2) Upon authority issuing from the City Manager's Office, similar recognition may be given in the case of a prominent citizen not holding or having held public office, whose accomplishments and contributions to the community clearly demonstrated a commitment over and beyond that which would be normally associated with the performance of work.
  - (3) Flags will be lowered to half-mast as soon as practicable following notification of death of the above, and will ordinarily be continued until after the conclusion of burial services. In the event current notice is not given or the date of funeral is unknown, as is frequently the case, flags will be lowered for 48 hours from the day of notification.
  - (4) Any person having definite knowledge of a death requiring City acknowledgment should immediately advise the City Manager's Office as the central point for notification of those responsible for handling our flags. Should contact with this office be impracticable, the information should be given, in order, to the Director of Public Works Services or to the Police Chief, who will then become responsible for taking action in conformity with the policy herein outlined.

**§1.7.115: COUNCIL ACTION.** The City Council, upon notification of the death of the above stated, may elect to adjourn a City Council meeting in respect of the deceased.

\* Reference: U.S. Flag Code, adopted by the United States Congress, as amended by Congress and the President of the United States.

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**ARTICLE 2—POLICY ON RAISING FLAGS**

**§1.7.200:    POLICY ON RAISING FLAGS AT CITY HALL.** The purpose of this administrative policy is to establish a uniform policy to govern the raising of special flags at City Hall.

**§1.7.205:    APPLICABILITY.** As a general rule, special designation flags (such United Nations flag, flag of a Sister City, Children’s Memorial Flag, etc.) will be raised only upon the direction of the Mayor or City Manager. Such flags will only be flown at City Hall, and when raised, shall replace the flag of the City of San Leandro, not the flag of the United States or the flag of the State of California.

**§1.7.210:    PROCEDURES.** Requests for raising of special designation flags will be made in writing to the City Manager’s Office. Such requests will include the length of time the special designation flag is to be flown. The City Manager will notify the City Council of the request and his/her action.

In the case that the request is directed to the City Council in writing, the item will be referred to the City Manager for action.

Upon approval, the Public Works Services staff will be responsible for raising the special designation flag. Public Works will also be responsible for either storing the flag or returning the flag to the requestor, as appropriate.

**Children’s Memorial Flag.** In 1997, the County Board of Supervisors advised the City that the City was expected to fly the Children’s Memorial Flag on two occasions. The first would be in the event of the death of a child due to violence in San Leandro. City Hall and County offices would be expected to fly the flag on the Friday following the death. The second is a standing annual event where every City, School District and County office is asked to fly the flag on the fourth Friday of each April. Otherwise, there is no expectation to have the flag flown at City Hall.

**Legislative History:**

Resolution No. 98-127, 10/05/1998 [§§1.7.100-1.7.115]; Resolution No. 98-156, 12/07/1998 [§§1.7.200-1.7.210]; Resolution No. 2005-156, 11/21/2005 [§1.7.110(a)]