



ADMINISTRATIVE DIRECTIVE

FLYING FLAGS AT HALF-STAFF	NUMBER 4.01-5	PAGE 1 of 3
	EFFECTIVE DATE September 15, 2015	

I. PURPOSE

To establish policies and procedures for flying the United States flag and the State of Arizona flag at half-staff at City facilities.

II. POLICY

It is the City’s intent to comply with the rules and customs pertaining to the display of the flag of the United States at half-staff that have been enacted under United States Code, 4 U.S.C. § 7. The legislative intent of that statute is that no public official except the President of the United States or the Governor of Arizona may order the flag of the United States flown at half-staff. Therefore, the City’s policy is as follows:

A. When so ordered by the President of the United States (or, in the case of subparagraph 6 below, by the Governor of Arizona), all United States flags at City facilities shall be flown at half-staff for the periods indicated upon the death of any of the following individuals:

1. **The President or a former President of the United States:** *for thirty days from the day of death.*
2. **The Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives:** *for ten days from the day of death.*
3. **An Associate Justice of the Supreme Court, a former Vice President, the Attorney General, a Secretary of Agriculture, Air Force, Army, Commerce, Defense, Education, Energy, Health and Human Services, Housing and Urban Development, Interior, Labor, Navy, State, Transportation, Treasury, or Veteran’s Affairs; or the Governor of Arizona:** *from the day of death until interment.*
4. **A United States Senator or Representative:** *on the day of death and the following day.*
5. **Foreign dignitaries or federal officials not otherwise designated:** *as directed by instructions from the President of the United States.*
6. **Present or former officials of State government:** *as directed by instructions from the Governor of Arizona, or in the Governor’s absence, from the Director of the Arizona Department of Administration.*

B. In accordance with 4 U.S.C. § 7, the flag of the State of Arizona shall be flown at half-staff whenever the United States flag is flown at half-staff.



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- C. If a Presidential order in a specific case directs half-staffing of the United States flag for a period different from the periods set forth above, half-staffing at City facilities shall occur in compliance with the Presidential order.
- D. In addition to the above, the Mayor may request the Governor of Arizona to order half-staffing of the United States flag and State of Arizona flag at City facilities in appropriate situations not specifically provided for by law, including but not limited to the death of a current or former State senator or representative from any State legislative district encompassing any portion of the City.
- E. On May 15, Peace Officer's Memorial Day, the United States flags shall be flown at half-staff unless that day is also Armed Forces Day (third Saturday in May) in which case flags shall not be flown at half-staff.
- F. If a United States flag is flown over a City facility on Memorial Day (last Monday in May), it shall be displayed at half-staff until noon only, then raised to the top of the staff.
- G. In all cases, when the flag of the United States or of the State of Arizona is being flown at half-staff, it shall first be hoisted to the peak for an instant and then lowered to the half-staff position, and shall again be raised to the peak before it is lowered for the day.
- H. When the United States flag is displayed with the flags of States of the Union or municipalities, and not with the flags of other nations, the Federal flag, which represents all States, should be flown above and at the center of the other flags. The other flags may be the same size, but none larger than the Federal flag; in accordance with 4 U.S.C. § 7(e) United States Flag Code note-15.

III. **RESPONSIBILITIES**

Departments: Each City department having a flag pole at any of its sites shall appoint a flag manager, and shall provide the name of the designated employee to the Facilities and Communications Maintenance Division (FCM) of the General Services Department.

Departmental Flag Managers: Flag managers shall ensure that all flags under their department's jurisdiction are flown at half-staff as instructed by FCM.

Facilities and Communications Maintenance: FCM will tell and/or e-mail departmental flag managers each time that flags are to be flown at half-staff, and for how long. When necessary, FCM will confirm the existence or details of a particular Presidential or gubernatorial order regarding half-staffing. Such information may be obtained from the White House Press Office (202-456-1414); the Press Office of the Governor of Arizona (602-542-1428); the Director's Office, Arizona Department of Administration (602-542-1500), or the State Capitol Police (602-542-4580).



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The Mayor: The Mayor shall act for the City in requesting that the Governor of Arizona order half-staffing of the United States flag and State of Arizona flag at City facilities in situations not specifically provided for by law. When such a request is granted, the Mayor's Office shall inform the City Clerk's Office. The Clerk's Office shall inform FCM, which shall in turn instruct departmental flag managers to fly flag(s) at half-staff.

Appendices None

References United States Code 4 U.S.C. § 7

Review Responsibility and Frequency An Assistant City Manager will review this directive as necessary. ."
Last review date: 5/1/07.

Authorized



City Manager

10/26/15
Date